

## REQUEST FOR QUOTATION

February 13, 2023

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below;

**Quotation No.** TPB-PR.2023.02.020

**REQUIREMENTS:** Services of a Production Company to Provide Entertainers at the Philippine Stand in the Internationale Tourismus Borse (ITB) Berlin 2023

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>TECHNICAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. Accomplished Statement of Compliance to the Technical Specifications</li> </ol> <p><b>LEGAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor's permit</li> <li>3. BIR Certificate of Registration</li> <li>4. Notarized Omnibus Sworn Statement</li> <li>5. SEC/DTI Certificate of Registration</li> </ol> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Technical Specifications</li> <li>2. Statement of Compliance to the Technical Specifications</li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten on your company letterhead.</li> <li>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>	PhP943,100.00	PhP943,100.00
Terms	30 days upon receipt of invoice		

ABC	Approved Budget for Contract (ABC) is PhP943,100.00 inclusive of all applicable taxes		
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Please submit your quotation and legal documents thru email at **soc\_torres@tpb.gov.ph** not later than **February 17, 2023 on or before 12:00 P.M.**, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please be informed that the Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%)

Thank you very much.



**ELOISA A. ROMERO**

Head, Procurement and General Services Division  
Administrative Department

Contact Person  
Contact No.

**MR. SOCRATES G. TORRES**  
(8) 525-9318 local 266

### STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

**PROJECT: Services of a Production Company to Provide Entertainers at the Philippine Stand in the Internationale Tourismus Borse (ITB) Berlin 2023**

**Quotation No. TPB-PR.2023.02.020**

**[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification]**

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
1	<p>A. Provision of live performances by the following performers, preferably the following artists:</p> <ul style="list-style-type: none"> <li>• Anthony Castillo of Ryan Cayabyab Singers</li> <li>• Lapu Lapu Arnis de Abanico (6 pax)</li> </ul> <p>Note: Should they be not available, supplier can propose artists of similar caliber, subject to TPB's approval</p>	
2	<p>B. Manage the performances of the above including but not limited to the Philippine cocktail reception on 08 March 2023 and Launching of BBMG on 09 March 2023.</p>	
3	<p>C. Provide the following expenses for the group:</p> <ul style="list-style-type: none"> <li>• Honorarium/ talent fees;</li> <li>• Necessary performances attire (must be at least Barong/Filipina or with accent of Philippine traditional weave of the featured animators/weavers (Yakan, Tinalak, etc.);</li> <li>• International airtickets airline related expenses of the following: <ul style="list-style-type: none"> <li>a. Anthony Castillo; and</li> <li>b. Coordinator/Production Manager</li> <li>c. International airtickets of Lapu lapu Arnis de Abanico, c/o TPB;</li> </ul> </li> <li>• Domestic (if necessary) air tickets and other airline related expenses;</li> <li>• Traveling insurance with COVID-19 coverage</li> <li>• Daily per diems at least USD70/day/pax (in Germany);</li> <li>• VISA fees; and</li> <li>• Accommodations in Berlin, c/o TPB</li> <li>• Accommodations in Manila (if necessary)</li> </ul>	

	<ul style="list-style-type: none"> <li>Transportation in Berlin, c/o TPB</li> </ul> <p>Note: Proposed departure at Manila of the entertainers is on 05 March 2023.</p>	
4	D. Provide a proposed repertoire for the performance;	
5	E. Assists and oversee the overall arrangements of the entertainers for the duration of their stay in Berlin, Germany;	
6	F. Secure necessary travelling documents of the animators/weavers/entertainers for VISA processing purposes;	
7	G. Monitor and coordinate all necessary arrangements and requirements of the animators/weavers/entertainers travel to Berlin, Germany; and	
8	H. Secure additional baggage allowance for the equipment/samples of the animators/weavers/entertainers.	
9	<p>Qualification of Bidders</p> <ol style="list-style-type: none"> <li>1. Preferably a DOT-accredited establishment (if applicable);</li> <li>2. Must be duly registered with the Philippine Government Electronic Procurement System (PhilGeps);</li> <li>3. Must have been in operation as Production Company for at least five (5) years; and</li> <li>4. Must allow send-bill arrangement.</li> </ol>	
10	<p>Budget Requirement</p> <p>Total budget allocation for this project is NINE HUNDRED FOURTY-THREE THOUSAND ONE HUNDRED PESOS (Php943,100.00) inclusive of all applicable taxes chargeable against the approved COB budget for SIPP 2023</p>	
11	<p>Payment Procedure</p> <p>The payment should be made by the Tourism Promotions Board via send bill arrangement, 30 day upon receipt of Statement of Account (SOA).</p>	
<p>Contact Information</p> <p>Mr. Michael M. Malonda Market Specialist III, EAMI Division Tel. No. 8 525 9318 loc. 287 E-mail: Michael_malonda@tpb.gov.ph</p>		

I hereby certify to comply and deliver all of the above requirements.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name  
of Authorized Representative

\_\_\_\_\_  
Date

**SCOPE OF WORK AND SERVICES  
PRODUCTION COMPANY THAT CAN PROVIDE  
ENTERTAINERS AT THE PHILIPPINE STAND IN THE INTERNATINALE TOURISMUS  
BORSE (ITB)BERLIN 2023**

Project : **INTERNATINALE TOURISMUS BORSE (ITB)BERLIN 2023**  
Date : 07-09 March 2023  
Venue : Berlin, Germany

**I. Background**

ITB Berlin is the world's largest travel and tourism trade fair, the ITB Berlin will reunite the travel industry again on 07-09 March 2023. With over 10,000 exhibitors and 160,000 visitors expected to gather during ITB Berlin 2023 the trade show will once again prove to be a staple in the travel event industry.

During the four days of the fair visitors will be able to explore information stands, hotels and property displays offering a comprehensive product overview featuring over 180+ travel destinations. This extensive showcase is arranged into easy-to-find show floor segments based on the destination's geographical locations. Additional guidance provides the thematic sectors of the exhibition further organizing the extensive array of products and services into groups such as Adventure travel & responsible tourism, business travel, career centre, LGBT + tourism, luxury travel, medical tourism, youth travel and others.

**II. Objectives**

A continued participation at the ITB Berlin would provide a platform for the Philippines to:

- Sustain a strong and distinguished presence in the global tourism industry;
- Network with new stakeholders in existing and emerging tourism source markets, and generate new business deals;
- Resume tourism businesses with existing partners;
- Explore partnership opportunities with various tourism stakeholders, including tour operators, OTAs and new online

- distribution platforms, travel websites and communities, journalists, and influencers, among others;
- Strengthen the Philippines' global tourism branding campaign

### **III. Scope of Work and Services**

A. Provision of live performances by the following performers, preferably the following artists:

- Anthony Castillo of Ryan Cayabyab Singers
- Lapu Lapu Arnis de Abanico (6 pax)

**Note:** Should they be not available, supplier can propose artists of similar caliber, subject to TPB's approval

B. Manage the performances of the above including but not limited to the Philippine cocktail reception on 08 March 2023 and Launching of BBMG on 09 March 2023.

C. Provide the following expenses for the group:

- Honorarium/ talent fees;
- Necessary performances attire (must be at least Barong/Filipina or with accent of Philippine traditional weave of the featured animators/weavers (Yakan, Tinalak, etc.);
- International airtickets airline related expenses of the following:
  - a. Anthony Castillo; and
  - b. Coordinator/Production Manager
  - c. International airtickets of Lapu lapu Arnis de Abanico, c/o TPB;
- Domestic (if necessary) air tickets and other airline related expenses;
- Traveling insurance with COVID-19 coverage
- Daily per diems at least USD70/day/pax (in Germany);
- VISA fees; and
- Accommodations in Berlin, c/o TPB
- Accommodations in Manila (if necessary)
- Transportation in Berlin, c/o TPB

**Note:** Proposed departure at Manila of the entertainers is on 05 March 2023.

- D. Provide a proposed repertoire for the performance;
- E. Assists and oversee the overall arrangements of the entertainers for the duration of their stay in Berlin, Germany;
- F. Secure necessary travelling documents of the animators/weavers/entertainers for VISA processing purposes;
- G. Monitor and coordinate all necessary arrangements and requirements of the animators/weavers/entertainers travel to Berlin, Germany; and
- H. Secure additional baggage allowance for the equipment/samples of the animators/weavers/entertainers.

#### **IV. Qualification of Bidders**

1. Preferably a DOT-accredited establishment (if applicable);
2. Must be duly registered with the Philippine Government Electronic Procurement System (PhilGeps);
3. Must have been in operation as Production Company for at least five (5) years; and
4. Must allow send-bill arrangement.

#### **V. Budget Requirement**

Total budget allocation for this project is **NINE HUNDRED FOURTY-THREE THOUSAND ONE HUNDRED PESOS (Php943,100.00)** inclusive of all applicable taxes chargeable against the approved COB budget for SIPP 2023

#### **VI. Payment Procedure**

The payment should be made by the Tourism Promotions Board via send bill arrangement, 30 day upon receipt of Statement of Account (SOA).

#### **VII. Contact Information**

Mr. Michael M. Malonda  
Market Specialist III, EAMI Division  
Tel. No.: 8 525 9318 loc 287  
E-mail: michael\_malodna@tpb.gov.ph