

## REQUEST FOR QUOTATION

Certificate No. PHP QMS 21 93 0061

12 May 2023

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

**Quotation No.** TPB-PR.2023.05.081

**PR No.** 5.016

**REQUIREMENTS: SERVICES OF AN EVENT MANAGEMENT COMPANY (EMC) FOR THE CONDUCT OF DIVE 7**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
<b>LOT 1</b>	<p><b>SCOPE OF WORK/SERVICES:</b></p> <p><b>PROJECT:</b> DIVE7 Medellin Festival Closing and Awarding Ceremony  <b>DATE :</b> 28 May 2023 (<i>indicative date</i>)  <b>VENUE:</b> Kawit, Medellin, Cebu (Ancajas Beach Resort or Eileen Beach Resort)</p> <p><b>Catering/ Food &amp; Beverage</b></p> <ul style="list-style-type: none"> <li>• Buffet dinner with cocktails and one round of drinks (choice of iced tea, sodas or chilled juices)</li> <li>• Should be able to cater for 250 pax</li> <li>• Free-flowing coffee/ tea/ water</li> <li>• 5 VIP tables with dedicated wait staff</li> <li>• Menu to be approved by TPB three (3) days before the event</li> <li>• Service Requirements: Themed managed sit down service set up</li> <li>• Rate shall include the meals of the crew and entertainers/dancers, outside the 250 pax</li> </ul> <p>*Venue set up to be submitted three (3) days before the event, subject to TPB approval.</p> <p><b>Entertainment</b></p> <p>1. Provision of live entertainment performance preferably band and fire</p>	PhP425,000.00	PhP425,000.00

### 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 • Website: www.tpb.gov.ph

<p><b>LOT 2</b></p>	<p>dancers for two (2) hrs. List of performances to be submitted three (3) days before the event, subject to TPB approval.</p> <ol style="list-style-type: none"> <li>2. Rate shall include the meals (outside the 250 pax) of the crew and entertainers/dancers</li> <li>3. Provision of one (1) event host. Must have a minimum of two (2) years of relevant experience supported by CV.</li> <li>4. 250 pieces of simple tokens representing Medellin, subject to TPB approval</li> </ol> <p><b>PROJECT:</b> DIVE7 Negros Oriental Festival Closing and Awarding Ceremony  <b>DATE:</b> 27-30 July 2023 (<i>indicative date</i>)  <b>VENUE:</b> Negros Oriental (actual resort to follow)</p> <p><b>Catering/ Food &amp; Beverage</b></p> <ul style="list-style-type: none"> <li>• Buffet dinner with cocktails and one round of drinks (choice of iced tea, sodas or chilled juices)</li> <li>• Should be able to cater for 250 pax</li> <li>• Free-flowing coffee/ tea/ water</li> <li>• 5 VIP tables with dedicated wait staff</li> <li>• Menu to be approved by TPB three (3) days before the event</li> <li>• Service Requirements: Themed managed sit down service set up</li> <li>• Rate shall include the meals of the crew and entertainers/dancers, outside the 250 pax</li> </ul> <p>*Venue set up to be submitted three (3) days before the event, subject to TPB approval.</p> <p><b>Entertainment</b></p> <ol style="list-style-type: none"> <li>1. Provision of live entertainment performance preferably band and fire dancers for two (2) hrs. List of performances to be submitted three (3)</li> </ol>	<p>PhP425,000.00</p>	<p>PhP425,000.00</p>
---------------------	--	----------------------	----------------------

	<p>days before the event, subject to TPB approval.</p> <ol style="list-style-type: none"> <li>Rate shall include the meals (outside the 250 pax) of the crew and entertainers/dancers</li> <li>Provision of one (1) event host. Must have a minimum of two (2) years of relevant experience supported by CV.</li> <li>250 pieces of simple tokens representing Negros Oriental, subject to TPB approval</li> </ol> <p><b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>Company Profile</li> <li>SEC/DTI Registration Certificate</li> </ol> <p><b>LEGAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>PhilGEPS Registration Certificate</li> <li>Business/Mayor's permit</li> <li>Income/Business Tax Return</li> <li>Notarized Omnibus Sworn Statement</li> </ol> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>Technical Specifications</li> <li>Statement of Compliance</li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>All entries must be typewritten on your company letterhead.</li> <li>Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>		
Terms	30 days upon receipt of invoice.		
ABC	Approved Budget for Contract (ABC) is <b>PhP850,000.000</b> inclusive of all applicable taxes.		

Please submit your quotation and legal documents thru email at **genesis\_lee@tpb.gov.ph** not later than **17 May 2023 on or before 1700H**, 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.

**(MISS) GENESIS WEIYN B. LEE**  
(8) 525-7312 local 266