

21 February 2025

ATTN: MS. JASICA KYLA M. ALEJO

Business Development Group Executive

SMX CONVENTION CENTER MANILA

Email: jasica.alejo@smxcc.com.ph

REQUEST FOR QUOTATION (RFQ) No. 2025.02.046

REQUIREMENTS: LEASE OF VENUE FOR THE PHILIPPINE MOTORCYCLE TOURISM (PMT) SUPPORT TO FEDERATIONS' NATIONAL EVENTS "UNITED WOMEN WHO RIDE MOTOBLOITZ 2025"

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The Tourism Promotions Board Philippines (TPBPHL), through its Bids and Awards Committee (BAC) intends to procure the **Lease of Venue for the Philippine Motorcycle Tourism (PMT) Support to Federations' National Events "United Women Who Ride Motoblitz 2025"**. The **Approved Budget for the Contract (ABC) is THREE HUNDRED PESOS ONLY (Php300,000.00)**. Financial proposal in excess of the ABC shall be automatically rejected.

The procurement of the requirement shall be undertaken thru **Section 50 (a) - Direct Contracting** in accordance with the provisions of Annex "H" of the revised Implementing Rules and Regulations of the Republic Act No. 9184, otherwise known as the Government Procurement Law.

The TPBPHL through the BAC Secretariat is inviting the **SMX CONVENTION CENTER MANILA** to submit a quotation for the Lease of Venue for the Philippine Motorcycle Tourism (PMT) Support to Federations' National Events "United Women Who Ride Motoblitz 2025". The complete details of the requirements are provided in the Technical Specifications attached hereto.

Please submit your **quotation together with the duly accomplished Technical Compliance and the relevant documents enumerated below** to the email address bhong_ducusinn@tpb.gov.ph / bac_sec@tpb.gov.ph no later than 26 February 2025 at 5:00 PM.

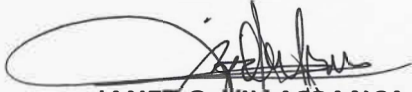
Following are the relevant documents:

1. PhilGEPS Registration Certificate
2. Mayor's/ Business Permit
3. BIR Certificate of Registration (BIR FORM 2303)

For any clarification, you may send an email to the BAC Secretariat at the addresses stated above.

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. VILLAFRANCA

Acting Head, 
Procurement Management Division
Finance Department

TECHNICAL SPECIFICATIONS FOR VENUE RENTAL,

Updated as of 19 November 2019 v3

After having carefully read and accepted the Terms and Conditions, I / we submit my / our quotation as follows
(Bidders are required to take note of the * portion at the last page of this form before filling up the required columns):

REQUIREMENT Lease of Venue with Technical Requirements			
PROJECT TITLE Philippine Motorcycle Tourism (PMT) Support to Federations' National Events "United Women Who Ride Motoblitz 2025"			
APPROVED BUDGET COST (ABC) Three Hundred Thousand Pesos (PhP300,000.00)			
TECHNICAL SPECIFICATION	STATEMENT OF COMPLIANCE		LEVEL OF COMPLIANCE*
	COMPLIANT	NOT COMPLIANT	
I. Availability			
a. Date – 29 March 2025			
b. Time – 8:00 PM to 2:00 PM Note: Dates are Subject to change based on the advise of TPB and concerned proponent			
II. Location / Site Condition / Neighborhood Data			
a. Located within 4-kilometer radius of the TPB Office			
b. Located in an urbanized area			
c. Organized and hygienic environment			
d. Near or easy access to public transportation			
III. Venue			
a. Venue must be fully air-conditioned and well-lit			
b. Venue must be able to accommodate 500 pax in round table set-up			
c. Venue must be able to provide tables, chairs, basic lights and sounds, basic projector and stage			
d. Designation of a point person who will coordinate with the Organizer <ul style="list-style-type: none"> Must be flexible and could adjust immediately to urgent requirements without additional costs to the Client Other arrangements that may be mutually agreed upon by TPB 			
IV. ADDITIONAL TECHNICAL REQUIREMENTS			
a. Must be DOT Accredited. Must submit a DOT Accreditation Certificate			
V. TERMS OF PAYMENT			
a. Supplier must be amenable to no down payment policy.			
b. Supplier must be amenable to send bill arrangement.			
c. Full payment is thirty working days after services are rendered in full/complete.			

<p>d. Supplier must submit a Statement of Account (SOA) / Billing Statement for the processing of payment: The Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee must be addressed to:</p> <p>TOURISM PROMOTIONS BOARD PHILIPPINES 6/F Five E-Com Center, Harbor Drive, MOA Complex, Pasay City c/o the Domestic Promotions Department</p> <p>Note: The bidder is encouraged to have a Landbank account. Payment will be made through an LBP bank deposit. Otherwise, bank charges will be shouldered by the travel agency/tour operator company.</p>			
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**Bidder/s are encouraged to be as specific as possible in stating level of compliance to the technical specifications.*

<p>Offered Quotation in Words:</p> <p>Offered Quotation in Figures:</p>		
<p>_____ Signature Over Printed Name of Bidder</p>	<p>_____ Position / Company</p>	<p>_____ mm / dd / year</p>