

2 June 2025

## REQUEST FOR QUOTATION

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

**RFQ No.** TPB-RFQ 2025.06.161

**PR No.** 2025.05.047

**Requirements:** **Services of an IT Company to Provide Event Management Solutions for Tourism Promotions Board (TPB)**

Quantity	Particulars	Estimated Unit Price (PhP)	Total Amount (PhP)
1 lot	<p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b> The scope of activities shall include the following:</p> <ol style="list-style-type: none"> <li>1. Discovery Phase</li> <li>2. Assessment Phase</li> <li>3. Build Phase</li> <li>4. Implement Phase</li> <li>5. Sign-off Phase</li> </ol> <p><b>REQUIRED FEATURES, FUNCTIONALITIES, AND TECHNICAL SPECIFICATIONS</b></p> <ol style="list-style-type: none"> <li>1. Website Builder and Content Management</li> <li>2. Event Mobile App</li> <li>3. Advanced Engagement Features</li> <li>4. Business Matching</li> <li>5. Advanced Event Analytics</li> <li>6. Onsite Registration and Hardware Provision</li> <li>7. Security and Other Requirements</li> </ol> <p><b>PROJECT TIMELINE</b></p> <ol style="list-style-type: none"> <li>1. Project activities shall commence within seven (7) calendar days upon receipt of the Notice to Proceed and shall run for ninety (90) calendar days</li> <li>2. Incomplete deliverables beyond the set timeline shall be subject to liquidated damages to be computed by TPB's Finance Department.</li> <li>3. Extending the project timeline may be requested subject to the approval of TPB's Chief Operating Officer (COO). Extension requests should be communicated via an official letter addressed to the COO within five (5) working days before the deadline. This is to give TPB sufficient time to review and act on the request</li> </ol>	PhP1,000,000.00	PhP1,000,000.00

**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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	<b>BIDDERS QUALIFICATIONS:</b> <ol style="list-style-type: none"> <li>1. Must be a Philippine-registered ICT and Event Management Solutions provider with at least three (3) years of industry experience.</li> <li>2. The Bidder must provide updated compliant certificates for ISO 27001, ISO 27017, ISO 27018, PDPA, and SOC2T1.</li> <li>3. Must own and have developed an EMS platform that is currently used for international or local events and must provide proof/certification of ownership.</li> </ol>		
	<b>ADDITIONAL TECHNICAL REQUIREMENTS:</b> <ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. SEC/DTI Registration Certificate</li> <li>3. Accomplished Statement of Compliance to the Technical</li> </ol> <b>LEGAL REQUIREMENTS:</b> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor's Permit</li> <li>3. Latest Income/ Business Tax Return</li> <li>4. Notarized Revised Omnibus Sworn Statement</li> </ol> <b>ATTACHMENTS:</b> <ol style="list-style-type: none"> <li>1. Statement of Compliance</li> <li>2. Technical Specifications</li> <li>3. Revised Omnibus Sworn Statement</li> </ol> <b>NOTE:</b> <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>	Thirty (30) calendar days upon receipt of invoice/billing statement in five (5) tranches. <i>(Kindly refer to the Technical Specifications for complete details)</i>		
<b>ABC</b>	The Approved Budget for the Contract (ABC) is PhP1,000,000.00 inclusive of all applicable fees and taxes		<b>PhP1,000,000.00</b>

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 **10 June 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. VILAFRANCA**  
 Acting Head  
 Procurement Management Division

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

## STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

### SERVICES OF AN IT COMPANY TO PROVIDE EVENT MANAGEMENT SOLUTIONS FOR TOURISM PROMOTIONS BOARD (TPB) PHILIPPINES

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
<b>SCOPE OF WORK/SERVICES/DELIVERABLES</b>		
1	<b>Discovery Phase</b> <ul style="list-style-type: none"> <li>Conduct project kick-off to introduce the company, the project team, the proposed solution, and project constraints</li> <li>Define requirements, workplan, scope, limitations, and expectations</li> <li>Conduct pre-requisites and remediation plan</li> </ul>	
2	<b>Assessment Phase</b> <ul style="list-style-type: none"> <li>Evaluate the necessary features available in the event management platform, virtual venue editor, content management, business matchmaking, advanced event analytics, and registration.</li> <li>Assess technical needs for implementing the event management system</li> <li>Provide recommendations for optimization</li> </ul>	
3	<b>Build Phase</b> <ul style="list-style-type: none"> <li>Develop the event website with integrated registration portal, content hub, post-event photo gallery, and video on-demand</li> <li>Create custom virtual events using pre-configured designs and functionalities for PHITEX and MICECONnect</li> <li>Centralize and synchronize event content across all embedded pages</li> <li>Develop AI-powered business matching engine for matching buyers and sellers</li> <li>Set up data insights and analytics for registration, event attendance, virtual engagement, meetings, contacts, and detailed reports.</li> <li>Conduct beta testing of features and functionalities prior to the event to ensure smooth implementation</li> <li>Train registration counter assistants and other relevant personnel in handling the event management solution.</li> <li>Provide a downloadable video demonstrating the use of the technology for the official participants</li> </ul>	
4	<b>Implement Phase</b> <ul style="list-style-type: none"> <li>Set up self-service kiosks with QR code scanning, on-demand badge printing, and brandable magnetic stickers</li> <li>Provide on-site support for managing registration technology</li> <li>Implement measures to ensure data privacy and security compliance</li> </ul>	
5	<b>Sign-off Phase</b> <ul style="list-style-type: none"> <li>Provide separate post-event reports for PHITEX and MICECONnect</li> <li>Provision of Buyer and Seller directory for PHITEX and MICECONnect</li> </ul>	

REQUIRED FEATURES, FUNCTIONALITIES, AND TECHNICAL SPECIFICATIONS		
6	<b>Website Builder and Content Management</b> <ul style="list-style-type: none"> <li>• Display event details such as agendas, speakers, and exhibitors</li> <li>• Incorporate a registration portal</li> <li>• Create gated content requiring login</li> <li>• Provide exclusive access to event photos</li> <li>• Offer video-on-demand content to registered attendees</li> <li>• Retrieve and display information from the content management system</li> <li>• Restrict access only to registered attendees for exclusive content</li> <li>• Centralize and synchronize event content across all pages</li> <li>• Host the event on a custom domain</li> </ul>	
7	<b>Event Mobile App</b> <ul style="list-style-type: none"> <li>• Attendee portal for accessing gated content exclusively for registered attendees</li> <li>• Post-Event Photo Gallery for secure photo sharing</li> <li>• Access to On-Demand recorded sessions</li> <li>• Continuing conversations post-event</li> <li>• Native notifications for real-time updates</li> <li>• Ability to scan QR for checking-in</li> <li>• Interactive business card with QR code</li> <li>• Customizable digital booths with interactive features</li> <li>• Dedicated dashboards for exhibitors</li> </ul>	
8	<b>Advanced Engagement Features</b> <ul style="list-style-type: none"> <li>• Enable and moderate chats and create communication channels</li> <li>• Host customizable live polls</li> <li>• Design and schedule Q&amp;A sessions</li> <li>• EventGPT for AI-powered event concierge</li> <li>• Conditional event check-in parameters such as unique check-in, per-day check-in, among others</li> </ul>	
9	<b>Business Matching</b> <ul style="list-style-type: none"> <li>• Business to business matching to match attendees based on preferences</li> <li>• Network between sponsors and attendees</li> <li>• Allow attendees to schedule meetings before the event</li> <li>• Enable immediate connections through instant meetings</li> <li>• The system must generate accurate business appointments based on users' set appointments online. These appointments must be formatted for clarity and print readiness. TPB will supply the standardized template to be used for generating business appointments.</li> <li>• Incorporate clearly visible table numbers in the scheduled meetings or appointment sheets to help sellers easily identify buyers' locations. Similarly, include seller codes in the buyers' appointment sheets. This will streamline the meeting process and enhance the overall B2B experience.</li> </ul>	
10	<b>Advanced Event Analytics</b> <ul style="list-style-type: none"> <li>• Capture and unify data across all touchpoints, including registration, event and session attendance, virtual engagement, meetings, contact, and attendee activities.</li> <li>• Generate hybrid event reports, detailed event reports, monitor trends and performance</li> <li>• Generate Buyers and Sellers Directory based on the template provided by the TPB</li> </ul>	
11	<b>Onsite Registration and Hardware Provision</b>	

	<ul style="list-style-type: none"><li>• Enable smooth check-in with QR code scanning, print badges on-demand, and customize on-site branding with magnetic stickers</li><li>• Ensure materials, such as badges, are eco-friendly and sustainable</li><li>• Provision of 800 units of badge IDs with design to be provided by the TPB, for both PHITEX and MICECONnect 2025</li></ul>			
12	<b>Security and Other Requirements</b> <ul style="list-style-type: none"><li>• Ensure compliance with data privacy laws and security standards</li><li>• Priority allocation of project members, as follows:<ul style="list-style-type: none"><li>▪ Project Manager - Oversees project kickoff, requirements gathering, solutioning, user acceptance testing (UAT), and go-live.</li><li>▪ Website Specialist – Implement and Configure custom pages in the website builder</li><li>▪ Registration Specialist – Configures landing page, registration form, tickets, email templates, and event parameters</li><li>▪ Onsite Lead Specialist – In charge of set up and configuration of hardware, networking, and training registration counter assistants</li><li>▪ Support – Provides L1, L2, and L3 support for handling escalated issues.</li></ul></li><li>• Provide an On-site workforce that will assist in manning the registration counter throughout the event duration</li></ul>			
<b>PROJECT TIMELINE</b>				
13	<ul style="list-style-type: none"><li>• Project activities shall commence within seven (7) calendar days upon receipt of the Notice to Proceed and shall run for ninety (90) calendar days</li><li>• Incomplete deliverables beyond the set timeline shall be subject to liquidated damages to be computed by TPB’s Finance Department.</li><li>• Extending the project timeline may be requested subject to the approval of TPB’s Chief Operating Officer (COO). Extension requests should be communicated via an official letter addressed to the COO within five (5) working days before the deadline. This is to give TPB sufficient time to review and act on the request.</li></ul>			
<b>ADDITIONAL TECHNICAL REQUIREMENTS</b>				
14	<ul style="list-style-type: none"><li>• Must be a Philippine-registered ICT and Event Management Solutions provider with at least three (3) years of industry experience.</li><li>• The Bidder must provide updated compliant certificates for ISO 27001, ISO 27017, ISO 27018, PDPA, and SOC2T1.</li><li>• Must own and have developed an EMS platform that is currently used for international or local events and must provide proof/certification of ownership.</li></ul>			
<b>TERMS OF PAYMENT</b>				
15	<b>Milestone</b>	<b>Payment (% of the contract amount)</b>	<b>Activity</b>	
	1	20%	<b>Presentation and Approval of the Work Plan Documentation:</b> <ul style="list-style-type: none"><li>• Work Plan signed by the MIS Department Head</li><li>• Certificate of milestone completion and acceptance signed by the MIS Department Head</li></ul>	

	2	20%	<b>Discovery Phase</b> Documentation: <ul style="list-style-type: none"><li>• Attendance sheets</li><li>• Certificate of milestone completion and acceptance signed by the MIS Department Head</li></ul>	
	3	20%	<b>Assessment Phase</b> Documentation: <ul style="list-style-type: none"><li>• Assessment Report</li><li>• Certificate of milestone completion and acceptance signed by the MIS Department Head</li></ul>	
	4	20%	<b>Build Phase</b> Documentation: <ul style="list-style-type: none"><li>• System screenshot</li><li>• Certificate of milestone completion and acceptance signed by the MIS Department Head</li></ul>	
	5	20%	<b>Project Turnover and Acceptance</b> Documentation: <ul style="list-style-type: none"><li>• Project Documentation</li><li>• Certificate of project completion and acceptance signed by the MIS Department Head</li></ul>	
<b>CONTRACT DURATION</b>				
16	The contract shall start within seven (7) calendar days upon receipt of NTP and end within ninety (90) calendar days.			

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name  
of Representative

\_\_\_\_\_  
Date

**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

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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]*