

April 26, 2023

## REQUEST FOR QUOTATION

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

**RFQ No.** **TPB-RFQ 2023-04-074**

**PR No.** **4.012**

**Requirements :** **Services of an Event Management Company for the Cybersphere Philippines Exhibition**

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
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 Form to the Technical Specifications</li> <li>3. List of at least three (3) completed similar contracts for the last three (3) years</li> <li>4. List of at least three (3) previously handled TPB projects</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. Income/Business Tax Return</li> <li>4. SEC/DTI Certificate of Registration</li> <li>5. Notarized Revised Omnibus Sworn Statement "Annex B"</li> </ol> <p><b>ATTCHMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Statement of Compliance to the Technical Specifications "Annex A"</li> <li>2. Notarized Revised Omnibus Sworn Statement "Annex B"</li> </ol> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten in your company letterhead.</li> <li>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>		Php700,000.00
Terms	30 days from receipt of Invoice		
ABC	The approved budget for the contract (ABC) is PHP700,000.00 inclusive of all applicable taxes.		<b>PhP700,000.00</b>

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address [soleil\\_fajardo@tpb.gov.ph](mailto:soleil_fajardo@tpb.gov.ph) not later than **3 May 2023 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

## TOURISM PROMOTIONS BOARD PHILIPPINES

4th Floor, Legaspi Towers 300, Roxas Boulevard corner P. Ocampo, Sr. St., Malate, Manila 1004 Philippines  
Tel: +63 2 8525.9318 to 27 • Fax: +63 2 8521.6165 / 8525.3314 • Email: [info@tpb.gov.ph](mailto:info@tpb.gov.ph) • Website: [www.tpb.gov.ph](http://www.tpb.gov.ph)

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

Contact person: Soleil Moon A. Fajardo  
Contact number: 02 8525 – 7312 loc. 278

## STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

**SERVICES OF AN EVENT MANAGEMENT COMPANY FOR THE CYBERSPHERE PHILIPPINES EXHIBITION**  
**TPB-RFQ 2023-04-074**

Bidder 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)																				
PROVISION OF EVENT BANNERS/PROMOTIONAL REQUIREMENTS																						
1.	Must be placed in the surrounding areas/near the vicinity of the SMX Convention Center which is the official venue																					
2.	Must include all materials/printing/installation/display and dismantling of the stickers/banners																					
3.	Must be in coordination with the Official Venue for the availability of the Venue’s advertising space options/reservation/purchase and other ad space requirements																					
4.	The Layout/design will be provided by TPB																					
5.	In the event that the preferred ad space/s below are unavailable, TPB may select an alternative posting duration or ad space/s with their accompanying specifications																					
6.	If needed, changes must be within the ABC/ contracted amount and subject to TPB’s approval																					
7.	Preferred duration of posting is from 24 August – 7 September 2023 (approximately 2 weeks)																					
8.	<table><tr><th>BANNER/ AD SPACE</th><th>SIZE</th><th>QUANTITY</th><th>MATERIAL</th><th>LOCATION</th></tr><tr><td>1) Glass Panel Stickers  Sample Photo: </td><td>4ft (w) x 9.3ft (h) / panel</td><td>5</td><td>Sticker</td><td>North Mezzanine</td></tr><tr><td>2) Perimeter Lamp Post Banner  Sample Photo: </td><td>1.4m (w) x 2.4m (h)</td><td>17</td><td>Tarpaulin (wind breakers) 2 banners per pole, scroll type with pole stiffener on top and bottom</td><td>SMX perimeter (North / South / RDU)</td></tr><tr><td>3) Column Wrap  Sample Photo: </td><td>1.5m (w) x 2.5m (h) / panel</td><td>1</td><td>Sticker on <del>sticker</del> board with backwall panel</td><td>Main entrance column</td></tr></table>	BANNER/ AD SPACE	SIZE	QUANTITY	MATERIAL	LOCATION	1) Glass Panel Stickers  Sample Photo: 	4ft (w) x 9.3ft (h) / panel	5	Sticker	North Mezzanine	2) Perimeter Lamp Post Banner  Sample Photo: 	1.4m (w) x 2.4m (h)	17	Tarpaulin (wind breakers) 2 banners per pole, scroll type with pole stiffener on top and bottom	SMX perimeter (North / South / RDU)	3) Column Wrap  Sample Photo: 	1.5m (w) x 2.5m (h) / panel	1	Sticker on <del>sticker</del> board with backwall panel	Main entrance column	
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<b>PROVISION OF FOOD AND BEVERAGE WITH CATERING SERVICES</b>		
1.	Set up: Two (2) buffet lunches to include allergen food labels	
2.	Dates: 6 and 7 September 2023	
3.	Venue: SMX Convention Center, VIP Suite/Lounge inside the Exhibition Hall (VIP Suite/Lounge will be setup by the organizer during the Event)	
4.	Number of pax: Estimated 100 pax per day	
5.	Must be able to accommodate dietary restrictions of guests (halal, vegetarians, diabetics, people with allergies, etc.)	
6.	Less use of plastic waste, as applicable	
7.	Must be in coordination with an SMX Convention Center-accredited caterer/supplier/concessionaire	
8.	A Head caterer/coordinator must be present during the event	
9.	Any additional F&B requirement will be c/o the organizer	
10.	If needed, changes in arrangements are subject to discussion and approval of TPB	
<b>OTHER REQUIREMENTS</b>		
1.	Any other requirements that may be mutually agreed upon by the TPB and service provider	
2.	Must be willing to accept send-bill arrangement with TPB	
3.	Billing must be based on the actual costs	
4.	Payment term is 30-days upon receipt of invoice and complete documentation	
5.	TPB does fund transfers through the Landbank of the Philippines. If the supplier does not have a Landbank account, fund transfers may still be done but bank charges to be borne by the Supplier	
6.	The following documents should be submitted by the winning bidder for the processing of payment: <ul style="list-style-type: none"> <li>• Statement of Accounting/ Billing with costs for all services rendered to include all taxes and fees</li> <li>• Copy of Official Receipt</li> </ul>	
7.	The effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the completion of the deliverable/services	

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

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

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

\_\_\_\_\_  
Date

**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

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REPUBLIC OF THE PHILIPPINES )  
 CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant*

**[Jurat]**  
*[Format shall be based on the latest Rules on Notarial Practice]*