

REQUEST FOR QUOTATION

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

RFQ No. TPB RFQ 2025.04.105

PR No. 04.006

Requirements: Services of a Destination/ Events Management Company for the Group Ride Launch of the Philippine Cyclo-Tourism Program

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	SPECIFICATIONS/ SCOPE OF WORK/ SERVICES/ DELIVERABLES Event: Group Ride Launch of the Philippine Cyclo-Tourism “Padyak Turismo” Participants: 350 persons Date: 04 May 2025 (indicative) Venue: Silang, Cavite	PhP1,000,000.00	PhP1,000,000.00
	Participants <ul style="list-style-type: none"> Total number of participants: 350 persons The participants will include: <ul style="list-style-type: none"> Cycling Enthusiasts Public figures Media representatives Cycling Influencers / Vloggers TPB/DOT Key Officials and Officers involved <p><i>**For excess in the number of participants, the winning tour operator shall charge the TPB based on the rate of the package equivalent to 1 person.</i></p>		
	Venue Rental & Setup Requirements <ul style="list-style-type: none"> Location: Silang, Cavite (events venue/ restaurant with open space for bikes) Capacity: Minimum of 350 persons (to accommodate guests, staff, media, and sponsors) Seating Style: Standing and Lounge Hybrid Setup (mix of VIP seating in front, and standing areas with cocktail tables) Facilities: <ul style="list-style-type: none"> Stage or platform (10ftx8ft) – elevated at least 1ft for visibility LED Screen (12x8ft) Covered seating area (tents or shaded venue) for 350 guests Bike parking and assembly area Restrooms and changing areas 		

	<ul style="list-style-type: none"> - Parking space for support vehicles, VIPs, and media - Hydration and refreshment stations 		
	Audio-Visual Equipment <ol style="list-style-type: none"> 1. Professional sound system with at least three (3) wireless microphones (lapel, handheld, and podium). 2. LED Screen (at least 12ft x 8ft) for presentations and live feed. 3. Stage lighting setup – if needed (basic ED lights and spotlights). 4. Power generator (backup for uninterrupted program). 		
	Event Setup and Signage / Cycling Route Requirements <ol style="list-style-type: none"> 1. Registration booths (3 to 4 counters for efficient check-in, depending on the venue space). 2. Branded event arch at the start and finish route. 3. Directional signages for pit stops, bike routes, and venue areas. 4. Photobooth and media wall for PR coverage. 5. Route markets and signages/banners (every 5km) 		
	Food and Beverage Requirements Prepare a managed buffet or plated F&B for 350 persons for PhP1,000.00 per persons with the below specifications: <ol style="list-style-type: none"> 1. Pre-Ride snacks for participating cyclists to include: <ul style="list-style-type: none"> - Fresh fruits & energy bars - Open bar beverage station (water, sports drinks, coffee, and fresh juices) - Breads and pastries or other morning snack alternatives 2. Post-Ride Breakfast or Brunch Buffet to include healthy meal options (chicken, fish, or vegetarian) 3. Fresh fruits and energy bars 4. Beverage options (open bar): water, sports drinks, and fresh juices 5. Free flowing local coffee and tea station 6. Dietary considerations, if needed (vegetarian, keto, vegan, gluten-free, and halal-friendly options) 7. VIP Lounge or Area (30-50 persons) exclusive seating area with premium meal selection. Refreshments and light snacks available throughout the event. <p><i>**TPB representative to finalize the order/s per meal based on the final program.</i></p> <p><i>**Ensure provision of dietary requirements, if there is any.</i></p> <p><i>**Should the DOT / TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)</i></p>		

	<p>Staffing, Program Management, and Personnel Complement</p> <ul style="list-style-type: none"> On-Ground Team: <ul style="list-style-type: none"> One (1) Program Director and One (1) Stage Manager 4 to 5 Program Coordinators Onsite Crew (ushers, logistics, security) Photographers, Videographers, and drone pilot for documentation Program Support: <ul style="list-style-type: none"> Professional Program Host Raffle and giveaway management team <p><i>**Health/ First Aid Kit to be kept by the tour coordinator and/ or tour guide to include at least 6 pieces of the following medicines:</i></p> <ul style="list-style-type: none"> <i>Antacid for upset stomach</i> <i>Paracetamol for headache and fever</i> <i>Antihistamine for allergies</i> <i>Loperamide for diarrhea</i> <i>Meclizine hydrochloride for motion sickness</i> <i>Ibuprofen for pain reliever</i> 		
	<p>Transportation (Land)</p> <ol style="list-style-type: none"> One (1) van to be used within Metro Manila and nearby Environs (Cavite, Laguna, Rizal, etc.) for TPB staff use <ul style="list-style-type: none"> Vehicles maintained in accordance with the Philippine laws on technical safety requirements of vehicles. Daily disinfection of vehicle; ensure cleanliness at all times. Vehicle year model must be at least 2020 or newer; should the vehicle develop any mechanical fault in transit, the bidder must have a replacement within an hour. Maximum of fifteen (15) hours per day inclusive of overtime and driver's fee. Must include driver's fee as well as his food, and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost and other on-site related expenses. All vehicles must be DOT-accredited. <p><i>**Driver should have strong navigation skills, always in proper attire or uniform, presentable and experienced in interacting with guests.</i></p>		
	<p>Accommodation</p> <ul style="list-style-type: none"> Two (2) twin-sharing occupancy rooms <ul style="list-style-type: none"> Duration: 2 days / 1 night (03-05 May 2025) Category: Deluxe or its equivalent 		

	<ul style="list-style-type: none"> - Complimentary breakfast - DOT-Accredited hotel/ resort within Silang, Cavite or nearby 		
	<p>Giveaways</p> <ul style="list-style-type: none"> • Production of the following giveaways for the launch: <ol style="list-style-type: none"> 1. 350 pcs Insulated Water Bottle (24oz.) – with flip straw lid <ul style="list-style-type: none"> - 24oz.; 10” H - With logo printed (silk screen printing, embossed) 2. 350 pcs Ribbed crewneck jersey customized shirt <ul style="list-style-type: none"> - Slim fit - Ribbed crewneck - 100% polyester - Drop tail hem <div data-bbox="371 768 876 1102" data-label="Image"> </div> <p>Shirt Size Breakdown: Small – 35 pcs Medium – 70 pcs Large – 122 pcs XL – 88 pcs 2XL – 25 pcs 3XL – 10 pcs Total – 350 pcs</p> <p><i>**Final sample of t-shirt giveaways should be approved before production. The actual sample for approval may be submitted to TPB upon receipt of Notice of Award (NOA). Delivery of shirts on or before 04 May 2025 (on site delivery at the venue).</i></p>		
	<p>Incidental and Other Miscellaneous Expenses</p> <p>Provision of on-site and/ or incidental and miscellaneous expenses to cover office supplies and materials, coordination meetings, communication expenses and other related and emergency expenses, up to a maximum total of THIRY THOUSAND PESOS (Php30,000.00). Billing must be based on actual cost incurred supported with corresponding receipts/ invoice or allowable proof under existing COA rules and regulations.</p>		

	PROJECT IMPLEMENTATION SCHEDULE Date: 04 May 2025 (tentative) Venue: Silang, Cavite			
	ADDITIONAL TECHNICAL REQUIREMENTS/ ELIGIBILITY: 1. Must be Filipino owned, operated, and legally registered Destination/ Events Management Company under Philippine laws. Must submit SEC/DTI Registration as proof; and 2. Must have been in operation for at least three (3) years.			
	LEGAL REQUIREMENTS: 1. Mayor's/ Business Permit 2. PhilGEPS Registration Number/ Certificate 3. Latest Income/Business Tax Return 4. Notarized Omnibus Sworn Statement ATTACHMENTS: 1. Technical Specifications 2. Omnibus Sworn Statement NOTE: 1. All entries must be typewritten in your company letterhead 2. Price validity shall be for a period of thirty (30) calendar days			
Terms	PARTICULARS / MILESTONES	TERMS OF PAYMENT		
	1st Tranche: Bookings and reservations of all deliverables Indicated in the Terms of Reference (venue rental, accommodation etc.)	15% of the total contract price		
	2nd Tranche: After the successful implementation of the event (with final SOA and other documents needed for payment processing).	85% of the total contract price		
	TOTAL CONTRACT PRICE	100% (inclusive of service charge and all applicable taxes)		
ABC	PhP1,000,000.00 inclusive of all applicable fees and taxes.			PhP1,000,000.00

Please submit your **quotation, technical, and legal documents** duly signed by your authorized representative to email address ada_cruz@tpb.gov.ph/ bac_sec@tpb.gov.ph not later than **22 April 2025, 12:00PM**, subject to the Terms and Conditions stated herein.

For easy identification of email and submission of quotation with other documents, the subject shall be in this format: **DMC/EMC for PCT_<Company Name>**.

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
Acting Head
Procurement Management Division

Contact person: Ada Cruz

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

SERVICES OF A DESTINATION/ EVENTS MANAGEMENT COMPANY FOR THE GROUP RIDE LAUNCH OF THE PHILIPPINE CYCLO-TOURISM PROGRAM

Bidders must state here either “**Comply**” or “**Not Comply**” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. **Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidder Bid and cross-referenced to that evidence. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.**

ITEM NO.	SPECIFICATIONS	STATEMENT OF COMPLIANCE
1	SPECIFICATIONS/ SCOPE OF WORK/ SERVICES/ DELIVERABLES Event: Group Ride Launch of the Philippine Cyclo-Tourism “Padyak Turismo” Participants: 350 persons Date: 04 May 2025 (indicative) Venue: Silang, Cavite	
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	<ul style="list-style-type: none"> - Parking space for support vehicles, VIPs, and media - Hydration and refreshment stations 	
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STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

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STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

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11	<p>Incidental and Other Miscellaneous Expenses</p> <p>Provision of on-site and/ or incidental and miscellaneous expenses to cover office supplies and materials, coordination meetings, communication expenses and other related and emergency expenses, up to a maximum total of THIRY THOUSAND PESOS (Php30,000.00). Billing must be based on actual cost incurred supported with corresponding receipts/ invoice or allowable proof under existing COA rules and regulations.</p>	

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

12	PROJECT IMPLEMENTATION SCHEDULE Date: 04 May 2025 (tentative) Venue: Silang, Cavite	
13	CONTRACT DURATION The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.	

Name of Company/Bidder

Signature over Printed Name
of 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:
- 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]

TOURISM PROMOTIONS BOARD PHILIPPINES
TECHNICAL SPECIFICATIONS

Services of a Destination/ Events Management Company for the Group Ride Launch of the
Philippine Cyclo-Tourism Program
04 May 2025 (tentative) | Silang, Cavite

I. BACKGROUND

The **Philippine Cyclo-Tourism** is a strategic program spearheaded by the **Tourism Promotions Board (TPB) Philippines** to position the country as a premier cycling tourism destination. With a diverse landscape that includes coastal roads, mountain trails, and scenic countryside routes, the Philippines presents an ideal setting for cycling enthusiasts from around the world.

Cycling tourism is a growing global trend that promotes sustainable and immersive travel experiences. By enhancing cycling infrastructure, supporting local events, and engaging with travel stakeholders, this initiative aims to boost tourism revenue while fostering eco-friendly travel and community involvement.

In support of this marketing initiative, the TPB plans to officially launch the program in Silang, Cavite, on 04 May 2025. The event aims to gather 300-350 cycling enthusiasts, media representatives, public figures, and influencers to amplify awareness and engagement.

In this regard, the TPB is looking for the services of a destination/ events management company to organize the launch and its required deliverables, as stipulated in this Technical Specifications.

II. OBJECTIVES

- Increased awareness and engagement from local and international cycling communities.
- Growth in tourism revenues through specialized cycling tours and supported events.
- Strengthened collaboration between tourism stakeholders, local governments, and cycling organizations.
- Enhanced infrastructure and services catering to cycling tourists.

III. SCOPE OF WORK / SERVICES

The TPB shall procure the services of a destination/ events management company for the provision of the following requirements:

GROUP RIDE LAUNCH OF THE PHILIPPINE CYCLO-TOURISM
“PADYAK TURISMO”


Indicative Date/s: 04 May 2025
(subject to change without prior notice)
 ABC: PHP 1,000,000.00

DELIVERABLES	SPECIFICATION	REMARKS
<i>Participants</i>	<p>Total number of participants: 350 persons</p> <p>The participants will include:</p> <ul style="list-style-type: none"> - Cycling Enthusiasts - Public figures - Media representatives - Cycling Influencers / Vloggers - TPB/DOT Key Officials and Officers involved 	For excess in the number of participants, the winning tour operator shall charge the TPB based on the rate of the package equivalent to 1 person.
<i>Venue Rental & Setup Requirements</i>	<p>Location: Silang, Cavite (events venue/ restaurant with open space for bikes)</p> <p>Capacity: Minimum of 350 persons (to accommodate guests, staff, media, and sponsors)</p> <p>Seating Style: Standing and Lounge Hybrid Setup (mix of VIP seating in front, and standing areas with cocktail tables)</p> <p>Facilities:</p> <ul style="list-style-type: none"> - Stage or platform (10ftx8ft) – elevated at least 1ft for visibility - LED Screen (12x8ft) - Covered seating area (tents or shaded venue) for 350 guests - Bike parking and assembly area - Restrooms and changing areas - Parking space for support vehicles, VIPs, and media - Hydration and refreshment stations 	

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	<ul style="list-style-type: none"> - Vehicles maintained in accordance with the Philippine laws on technical safety requirements of vehicles. - Daily disinfection of vehicle; ensure cleanliness at all times. - Vehicle year model must be at least 2020 or newer; should the vehicle develop any mechanical fault in transit, the bidder must have a replacement within an hour. - Maximum of fifteen (15) hours per day inclusive of overtime and driver's fee. - Must include driver's fee as well as his food, and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost and other on-site related expenses. - All vehicles must be DOT-accredited. 	experienced in interacting with guests.
Accommodation	<p>Two (2) twin-sharing occupancy rooms</p> <ul style="list-style-type: none"> - Duration: 2 days / 1 night (03-05 May 2025) - Category: Deluxe or its equivalent - Complimentary breakfast - DOT-Accredited hotel/ resort within Silang, Cavite or nearby 	
Giveaways	<p>Production of the following giveaways for the launch:</p> <ol style="list-style-type: none"> 1. 350 pcs Insulated Water Bottle (24oz.) – with flip straw lid <ul style="list-style-type: none"> - 24oz.; 10" H - With logo printed (silk screen printing, embossed) 2. 350 pcs Ribbed crewneck jersey customized shirt <ul style="list-style-type: none"> - Slim fit - Ribbed crewneck 	<p>Shirt Size Breakdown:</p> <p>Small – 35 pcs Medium – 70 pcs Large – 122 pcs XL – 88 pcs 2XL – 25 pcs 3XL – 10 pcs Total – 350 pcs</p> <p>Final sample of t-shirt giveaways should be approved before production. The actual sample for approval may be submitted</p>

	<ul style="list-style-type: none"> - 100% polyester - Drop tail hem 	to TPB upon receipt of Notice of Award (NOA). Delivery of shirts on or before 04 May 2025 (on site delivery at the venue).
<i>Incidental and Other Miscellaneous Expenses</i>	<ul style="list-style-type: none"> - Provision of on-site and/ or incidental and miscellaneous expenses to cover office supplies and materials, coordination meetings, communication expenses and other related and emergency expenses, up to a maximum total of THIRY THOUSAND PESOS (PhP30,000.00). Billing must be based on actual cost incurred supported with corresponding receipts/ invoice or allowable proof under existing COA rules and regulations. 	

IV. PROJECT IMPLEMENTATION SCHEDULE

Date : 04 May 2025 (tentative)
Venue : Silang, Cavite

V. ADDITIONAL TECHNICAL REQUIREMENTS

1. Must be Filipino owned, operated, and legally registered Destination/ Events Management Company under Philippine laws. Must submit SEC/DTI Registration as proof; and
2. Must have been in operation for at least three (3) years.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The total ABC for the project lots is **ONE MILLION PESOS (PHP 1,000,000.00)** inclusive of all taxes and fees, provided that the amount of the bid does not exceed the above-mentioned approved budget.

Note: TPB-initiated sponsorship requests (hosted/discounted) shall be deducted from the actual billing amount. Thus, the tour operator will bill TPB based on the actual cost per pax.

VII. TERMS OF PAYMENT

PARTICULARS / MILESTONES	TERMS OF PAYMENT
1 st Tranche: Bookings and reservations of all deliverables Indicated in the Terms of Reference (venue rental, accommodation etc.)	15% of the total contract price
2 nd Tranche: After the successful implementation of the event (with final SOA and other documents needed for payment processing).	85% of the total contract price
TOTAL CONTRACT PRICE	100% (inclusive of service charge and all applicable taxes)

Please send the billing statement to the **TOURISM PROMOTIONS BOARD PHILIPPINES** after the completion of services.

CESAR R. VILLANUEVA

Chief, Sales Division

Domestic Promotions Department

6th Floor, Five Ecom Center, Harbor Drive, Mall of Asia Complex, Pasay City

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. PROJECT OFFICER CONTACT INFORMATION

NAME : Mr. Mark Nicole M. Evangelista
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