

REQUEST FOR QUOTATION

26 June 2023

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

Quotation No. TPB-PR.2023.06.122

PR No. 6.058

REQUIREMENTS: SERVICES OF AN EVENT MANAGEMENT COMPANY (EMC) FOR THE DIVE 7 FESTIVAL CLOSING AND AWARDING CEREMONY

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SCOPE OF WORK/SERVICES:</p> <p>CATERING/ FOOD & BEVERAGE</p> <ul style="list-style-type: none"> • Buffet dinner with cocktails and one round of drinks (choice of iced tea, sodas or chilled juices) • Should be able to cater for 250 pax • Free-flowing coffee/ tea/ water • 5 VIP tables with dedicated wait staff • Menu to be approved by TPB three (3) days before the event • Service Requirements: Themed managed sit down service set up • Rate shall include the meals of the crew and entertainers/dancers, outside the 250 pax <p>*Venue set up to be submitted three (3) days before the event, subject to TPB approval.</p> <p>ENTERTAINMENT</p> <ul style="list-style-type: none"> • Provision of live entertainment performance preferably band and fire dancers for two (2) hrs. List of performances to be submitted three (3) days before the event, subject to TPB approval. • Rate shall include the meals (outside the 250 pax) of the crew and entertainers/dancers 	PhP425,000.00	PhP425,000.00


TOURISM PROMOTIONS BOARD PHILIPPINES

	<ul style="list-style-type: none"> • Provision of one (1) event host. Must have a minimum of two (2) years of relevant experience supported by CV. • 250 pieces of simple tokens worth Php 500.00 representing Negros Oriental, subject to TPB approval <p>PROJECT IMPLEMENTATION SCHEDULE DIVE 7 Negros Oriental Festival Closing and Awarding Ceremony 27-30 July 2023 (<i>indicative date</i>)</p> <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. SEC/DTI Registration Certificate <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 <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 PhP425,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at genesis_lee@tpb.gov.ph not later than **03 July 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
26 June 2023

Acting Head, Procurement and General Services Division
Administrative Department

Contact Person

(MISS) GENESIS WEIYN B. LEE

Contact No.

(8) 525-7312 local 266