

REQUEST FOR QUOTATION

21 June 2023

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

Quotation No. TPB-PR.2023.06.117

PR No. 6.053

REQUIREMENTS: SERVICES OF A PRODUCTION HOUSE / EVENT MANAGEMENT COMPANY FOR THE CONSUMER CAMPAIGNS FOR THE BALIKBAYAN MARKET THROUGH VIP TOUR 2023

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SCOPE OF WORK/SERVICES:</p> <p>A. One (1) group of performers for the whole duration of the event</p> <ul style="list-style-type: none"> – Preferably a band or ensemble – Minimum of thirty minutes (30) to maximum of two (2) hours performance – Music genre should be fit for an international audience and would ideally include Filipino culture and tradition – Performers must have experience with performing for an international audience, subject to TPB's approval <p>B. The production company should provide full production services that must include a full-production concept and execution of an entertainment package which will be flexible enough based on audience of the event and possible on-site adjustments as required by client.</p> <p>C. Repertoire to be submitted upon receipt of NTP to TPB for approval, preferably 70's or 80's genre of mixed international and Filipino songs if with a band, or the songs and/or performance list for the ensemble</p>	PhP500,000.00	PhP500,000.00

TOURISM PROMOTIONS BOARD PHILIPPINES

D. Prepare a program scenario and script to include the following: spiels of Event Moderator / Voice Over/ Performer to be submitted upon receipt of NTP.

Please see below for the proposed program flow:

07:00 PM to 10:00 PM

- Invocation
- Philippine National Anthem
- Welcome Remarks (TPB)
- Dinner Reception (Ambient Music, Showing of Tourism Videos on Screen)
- Entertainment
- Closing Remarks (TPB or DOT-SF)
- Photo Opportunity
- Announcements/Reminders from Rajah Tours (if any)

E. A6 size ID Badge Holders and Lanyards

- ID Badge Card Holder (350 pcs)

Specifications:

- Size: A6
- Material: Vinyl
- Color: Clear
- Feature: Zip-lock Design
- External Size: 118mm x 182mm
- Internal Size: 108mm x 155mm

Sample Photo:



- Lanyard (380 pcs)
Material: ¾" Satin lanyard
Size: 2cm (width) X 47cm (length)
Color:
 - Red: 105pcs – San Francisco
 - Blue: 35pcs – New York
 - Purple: 35pcs – Los Angeles
 - Yellow: 25pcs – Guam
 - Black: 130pcs – Hawaii/ Honolulu
 - Orange: 20pcs – Chicago
 - Gray: 15pcs – Texas
 - Green: 15pcs – Washington

Sample Photo:



- F. Luggage Tag (350 pcs)
Size: 7cm x 10.10cm
Material: High Quality PVC Bag tag
Color: Black and White
Layout: to be provided by TPB

Sample Photo:




** Samples to be submitted upon receipt of NTP, for TPB's approval.*

	<p>G. One (1) Project Manager to oversee, coordinate, and execute rehearsals of performers and present a final dry run performance.</p> <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. SEC/DTI Registration Certificate 3. Signed Statement of Compliance to the Technical Specifications <p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's permit 3. Income/Business Tax Return 4. Notarized Omnibus Sworn Statement <p>Attachments:</p> <ol style="list-style-type: none"> 1. Technical Specifications 2. Statement of Compliance to the Technical Specifications <p>Note:</p> <ol style="list-style-type: none"> 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP500,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **27 June 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.


ROSELLE D. ROMERO
21 June 2023

Acting Head, Procurement and General Services Division
Administrative Department

Contact Person
Contact No.

(MISS) GENESIS WEIYN B. LEE
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