

20 May 2025

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2025-05-138
PR No. 2025.05.031
Requirements: Services of an Event Management Company for the Logistical Requirements in relation to the Attendance Promotion at the 2025 Kiwanis International Convention

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)								
1 Lot	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>Travel, Administrative, and Logistical Expenses</p> <p>1. Land Transportation for Logistical Requirements</p> <ul style="list-style-type: none">One (1) passenger van to transport 1-2 passengers with accompanied promotional materials from/to the following:<ul style="list-style-type: none">(Indicative) 24 June 2025 Pittsburgh International Airport to a Hotel near David L. Lawrence Convention Center(Indicative) 29 June 2025 Hotel near David L. Lawrence Convention Center to Pittsburgh International AirportInclusive of licensed driver, fuel, parking fees, driver’s meals, toll fees, overtime fees, communication expenses, and other applicable fees. <p>2. One (1) roundtrip economy air ticket for one (1) Philippine Department of Tourism’s (PDOT) New York Representative (JFK-PIT-JFK or EWR-PIT-EWR or LGA-PIT-LGA)</p> <ul style="list-style-type: none">Inclusive of two (2) pieces of 23 kilograms roundtrip baggage allowance, travel insurance, and other applicable taxes and fees.Refundable, rebookable, and reroutable <p>3. Daily Subsistence Allowance (DSA) of one (1) PDOT New York Representative</p> <table><tr><td>(24 – 28 June) 5 days x US\$320</td><td>1,600.00</td></tr><tr><td>(29 June) 1 day x US\$160</td><td>160.00</td></tr><tr><td>TOTAL IN USD</td><td>US\$ 1,760.00</td></tr><tr><td>TOTAL IN PHP (1 USD = PhP60.00)</td><td>PhP105,600.00</td></tr></table> <p>Note: The above may be subject to change depending on the latest circular released by the International Civil Service Commission (ICSC) as well as with the prevailing foreign currency rates.</p> <p>Print and Production of Promotional Giveaways</p> <p>1. Canvass (Tote Type) Quantity: 200 pcs. Estimated Cost: PhP250.00 each Specifications:</p>	(24 – 28 June) 5 days x US\$320	1,600.00	(29 June) 1 day x US\$160	160.00	TOTAL IN USD	US\$ 1,760.00	TOTAL IN PHP (1 USD = PhP60.00)	PhP105,600.00		PhP641,200.00
(24 – 28 June) 5 days x US\$320	1,600.00										
(29 June) 1 day x US\$160	160.00										
TOTAL IN USD	US\$ 1,760.00										
TOTAL IN PHP (1 USD = PhP60.00)	PhP105,600.00										

- Dimensions: 16 in (L) x 12 in (W)
- Handle: 18 in (L) x 1 in (W)
- Material: Canvass (preferably thick quality)
- Print: To be provided by the TPB
- Color: White (or off-white)

Note: Submit a similar sample upon submission of proposal, subject to approval of TPB.

Printing and Production of Promotional Collaterals

1. Table Cover

Quantity: One (1) Table Cover

Estimated Cost: PhP1,000.00

Specifications:

- Dimensions: Rectangular 2.5 ft x 2.5 ft
- Material: Polyester; sewn in all edges
- Color: Cloth (white) Text/Design – full color
- Printing: Sublimation
- Design and layout: To be provided by TPB

2. Tabletop Signage

Quantity: Two (2) Tabletop Signages

Estimated Cost: PhP2,500.00 each

Specifications:

- Overall Dimensions: 332 (w) x 440 (h) 82mm (d)
- Visual Graphic Area: 332 (w) x 420 mm (h)
- Bleed: 20mm at bottom
- Graphic Area: One-side
- Design: To be provided by TPB
- Printing: Full color
- Material: Dye sublimated Polyester
- Frame: Pull-up Mechanism; Aluminum
- Packaging: Carry bag with dedicated pockets for the Mechanism. Each fabric should have a separate bag.
- Design and layout: To be provided by TPB

3. Pull-Up Banner

Quantity: 2 pieces

Estimated Cost: PhP5,000 each

Specifications:

- Dimensions: 61 cm (W) x 181 cm (H)
- Graphic Area: One side
- Printing: Full color
- Material: Polycloth Canvass Fabric or Dye-sublimated fabric
- Banner stand with clamp bars, collapsible pole, banner stand unit with tension rod
- Hardware: Aluminum
- Packaging: Carry bag with dedicated pockets for the mechanism, separate bag for each roll-up fabric compact and collapsible for convenient transport and storage
- Design and layout to be provided by the TPB

Note: The bidder must be able to submit a sample of work done with the same material as mentioned in the specifications upon submission of the proposal. The sample does not have to be the same size stated but should be with the same materials stated.

	<p><i>Failure to submit/present the actual sample based on the above specifications will be disqualified and will not be considered.</i></p> <p>TECHNICAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Company Profile (for new bidder) 2. Accomplished Statement of Compliance to the Technical Specification Annex "A" 3. SEC/DTI/CDA Certificate of Registration 4. List of at least one (1) handled similar and/or related arrangements; supported by a Certificate of Project Completion <p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's Permit 3. Income/Business Tax Return 4. Notarized Revised Omnibus Sworn Statement Annex "B" <p>ATTCHMENTS:</p> <ol style="list-style-type: none"> 1. Statement of Compliance to the Technical Specification Annex "A" 2. Revised Omnibus Sworn Statement Annex "B" <p>NOTE:</p> <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 <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 PhP641,200.00 inclusive of all applicable taxes.		PhP641,200.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address soleil_fajardo@tpb.gov.ph / bac_sec@tpb.gov.ph or to the office address **6/F, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City**, not later than **28 May 2025 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.


JANET G. VILLAFRANCA
 Acting Head
 Procurement Management Division

Contact person: Soleil Moon A. Fajardo

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS
SERVICES OF AN EVENT MANAGEMENT COMPANY FOR THE LOGISTICAL REQUIREMENTS
IN RELATION TO THE ATTENDANCE PROMOTION AT THE 2025 KIWANIS INTERNATIONAL CONVENTION
TPB-RFQ 2025-05-138**

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>Travel, Administrative, and Logistical Expenses</p> <p>1. Land Transportation for Logistical Requirements</p> <ul style="list-style-type: none">One (1) passenger van to transport 1-2 passengers with accompanied promotional materials from/to the following:<ul style="list-style-type: none">(Indicative) 24 June 2025 Pittsburgh International Airport to a Hotel near David L. Lawrence Convention Center(Indicative) 29 June 2025 Hotel near David L. Lawrence Convention Center to Pittsburgh International AirportInclusive of licensed driver, fuel, parking fees, driver’s meals, toll fees, overtime fees, communication expenses, and other applicable fees. <p>2. One (1) roundtrip economy air ticket for one (1) Philippine Department of Tourism’s (PDOT) New York Representative (JFK-PIT-JFK or EWR-PIT-EWR or LGA-PIT-LGA)</p> <ul style="list-style-type: none">Inclusive of two (2) pieces of 23 kilograms roundtrip baggage allowance, travel insurance, and other applicable taxes and fees.Refundable, rebookable, and reroutable <p>3. Daily Subsistence Allowance (DSA) of one (1) PDOT New York Representative</p> <table><tr><td>(24 – 28 June) 5 days x US\$320</td><td>1,600.00</td></tr><tr><td>(29 June) 1 day x US\$160</td><td>160.00</td></tr><tr><td>TOTAL IN USD</td><td>US\$ 1,760.00</td></tr><tr><td>TOTAL IN PHP (1 USD = PhP60.00)</td><td>PhP105,600.00</td></tr></table> <p>Note: The above may be subject to change depending on the latest circular released by the International Civil Service Commission (ICSC) as well as with the prevailing foreign currency rates.</p>	(24 – 28 June) 5 days x US\$320	1,600.00	(29 June) 1 day x US\$160	160.00	TOTAL IN USD	US\$ 1,760.00	TOTAL IN PHP (1 USD = PhP60.00)	PhP105,600.00	
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	 <p>Note: The bidder must be able to submit a sample of work done with the same material as mentioned in the specifications upon submission of the proposal. The sample does not have to be the same size stated but should be with the same materials stated. Failure to submit/present the actual sample based on the above specifications will be disqualified and will not be considered.</p>	
Indicative Project Implementation Schedule		
1.	<p>June 2025: Book Air Ticket of PDOT Representative Delivery of Giveaways and Collaterals to TPB Provision of DSA</p> <p>25-28 June 2025: Convention Proper</p>	
Eligibility Requirements		
1.	Must be a legally registered Philippine company engaged in the business of Events Management Company or Project Management Company under Philippine laws, preferably with a counterpart in the United States;	
2.	Must be engaged in the business as an events management company or project management company for at least three (3) years with experience and expertise in providing logistical requirements, producing promotional materials, and the like, preferably in the United States;	
3.	Must have handled at least one (1) similar and/or related arrangements proven through the submission of a proof of project completion.	
Terms of Payment		
1.	<p>The terms of payment shall be on a send-bill arrangement with TPB. The contract amount is payable upon satisfactory completion of the aforementioned services within thirty (30) working days from TPB's receipt of the billing statement, terminal report, and other pertinent documents.</p> <p>Statement of Account / Billing Statement addressed to: MARIA MARGARITA MONTEMAYOR NOGRALES Chief Operating Officer, Tourism Promotions Board 6/F Five E-com Center, Harbor Drive, MOA Complex, Pasay City c/o the MICE DEPARTMENT</p> <p>The bidder is encouraged to have a Landbank account. Payment will be made through an LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.</p> <p>Any partnerships or sponsorships secured by the TPB that offset costs must be deducted from the final billing submitted.</p>	

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:
- 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]