

13 February 2025

### REQUEST FOR QUOTATION

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

RFQ No. **TPB-RFQ 2025.02.032**

PR No. **2025.02.024**

Requirements: **SERVICE PROVIDER FOR THE REQUIREMENTS OF THE GO DIVING SHOW 2025**

Quantity	Particulars	Estimated Unit Price (PhP)	Total Amount (PhP)
1 lot	<p><b>Services of an Event Management Company for Go Diving Show 2025</b> Date: 01 – 02 March 2025 Venue: NAEC Stoneleigh, Warwickshire, UK</p> <p><b>I. SCOPE OF SERVICES/ DELIVERABLES</b></p> <p><b>Booth Operations Requirements</b></p> <ol style="list-style-type: none"> <li>Daily stand supplies and consumables - for approximately 16-pax Philippine delegation, plus the key dive specialist operator guests for 2days of the event <ol style="list-style-type: none"> <li>Coffee and tea supply requirements – includes ground coffee or coffee beans, assortment of tea bag flavors, sugar and milk/creamers, stirring sticks, disposable coffee cups, etc.</li> <li>Drinking water bottle supply for the hot and cold water dispenser – including disposable cups</li> <li>Biscuits and candies/sweets with preference for Philippine delicacies and snack bits– including their display bowls and/or plates</li> </ol> </li> <li>Shipment of Promotional Materials – maximum of 40 kilos for the following: <ol style="list-style-type: none"> <li>Philippine Maps</li> <li>Regional and dive brochures</li> <li>Assorted/available dive giveaways</li> <li>LTP windbreakers/jackets for the Philippine delegation – 20 pieces</li> </ol> </li> <li>One (1) delegation dinner de-briefing for a maximum of 20-pax</li> <li>Compensation of DOT London TA and AO's DSA (US\$400 x 4days x 2pax)</li> <li>One (1) shuttle/van rental for Philippine delegation for 4 days including but not limited to gasoline, insurance, parking, and necessary permits</li> </ol> <p><b>Support Staff Requirements</b></p> <ol style="list-style-type: none"> <li>Weekend Overtime Pay of Support Staff - GBP12 x 8hrs x 3 days x 3 pax</li> </ol>	<p>PhP91,200.00</p> <p>PhP60,000.00</p> <p>PhP60,800.00</p> <p>PhP188,800.00</p> <p>PhP334,400.00</p> <p>PhP65,664.00</p>	<p><b>PhP876,864.00</b></p>

### TOURISM PROMOTIONS BOARD PHILIPPINES

6<sup>th</sup> Floor, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City, 1300 Philippines

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	<p>2. Staff Accommodations in Stoneleigh (off London) - GBP250 x 2N x 2rooms 1 USD = 59 PhP, 1 GBP = 76 PhP</p> <p><b>PROJECT IMPLEMENTATION SCHEDULE</b> Date: 01 – 02 March 2025 Venue: NAEC Stoneleigh, Warwickshire, UK</p> <p><b>II. ELIGIBILITY REQUIREMENTS:</b></p> <p>1. The Service Provider must be a Philippine registered company, operated, and legally registered and must have organized and implemented at least one (1) event on a similar scale, preferably in Europe, in the last five (5) years.</p>	PhP76,000.00	
	<p><b>ADDITIONAL TECHNICAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. Accomplished Statement of Compliance to the Technical Specification Annex "A"</li> <li>3. SEC/DTI Certificate of Registration</li> <li>4. Duly Signed Bid Quotation/Proposal</li> </ol> <p><b>LEGAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor's Permit</li> <li>3. Business/Income Tax Return Certificate</li> <li>4. Notarized Revised Omnibus Sworn Statement</li> </ol> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten in your company letterhead.</li> <li>2. Price validity shall be for a period of thirty (30) calendar days.</li> </ol>		
<b>Terms</b>	30 days upon receipt of invoice		
<b>ABC</b>	PHP876,864.00 inclusive of all applicable fees and taxes		

Please submit your **quotation** together with the **legal and eligibility documents** enumerated above to email address [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph)/[kristine\\_aclan@tpb.gov.ph](mailto:kristine_aclan@tpb.gov.ph) not later than **20 February 2025 at 5:00 PM**.

The submission of the quotation and other documents shall be in one (1) compressed file folder. For easy identification of email, the subject shall be in this format: **Go Diving Show 2025\_ <Company Name>**.

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

**Contact person: Kristine Heizelle B. Aclan**