

06 February 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2024-02-037
PR No. 2.004
Requirements: Services of an Event Management or Production House for the Philippines' Bid to Host the 2025 Fédération Internationale de Volleyball (FIVB) Women's Volleyball World Championship

| Quantity | Item/Description | Estimated Unit Price | Total Cost (Php) |
|----------|---|----------------------|------------------|
| 1 Lot | <p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>AVP Mandatories (2.5 mins.)</p> <ul style="list-style-type: none"> • Overview of Metro Manila, Philippines • Why the Philippines is a favorable host destination for FIVB Women's Volleyball World Championship • Filipinos are volleyball enthusiasts • Metro Manila has the facilities to host the FIVB Women's Volleyball World Championship <ul style="list-style-type: none"> - Show here MOA Arena and Smart Araneta Coliseum (showing volleyball local and international tournaments) • The Philippines is a very capable destination when it comes to hosting international sporting events held in the Philippines for the past years such as the 2023 FIBA Basketball World Cup, 2019 Southeast Asian Games, etc. • There is a wide array of hotel accommodations for players near the proposed venues (from 3-star to deluxe hotels) • Participating teams and players will enjoy the sights and sounds of Metro Manila (i.e., riding Filipino horse-drawn carriages, Intramuros, shopping, food tripping, Metro Manila at night, etc.) <ul style="list-style-type: none"> - Invitation to try Filipino cuisine • Experience the warmth and hospitality of Filipino people • Option to experience the country's most popular attractions <ul style="list-style-type: none"> - Cebu & Bohol - Siargao - Ilocos World Heritage Sites - Palawan - Boracay - Davao • Write the script, provide voice-over talent, and spiel, to persuade the international organizers the 2025 Fédération Internationale de Volleyball (FIVB) Women's Volleyball World Championship has to take place in the Philippines • Secure royalty fees and other necessary permits for the use of background music for the AVP | | PhP500,000.00 |

| | | | |
|-------|---|--|----------------------|
| | <p>Others:</p> <ul style="list-style-type: none"> Any deviations/changes to be made/implemented in the deliverables listed in the scope of services will be subject to the approval of TPB as long as within the ABC. TPB may provide relevant materials such as raw videos/ footage (if available) Copyright of video content to be owned by the Tourism Promotions Board; copyrights and royalties of sourced content should be diligently paid/ settled by the production company; A sample/mock-up video must be submitted for quality validation before finalizing the AVP A master file of the AVP which can be edited for future requirements must be provided to the TPB Create another generic version of the AVP (without the event name and without volleyball videos) <p>TECHNICAL REQUIREMENTS:</p> <ol style="list-style-type: none"> Company Profile (for new bidder) Accomplished Statement of Technical Compliance to the Technical Specifications Annex "A" <p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> PhilGEPS Registration Certificate Business/Mayor's Permit BIR Certificate of Registration SEC/DTI Certificate of Registration Notarized Revised Omnibus Sworn Statement Annex "B" <p>ATTCHMENTS:</p> <ol style="list-style-type: none"> Statement of Compliance to the Technical Specifications Annex "A" Revised Omnibus Sworn Statement Annex "B" <p>NOTE:</p> <ol style="list-style-type: none"> All entries must be typewritten in your company letterhead. Price Validity shall be for a period of <u>thirty (30)</u> calendar days. | | |
| Terms | Thirty (30) working days from the receipt of SOA or Billing | | |
| ABC | The Approved Budget for the Contract (ABC) is PhP500,000.00 inclusive of all applicable taxes. | | PhP500,000.00 |

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address soleil.fajardo@tpb.gov.ph not later than **14 February 2024 at 5:00 PM**, subject to the Terms and Conditions stated herein.

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
06 February 2024
 Acting 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 EVENTS MANAGEMENT OR PRODUCTION HOUSE FOR THE PHILIPPINES' BID TO HOST THE 2025
FÉDÉRATION INTERNATIONALE DE VOLLEYBALL (FIVB) WOMEN'S VOLLEYBALL WORLD CHAMPIONSHIP
TPB-RFQ 2024-02-037**

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) |
|--|---|--|
| Scope of Works and Deliverables | | |
| 1. | <p>AVP Mandatories (2.5 mins.)</p> <ul style="list-style-type: none"> • Overview of Metro Manila, Philippines • Why the Philippines is a favorable host destination for FIVB Women's Volleyball World Championship • Filipinos are volleyball enthusiasts • Metro Manila has the facilities to host the FIVB Women's Volleyball World Championship <ul style="list-style-type: none"> - Show here MOA Arena and Smart Araneta Coliseum (showing volleyball local and international tournaments) • The Philippines is a very capable destination when it comes to hosting international sporting events held in the Philippines for the past years such as the 2023 FIBA Basketball World Cup, 2019 Southeast Asian Games, etc. • There is a wide array of hotel accommodations for players near the proposed venues (from 3-star to deluxe hotels) • Participating teams and players will enjoy the sights and sounds of Metro Manila (i.e., riding Filipino horse-drawn carriages, Intramuros, shopping, food tripping, Metro Manila at night, etc.) <ul style="list-style-type: none"> - Invitation to try Filipino cuisine • Experience the warmth and hospitality of Filipino people • Option to experience the country's most popular attractions <ul style="list-style-type: none"> - Cebu & Bohol - Siargao - Ilocos World Heritage Sites - Palawan - Boracay - Davao • Write the script, provide voice-over talent, and spiel, to persuade the international organizers the 2025 Fédération Internationale de Volleyball (FIVB) Women's Volleyball World Championship has to take place in the Philippines • Secure royalty fees and other necessary permits for the use of background music for the AVP | |
| 2. | <p>Others:</p> <ul style="list-style-type: none"> • Any deviations/changes to be made/implemented in the deliverables listed in the scope of services will be subject to the approval of TPB as long as within the ABC. • TPB may provide relevant materials such as raw videos/ footage (if available) • Copyright of video content to be owned by the Tourism Promotions Board; copyrights and royalties of sourced content should be diligently paid/ settled by the production company; | |

| | | |
|--|---|--|
| | <ul style="list-style-type: none"> • A sample/mock-up video must be submitted for quality validation before finalizing the AVP • A master file of the AVP which can be edited for future requirements must be provided to the TPB • Create another generic version of the AVP (without the event name and without volleyball videos) | |
| Project Implementation Schedule | | |
| 1. | Submission Date: 15 March 2024 | |

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]

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]