

REQUEST FOR QUOTATION

November 20, 2023

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

Quotation No. TPB-PR.2023.11.316

PR No. 11.084

REQUIREMENTS: SERVICE PROVIDER FOR CULTURAL ENTERTAINMENT PACKAGE

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>Service Provider for Cultural Entertainment Package</p> <p>TPB requires the services of a performing group/ production house/ event management company to provide cultural performances highlighting the rich Philippine heritage in various international conferences, incentive travels and other MICE events that will be held in the country.</p> <p>SCOPE OF WORK/ SERVICES/ SPECIFICATIONS</p> <p>A. Scope of Services of</p> <p>The performing group/ production house/ event management company shall:</p> <p>1. Provide a total of ten (10) cultural performances at 30-minutes per show for the period December 2023 to March 2024.</p> <p>Indicative number of performances: five (5) in Metro Manila and five (5) out of Metro Manila</p> <p>2. Have a wide network of highly skilled and talented Filipino talents/performers that will comprise the ensemble.</p>	PhP1,000,000.00	PhP1,000,000.00

<ul style="list-style-type: none">• Talents/performing groups from other destinations may be engaged to perform.• The ensemble must have minimum number of eighteen (18) performers composed of male and female singers, 4-man rondalla, 14 dancers, excluding coordinator /production assistants. <p>3. Have the capacity to deliver simultaneous performances in multiple venues.</p> <p>4. Provide appropriate costumes and props necessary for the performances.</p> <p>5. Shoulder the logistical expenses of the director, performers, and production assistants, such as professional fees, travel arrangements including land transportation, airfare, accommodation, meals and other miscellaneous expenses, as needed.</p> <p>6. Provide show/presentation that will depict the best of the Philippines in music, songs, and dances, both traditional/cultural and contemporary genres in a fresh, dynamic, and unique approach, and fit for an international audience.</p> <ul style="list-style-type: none">• The show should feature the best of Philippine cultures from Luzon, Visayas and Mindanao, highlighting inclusivity and sustainability• The show/presentation, should have a lively music and dance numbers to draw the crowd's attention• The supplier must be flexible in dividing the show/presentation into sets as deemed fit in the program. <p>7. Provide a story storyboard / graphic presentation or scenario detailing on how the entertainment proposal will unfold step by step including the performers for each of the show that will be assigned, subject to TPB's approval. The</p>		
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	<p>supplier must be able to adjust to on-site deviations for better show/presentation.</p> <p>B. Specifications</p> <p>1. Date/time of Performances. The TPB will notify the supplier via electronic mail the schedule of performances at least two (2) weeks prior to the show dates.</p> <p>2. Venue. Performances will be held at the designated venues within the Philippines, i.e. in Luzon, Visayas and/or Mindanao</p> <p>3. Audience. The audience ranges from 75 – 1,500 foreign and local delegates.</p> <p>4. Upon TPB’s endorsement, the Supplier shall coordinate directly with the event organizer’s contact person with regards to the venue and other technical requirements such as lights and sounds, audiovisual requirements, staging, program, dry run, and other elements of the show prior to the day of performance.</p> <p>BIDDER’S ADDITIONAL QUALIFICATIONS</p> <p>The performing group/ production house/ event management company:</p> <p>A. Must be Filipino-owned, operating and legally registered events management company or performing group/production company under Philippine laws;</p> <p>B. Must have a minimum three (3) year-experience in organizing medium-scale events and performances of dances ranging from traditional, cultural, classic, folk, ballroom, to modern and contemporary genres, featuring Filipino artists and talents.</p> <p>1. List of local and international events/performances in the past three (3) years</p>		
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<p>2. List of government projects/events handled, at least two (2) projects in the past three (3) years.</p> <p>C. Must have expertise in the conceptualization and in the direction of performances in various Philippine cultural dances.</p> <p>CONTRACT DURATION</p> <p>The ten performances must be rendered for the period December 2023 to March 2024.</p> <p>PROJECT IMPLEMENTATION SCHEDULE/SCHEDULE OF REQUIREMENTS</p> <p>The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of the deliverables or until March 2024.</p> <p>BID PRICE</p> <p>The total bid price of the performing group/ production house/ event management company should be broken down to Manila and Provincial performances.</p> <p>APPROVED BUDGET FOR THE CONTRACT (ABC)</p> <p>The approved budget for the contract is One Million Pesos (PhP1,000,000.00) only inclusive of all applicable taxes.</p> <p>The performing group/ production house/ event management company must be able to deliver the goods or perform the services procured under the contract satisfactorily. Unacceptable delivery of goods or performance of services shall rescind the contract, subject to the Guidelines on Termination of Contracts enumerated in Annex “A” of Republic Act No. 9184 or the Government Procurement Reform Act.</p> <p>TERMS OF PAYMENT</p>		
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A. The TPB will be billed based on actual number of performances delivered and within the contracted amount.

B. The payment shall be on a send-bill arrangement and upon satisfactory completion of each milestone/deliverable.

C. The contracted amount is payable in tranches, within 30 days from TPB's receipt of the billing statement, accompanied by proof of implemented performances such as photos and videos.

No of Payments	Milestones / Deliverables
1st Payment	After the 5th performance, amount for payment shall be based on the destination of performances
2nd Payment	After the 10th performance, amount for payment shall be based on the destination of performances

Preferably, the performing group/ production house/ event management company must have a Land Bank of the Philippine (LBP) account. Payment will be deposited to the supplier's LBP account. In case the supplier does not have an LBP account, bank charges will be shouldered by the supplier.

Attachments:

1. Statement of Compliance to the Technical Specifications

SUBMIT TECHNICAL REQUIREMENTS

1. Accomplished Statement of Compliance to the Technical Specifications

SUBMIT LEGAL REQUIREMENTS

1. Updated Business/Mayor's permit
2. PhilGEPS Registration Certificate
3. Income/Business Tax Return

	4. Notarized Omnibus Sworn Statement 5. Department of Tourism Accreditation 6. DTI / SEC Registration 1. 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 PhP1,000,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **soc_torres@tpb.gov.ph** not later than **24 November 2023 on or before 5:00 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.



JANET G. VILAFRANCA

Officer-In-Charge
Procurement and General Services Division
Administrative Department

Contact Person
Contact No.

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