

07 April 2025

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2025.04.101
PR No. 2025.04.002
Requirements: **Services of a Production or Event Management Company for the Very Important Pinoy (VIP) Tour 2025**

Quantity	Particulars	Estimated Unit Price (PhP)	Total Amount (PhP)
1 lot	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p><u>TECHNICAL REQUIREMENTS</u> A. Provide Technical Requirements including but not limited to LED Screen with 2 side panels (Indicative size: 18ft X 9ft) size of the screen should complement the size of room venue and stage. Lights and sounds during the entire duration of the program.</p> <p><u>PROGRAM REQUIREMENTS</u> A. One (1) group of performers for the whole duration of the event - Cultural Performance during dinner (6-8 dancers) and band performance after dinner - Minimum of one (1) hour to maximum of two (2) hours performance - Proposed entertainment should be fit for an international audience and must include Filipino culture and tradition - Performers must have experience with performing for an international audience, subject to TPB's approval - Tech run should be done at least one (1) hour before the start of the event B. One (1) Event Host or Voice Over Talent who will facilitate and serve as the program host for the whole duration of the event C. The production company should provide full production services that must include a full-production concept and execution of an entertainment package which will be flexible enough based on audience of the event and possible on-site adjustments as required by client. D. Repertoire of the band to be submitted 7 days upon receipt of NTP to TPB for</p>	PhP700,000.00	PhP700,000.00

- approval, preferably 70's, 80's or 90's genre of mixed international and Filipino songs.
- E. Prepare a program scenario and script to include the following: Spiels of Event Host/Voice Over to be submitted 7 days upon receipt of NTP.

OTHER REQUIREMENTS

A. Promotional Materials

- **Luggage Tag (350 pcs)**
Size: 7cm x 10.10cm
Material: High Quality PVC Bag tag
Color: Black and White
Layout: to be provide by TPB
Sample Photo:



- **Love the Philippines (LTP) Round neck Shirts (500 pcs)**
Specifications: Size: Assorted Size Color (140 S, 150 M, 70 L, 70 XL, 70 XXL)
Requirement: Full Color (one-side Printing)
Shirt color: cream/beige
Materials Preference: Original – CVC Printing
Process: Rubberized, heat press, sublimation, or digital silkscreen
Layout: to be provided by the TPB

Sample Photo:

LOVE THE PHILIPPINES SHIRT



Front Logo



Back Logo

TOURISM PROMOTIONS BOARD PHILIPPINES
tpb.gov.ph

**Samples to be submitted upon receipt of NTP, for TPB's approval.*

- B. One (1) Project Manager or Coordinator to serve as TPB's point-of-contact and to oversee, coordinate, and execute technical run/ rehearsals of performers.
- C. Assistance in other related matters pertaining to the implementation of the program that may not have been included in this document but deemed necessary by either party.

PROJECT IMPLEMENTATION SCHEDULE:

The delivery of souvenirs and luggage tags must be five (5) working days before the arrival of the participants in Metro Manila, and services of production house/event management company will be in July 2025 inclusive of ingress and egress.

ADDITIONAL TECHNICAL REQUIREMENTS


- Must have at least three (3) years of experience in staging entertainment programs in international and/or domestic events;
- Must have a good reputation in the field of corporate launches and events utilizing both entertainment and arts management components;
- Must have rendered satisfactorily delivery of services and must not have performance evaluation rate lower than 3.5 total average for two (2) consecutive TPB handled events, not applicable to new bidders; and
- Requirements and arrangements may be changed subject to schedule changes during the implementation proper. Any changes applied must not exceed the Approved Bid Price.

	LEGAL REQUIREMENTS: <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's Permit 3. Latest Income/ Business Tax Return 4. Notarized Revised Omnibus Sworn Statement ATTACHMENTS: <ol style="list-style-type: none"> 1. Technical Specifications 2. Revised Omnibus Sworn Statement 3. Statement of Compliance with the Technical Specifications NOTE: <ol style="list-style-type: none"> 1. All entries must be typewritten in your company letterhead. 2. Price validity shall be for a period of thirty (30) calendar days. 		
Terms	Thirty (30) working days from the receipt of invoice/billing.		
ABC	PhP700,000.00 inclusive of all applicable fees and taxes		PhP700,000.00

Please submit your **quotation** together with the **legal and technical documents** duly signed by your authorized representative to email address **kristine_aclan@tpb.gov.ph/ bac_sec@tpb.gov.ph** not later than **15 April 2025 at 5:00 PM**, subject to the Terms and Conditions stated herein.

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

Contact person: Kristine Heizelle B. Aclan

TECHNICAL SPECIFICATIONS
Services of a Production or Event Management Company

Very Important Pinoy Tour 2025
July 2025 | Metro Manila, Philippines

I. BACKGROUND

The Very Important Pinoy (VIP) Tour, formerly known as “Ambassadors’ Tour,” is a joint project of Department of Foreign Affairs (DFA) and the Department of Tourism (DOT) which started in 2005 and serves as a flagship tourism program of the Philippine Foreign Service Posts (PFSPs) in the US.

The VIP tour has enabled Filipino Americans from all over the USA to reconnect with their homeland, with the vision of each participant to become a “Filipino Ambassadors” of their respective communities, generating greater interest in the country.

II. OBJECTIVES

- To entice the Filipino Americans in the US to deepen their appreciation of the tourism destinations of the country;
- To encourage Filipino Americans to reconnect with their roots by immersing themselves in the country’s rich history, traditions, and heritage.
- To highlight eco-friendly and responsible travel practices to preserve the natural beauty and cultural integrity of Philippine destinations.
- To assure travelers and tourists that the Philippines is the place to travel and remains to be a safe destination; and
- To help rebuild the international traveling public’s confidence to travel to the country.

III. SCOPE OF WORK/DELIVERABLES

TECHNICAL REQUIREMENTS

- A. Provide Technical Requirements including but not limited to LED Screen with 2 side panels (Indicative size: 18ft X 9ft) size of the screen should complement the size of room venue and stage. Lights and sounds during the entire duration of the program.

PROGRAM REQUIREMENTS

- A. One (1) group of performers for the whole duration of the event
- Cultural Performance during dinner (6-8 dancers) and band performance after dinner
 - Minimum of one (1) hour to maximum of two (2) hours performance
 - Proposed entertainment should be fit for an international audience and must include Filipino culture and tradition
 - Performers must have experience with performing for an international audience, subject to TPB’s approval
 - Tech run should be done at least one (1) hour before the start of the event
- B. One (1) Event Host or Voice Over Talent who will facilitate and serve as the program host for the whole duration of the event
- C. The production company should provide full production services that must include a full-production concept and execution of an entertainment package which will be

flexible enough based on audience of the event and possible on-site adjustments as required by client.

- D. Repertoire of the band to be submitted 7 days upon receipt of NTP to TPB for approval, preferably 70's, 80's or 90's genre of mixed international and Filipino songs.
- E. Prepare a program scenario and script to include the following: Spiels of Event Host/Voice Over to be submitted 7 days upon receipt of NTP.

Please see below for the proposed program flow:

07:00 PM to 10:00 PM

- Invocation
- Philippine National Anthem
- Welcome Remarks (TPB)
- Special Message
- During Dinner: Cultural Performance
- After Dinner: Entertainment by the band
- Closing Remarks (TPB or DOT Overseas Office)
- Photo Opportunity
- Announcements/Reminders from Rajah Tours (if any)

OTHER REQUIREMENTS

A. Promotional Materials

- Luggage Tag (350 pcs)
Size: 7cm x 10.10cm
Material: High Quality PVC Bag tag
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- B. One (1) Project Manager or Coordinator to serve as TPB's point-of-contact and to oversee, coordinate, and execute technical run/ rehearsals of performers.
- C. Assistance in other related matters pertaining to the implementation of the program that may not have been included in this document but deemed necessary by either party.

IV. INDICATIVE PROJECT IMPLEMENTATION SCHEDULE

The delivery of souvenirs and luggage tags must be five (5) working days before the arrival of the participants in Metro Manila, and services of production house/event management company will be in July 2025 inclusive of ingress and egress.

V. ADDITIONAL TECHNICAL REQUIREMENTS

- Must be Filipino owned, operated and legally registered event management under Philippine laws;
- Must have at least three (3) years of experience in staging entertainment programs in international and/or domestic events;
- Must have a good reputation in the field of corporate launches and events utilizing both entertainment and arts management components;

- Must have rendered satisfactorily delivery of services and must not have performance evaluation rate lower than 3.5 total average for two (2) consecutive TPB handled events, not applicable to new bidders; and
- Requirements and arrangements may be changed subject to schedule changes during the implementation proper. Any changes applied must not exceed the Approved Bid Price.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for Contract (ABC) is **SEVEN HUNDRED THOUSAND PESOS ONLY** (PhP700,000.00) inclusive of all applicable fees and taxes.

VII. TERMS OF PAYMENT

Payment shall be made within 30 working days and shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with the prevailing accounting and auditing rules and regulations.

Send the bill arrangement to the Tourism Promotions Board Philippines after the full completion of requirements and/or services.

CARMELA JOY A. FEBRIO

Acting Head, The Americas Division
International Promotions Department

6th Floor, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City, 1300

The supplier is encouraged to have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

VIII. CONTRACT DURATION

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

IX. CONTACT INFORMATION

Name : **JANE MARIELLE FRANCISCO**
Market Specialist, The Americas Division
Email : jane_francisco@tpb.gov.ph

Name : **ROSE ANNE CRUZ**
Market Specialist, The Americas Division
Email : ochie_cruz@tpb.gov.ph

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:
- Carefully examining all of the Bidding Documents;
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - 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]