

25 July 2025

## REQUEST FOR QUOTATION (RFQ)

The **TOURISM PROMOTIONS BOARD** invites you to submit a quotation for the items listed below;

**RFQ No.** TPB-RFQ 2025.07.211  
**PR No.** 2025.07.032

**REQUIREMENTS:** **SERVICES OF AN EVENT MANAGEMENT COMPANY FOR THE PHILIPPINE MICE CITIES – MICE 101 & 102 TRAINING PROGRAMS IN SORSOGON**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></p> <p><b>A. Training Speakers/Facilitators/Experts on Mice Training Programs</b></p> <p>1) Propose, recommend, and secure a professional Meetings, Incentives, Conventions, and Exhibitions and Events (M.I.C.E.) education provider who can provide training programs for professional development, particularly on the following topics/courses/modules (subject to approval of TPB):</p> <p><b>a. MICE 101</b> <i>Introduction to MICE with Filipino Brand of Service Excellence (FBSE) Training</i> Topics that must be able to jumpstart participants on business events and events managements.</p> <p><b>b. MICE 102</b> <i>Strategic Event Planning</i> Topics that must be able to provide ideas and knowledge on how to strategically plan events, especially for MICE.</p> <p>2) Expertise can be in the form of a previous speaking/training / workshop engagement/s and equivalent.</p> <p>3) The provider must be able to provide a minimum of six (6) resource</p>	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

Tel: +63 2 8525.9318 to 27 • Fax: +63 2 8521.6165 / 8525.3314 • Email: info@tpb.gov.ph • Website: www.tpb.gov.ph



	<p>persons/speakers/facilitators and at least one (1) training assistant.</p> <p>4) The provider must be able to accommodate 50 physical/onsite local MICE and relevant stakeholders as participants. They will be notified on the final number of pax two (2) weeks prior to the event.</p> <p>5) The provider must be able to design modules and implement the approved program/topic. The modules can use or be based or derived from previously developed modules, subject to approval of TPB.</p> <p>6) <b><u>The bidders must submit their proposed professional MICE education provider together with their proposal.</u></b></p> <p>7) Coordinate with final and approved professional MICE education provider</p> <p>8) The professional MICE education provider must be able to provide a post-training program executive summary, output, evaluation/recommendations, and other necessary post-training information.</p> <p><b>B. Venue Requirements</b></p> <p>1) Provide a venue with the following <u>indicative</u> specifications:</p> <ol style="list-style-type: none"> <li>Must be available on the training program dates: 21-23 October 2025</li> <li>Must be within Sorsogon City</li> <li>Must be able to provide and arrange the following rooms and areas: <ul style="list-style-type: none"> <li>- Main Training Area/Room (for 50 pax exclusive of speakers, secretariat, DOT Region 5, and crew)</li> <li>- Registration Area</li> <li>- F&amp;B Area</li> </ul> </li> </ol> <p>2) Must be equipped with air conditioning units.</p>		
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	<p>3) Must be able to provide a parking space for the speakers', secretariat's, and DOT's vehicles.</p> <p>4) Work closely with the venue to manage requirements, restrictions, ingress and egress schedule, and necessary permits;</p> <p>5) Facilitate ingress and egress;</p> <p>6) Cover fees, permits, utilities, and other venue requirements;</p> <p>7) Provide basic venue enhancement, such as but not limited to:</p> <ol style="list-style-type: none"> <li>Style and enhance the main training area/room, including table/chairs setup, registration, and F&amp;B areas.</li> <li>Provide dressed tables and chairs, if applicable.</li> <li>Provide directional signages within the venue, as needed.</li> <li>Provide a registration counter/booth for at least two (2) people.</li> </ol> <p>8) Provide and set up the physical and technical requirements for the MICE Training Programs. Coordinate with the venue's technical team and the designated TPB counterpart for the provision, installation, and setup, including but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Basic sound system (speakers, microphones, etc.)</li> <li>• Appropriate Projector and Screen or TV monitor</li> <li>• Technical Support for the professional MICE education provider</li> <li>• Laptop with appropriate connector, as necessary</li> <li>• Clickers/pointers</li> <li>• Extension cords</li> <li>• At least one (1) hot/cold water dispenser and a sufficient supply of drinking water for the participants, secretariat, DOT, and crew.</li> </ul>		
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	<p>9) Provide and manage additional physical and technical requirements as needed or agreed upon by the winning bidder and TPB. This may include podium/lectern, dressed tables, and chairs.</p> <p>10) <u>The bidders must identify and submit proposed venues supported with photos upon submission of their proposals.</u></p> <p><b>C. Food and Beverage Requirements</b></p> <p>1) Provision of food and beverages with the following details:</p> <p>a. Menu selection for TPB’s approval is at least ten (10) days before the event.</p> <p>b. Accommodate dietary requirements (gluten-free, diabetic, allergies, etc.) as agreed upon with TPB.</p> <p>c. Include one (1) round of drinks per meal.</p> <p>2) Avoid the use of plastic and single-use bottles and utensils throughout the program.</p> <p>3) Accommodate any additional requirements as mutually agreed upon by TPB and the winning bidder.</p> <p><b>D. Other Requirements</b></p> <p>1) Provide at least one (1) dedicated technical staff who will facilitate the technical, physical, and logistical requirements and who will work with the TPB secretariat. The staff must have a minimum of three (3) years of relevant experience. <u>A Curriculum Vitae (CV) must be submitted together with the bidder’s proposal.</u></p> <p>2) Follow and observe the below <u>indicative</u> program outline:</p> <table><tr><td>20 October 2025</td><td>Inspection of MICE Facilities</td></tr><tr><td>21 October 2025</td><td>MICE 101 Training Program</td></tr><tr><td>22 – 23 October 2025</td><td>MICE 102 Training Program</td></tr></table>	20 October 2025	Inspection of MICE Facilities	21 October 2025	MICE 101 Training Program	22 – 23 October 2025	MICE 102 Training Program	
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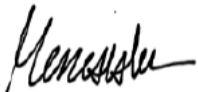
	<p>3) Facilitate and Process Honorarium / Professional Fees</p> <ol style="list-style-type: none"> <li>Ensure the timely payment of honorarium, professional fees, and associated costs for approved resource persons/speakers/facilitators</li> <li>May consider accommodating advance payments as needed.</li> <li>Settle remaining professional fees within seven (7) working days after the conduct of the training programs.</li> <li>Ensure all outstanding honoraria, professional fees, and associated fees are fully processed and settled within fifteen (15) working days after the event.</li> </ol> <p>4) Submit a Project Completion Report.</p> <p><b><u>NOTE: <i>Attached is the Statement of Compliance with the Technical Specifications for complete details of the requirements.</i></u></b></p> <p><b>ADDITIONAL TECHNICAL / ELIGIBILITY REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>Company Profile (<i>if new bidder</i>)</li> <li>SEC/DTI/CDA Registration, as applicable</li> <li>Accomplished Statement of Compliance</li> <li>List of events similar to the requirement handled in the past five (5) years with similar magnitude, supported by the Certificate of Satisfactory Completion or its equivalent.</li> <li>Proposed professional MICE education provider</li> <li>Proposed venues supported with photos</li> <li>Curriculum Vitae of the technical staff who will facilitate the technical, physical, and logistical requirements</li> </ol> <p><b>LEGAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>PhilGEPS Registration Certificate</li> <li>Business/Mayor's Permit</li> <li>Latest Income/Business Tax Return</li> <li>Notarized Omnibus Sworn Statement</li> </ol> <p><b>ATTACHMENTS:</b></p>		
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	1. Statement of Compliance to the Technical Specifications 2. Sample Omnibus Sworn Statement 3. Technical Specifications  <b>NOTE:</b> 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	The Approved Budget for the Contract (ABC) is PhP1,000,000.00, inclusive of all applicable taxes		<b>PhP1,000,000.00</b>

Please submit your quotation, legal, and technical documents duly signed by your authorized representatives to the email addresses: **kristine\_aclan@tpb.gov.ph/ bac\_sec@tpb.gov.ph**, not later than **31 July 2025 at 5:00 PM**, subject to the Terms and Conditions stated herein.

Please be informed that the Tourism Promotions Board Philippines is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%).

Thank you very much.



**GENESIS WEIYN B. LEE**

Acting Head

Procurement Management Division

**CONTACT PERSON: KRISTINE HEIZELLE B. ACLAN**

## STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

### SERVICES OF AN EVENT MANAGEMENT COMPANY FOR THE PHILIPPINE MICE CITIES – MICE 101 & 102 TRAINING PROGRAMS IN SORSOGON

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	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
<b>SCOPE OF WORK/SERVICES/DELIVERABLES</b>		
<b>TRAINING SPEAKERS/FACILITATORS/EXPERTS ON MICE TRAINING PROGRAMS</b>		
<b>1</b>	Propose, recommend, and secure a professional Meetings, Incentives, Conventions, and Exhibitions and Events (M.I.C.E.) education provider who can provide training programs for professional development, particularly on the following topics/courses/modules (subject to approval of TPB): <b>a. MICE 101</b> <i>Introduction to MICE with Filipino Brand of Service Excellence (FBSE) Training</i> Topics that must be able to jumpstart participants on business events and events managements.  <b>b. MICE 102</b> <i>Strategic Event Planning</i> Topics that must be able to provide ideas and knowledge on how to strategically plan events, especially for MICE.	
<b>2</b>	Expertise can be in the form of a previous speaking/training / workshop engagement/s and equivalent.	
<b>3</b>	The provider must be able to provide a minimum of six (6) resource persons/speakers/facilitators and at least one (1) training assistant.	
<b>4</b>	The provider must be able to accommodate 50 physical/onsite local MICE and relevant stakeholders as participants. They will be notified on the final number of pax two (2) weeks prior to the event.	
<b>5</b>	The provider must be able to design modules and implement the approved program/topic. The modules can use or be based or derived from previously developed modules, subject to approval of TPB	
<b>6</b>	<b><u>The bidders must submit their proposed professional MICE education provider together with their proposal.</u></b> <i>Note: Any adjustments to the number, selection, or line-up of speakers are subject to approval by the TPB. While the TPB may invite, recommend, or</i>	

	<i>secure a professional MICE education provider directly, associated professional fees and requirements will be the responsibility of the winning bidder. As the organizer, the TPB may directly negotiate for preferential rates to maximize the budget allocation for professional fees.</i>	
7	<p>Coordinate with final and approved professional MICE education provider on the following:</p> <ol style="list-style-type: none"> <li>To execute a formal agreement between the winning bidder and the TPB-approved provider;</li> <li>Biodata/profile and high-quality head shot photos of the provider's resource persons/speakers/facilitators;</li> <li>Presentation must be submitted prior to the Resource Person's/Speaker's/Facilitator's technical rehearsal;</li> <li>Secure authorization of TPB to share information presented during the training program such as presentations, case studies, etc. to participants of the event;</li> <li>Winning bidder must observe and comply with the Philippine Data Privacy Act;</li> </ol> <p><i>Payment to the winning bidder will be based on actual costs incurred. While these costs may vary from the estimated amount per speaker, the total expenditure for speaker fees should not exceed the approved budget unless explicitly authorized by the TPB.</i></p>	
8	The professional MICE education provider must be able to provide a post-training program executive summary, output, evaluation/recommendations, and other necessary post-training information.	
<b>VENUE REQUIREMENTS</b>		
9	<p>Provide a venue with the following <u>indicative</u> specifications:</p> <ol style="list-style-type: none"> <li>Must be available on the training program dates: 21-23 October 2025</li> <li>Must be within Sorsogon City</li> <li>Must be able to provide and arrange the following rooms and areas: <ul style="list-style-type: none"> <li>Main Training Area/Room (for 50 pax exclusive of speakers, secretariat, DOT Region 5, and crew)</li> <li>Registration Area</li> <li>F&amp;B Area</li> </ul> </li> </ol>	
10	Must be equipped with air conditioning units.	
11	Must be able to provide a parking space for the speakers', secretariat's, and DOT's vehicles.	
12	Work closely with the venue to manage requirements, restrictions, ingress and egress schedule, and necessary permits;	
13	Facilitate ingress and egress;	
14	Cover fees, permits, utilities, and other venue requirements;	
15	<p>Provide basic venue enhancement, such as but not limited to:</p> <ol style="list-style-type: none"> <li>Style and enhance the main training area/room, including table/chairs setup, registration, and F&amp;B areas.</li> <li>Provide dressed tables and chairs, if applicable.</li> <li>Provide directional signages within the venue, as needed.</li> </ol>	



	d. Provide a registration counter/booth for at least two (2) people.																																											
16	Provide and set up the physical and technical requirements for the MICE Training Programs. Coordinate with the venue’s technical team and the designated TPB counterpart for the provision, installation, and setup, including but not limited to the following: a. Basic sound system (speakers, microphones, etc.) b. Appropriate Projector and Screen or TV monitor c. Technical Support for the professional MICE education provider d. Laptop with appropriate connector, as necessary e. Clickers/pointers f. Extension cords g. At least one (1) hot/cold water dispenser and a sufficient supply of drinking water for the participants, secretariat, DOT, and crew.																																											
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23	Follow and observe the below <u>indicative</u> program outline: <table><tr><td>20 October 2025</td><td>Inspection of MICE Facilities</td></tr><tr><td>21 October 2025</td><td>MICE 101 Training Program</td></tr><tr><td>22 – 23 October 2025</td><td>MICE 102 Training Program</td></tr></table>	20 October 2025	Inspection of MICE Facilities	21 October 2025	MICE 101 Training Program	22 – 23 October 2025	MICE 102 Training Program	
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25	Submit a Project Completion Report.							
26	<b>TERMS AND CONDITIONS</b> <ol style="list-style-type: none"><li>Any partnerships or sponsorships secured by the TPB that offset costs in any of the program's components must be deducted from the final billing submitted by the winning bidder.</li><li>The financial proposal must cover all expenditures to include the technical staff and his/her travel/logistical expenses, and all applicable taxes and fees.</li><li>Any necessary changes to be made or implemented in the deliverables listed in the scope of services will be subject to the arrangements and approval of TPB and must be within the contracted amount.</li><li>Neither party shall be held liable to the other for failure to perform any obligation due to fortuitous events or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural or man-made eventuality.</li><li>Ensure the privacy and security of any and all confidential, privileged personal information, and/or sensitive personal information that they may have access to, and shall store, use, process, and dispose of the said privileged personal information, and/or sensitive personal information in accordance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2021 and its Implementing Rules and Regulations.</li></ol>							

27	<b>INDICATIVE PROJECT IMPLEMENTATION SCHEDULE</b>		
	<b>DATE</b>	<b>ACTIVITY</b>	
	August 2025	<ul style="list-style-type: none"> <li>• Alignment with TPB</li> <li>• Coordination with the following: <ul style="list-style-type: none"> <li>○ Approved MICE education provider</li> <li>○ Approved Venue</li> </ul> </li> </ul>	
	September 2025	<ul style="list-style-type: none"> <li>• Development and presentation of proposed program of MICE education provider</li> <li>• Presentation of proposed basic venue enhancement proposal</li> </ul>	
	October 2025	<ul style="list-style-type: none"> <li>• Submission of proposed F&amp;B menu</li> </ul>	
	November 2025	<ul style="list-style-type: none"> <li>• Payment Processing</li> </ul>	
<b>QUALIFICATION OF BIDDER</b>			
28	The firm/company must be a Filipino-owned, operated and legally registered Events Management Company (EMC) / Professional Congress Organizer (PCO) / Project Management Company under Philippine laws and must be in operation in the last five (5) years handling similar projects.		
29	The firm/company must have a minimum experience of at least five (5) years in implementing, participating in, and handling training programs and similar events, whether international or local, corporate or government organized.		
30	The bidder must submit a list of events similar to the requirement handled in the past five (5) years with similar magnitude (management of a training program to not less than 50 participants). <b>The list of events should be submitted together with their proposal, supported by the Certificate of Satisfactory Completion or its equivalent.</b>		

I hereby certify to comply and deliver all of the above requirements.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name  
of the Authorized 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]*

## **TECHNICAL SPECIFICATIONS**

### **Services of an Event Management Company for the Philippine MICE Cities – MICE 101 & 102 Training Programs in Sorsogon**

#### **I. BACKGROUND**

As part of the initiatives to strengthen and develop capacities of Meetings, Incentive Travel, Conventions, and Exhibitions (MICE) destinations in the Philippines, the Tourism Promotions Board (TPB) Philippines, through its MICE Department, has been spearheading the MICE Cities Program since 2022 and supported the likes of Zamboanga, Calapan, Puerto Princesa, Isabela, Cagayan de Oro, Davao, among others.

This program will involve the TPB, DOT regional and overseas offices, international association partners, the MICE Customer Advisory Council, and local government units. It will also involve the participation of local MICE stakeholders (event organizers, venues, associations, etc.) of emerging MICE destinations in the country.

Each identified MICE City will be given complimentary MICE training and awareness programs. Further, a consultation with the local associations and LGU representatives will also be conducted to identify challenges and corrective actions in particular destinations in developing their respective MICE industries.

The MICE training and awareness programs will be conducted by the member organizations of the MICE Customer Advisory Council and other MICE-related partners of the TPB.

TPB will also take this opportunity to present its assistance for MICE events, specifically assistance and incentive programs applicable to bids for international conventions, congresses, and other business events.

Considering the above, it is imperative that the TPB works with an Events Management Company (EMC) who will provide, manage, and assist the agency in its logistical, technical, and physical requirements for its MICE training and awareness programs in Sorsogon on 20-24 October 2025. This includes the provision of experts who will facilitate discussions and provide insights about MICE. This will ensure that the programs will be seamlessly implemented enabling a conducive learning environment for participants and leaving a positive impact to the MICE destinations.

#### **II. OBJECTIVES**

The TPB believes that through this initiative, we will be able to achieve the following:

- To familiarize tourism stakeholders on the MICE industry and to develop each potential site into a MICE destination;
- To tap local tourism stakeholders to be active MICE organizers and service providers;
- To improve competitiveness in the MICE industry by offering quality standards to several MICE destinations; and
- To develop the MICE destination in line with the MICE Tourism Roadmap and ASEAN MICE Standards.

### III. SCOPE OF SERVICES

#### A. TRAINING SPEAKERS/FACILITATORS/EXPERTS ON MICE TRAINING PROGRAMS

- 1) Propose, recommend, and secure a professional Meetings, Incentives, Conventions, and Exhibitions and Events (M.I.C.E.) education provider who can provide training programs for professional development, particularly on the following topics/courses/modules (subject to approval of TPB):
  - a. **MICE 101**  
*Introduction to MICE with Filipino Brand of Service Excellence (FBSE) Training*  
Topics that must be able to jumpstart participants on business events and events managements.
  - b. **MICE 102**  
*Strategic Event Planning*  
Topics that must be able to provide ideas and knowledge on how to strategically plan events, especially for MICE.
- 2) Expertise can be in the form of a previous speaking/training / workshop engagement/s and equivalent.
- 3) The provider must be able to provide a minimum of six (6) resource persons/speakers/facilitators and at least one (1) training assistant.
- 4) The provider must be able to accommodate 50 physical/onsite local MICE and relevant stakeholders as participants. They will be notified on the final number of pax two (2) weeks prior to the event.
- 5) The provider must be able to design modules and implement the approved program/topic. The modules can use or be based or derived from previously developed modules, subject to approval of TPB.
- 6) **The bidders must submit their proposed professional MICE education provider together with their proposal.**

*Note: Any adjustments to the number, selection, or line-up of speakers are subject to approval by the TPB. While the TPB may invite, recommend, or secure a professional MICE education provider directly, associated professional fees and requirements will be the responsibility of the winning bidder. As the organizer, the TPB may directly negotiate for preferential rates to maximize the budget allocation for professional fees.*

- 7) Coordinate with final and approved professional MICE education provider on the following:
  - a. To execute a formal agreement between the winning bidder and the TPB-approved provider;
  - b. Biodata/profile and high-quality head shot photos of the provider's resource persons/speakers/facilitators;
  - c. Presentation must be submitted prior to the Resource Person's/Speaker's/Facilitator's technical rehearsal;
  - d. Secure authorization of TPB to share information presented during the training program such as presentations, case studies, etc. to participants of the event;
  - e. Winning bidder must observe and comply with the Philippine Data Privacy Act;

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*Payment to the winning bidder will be based on actual costs incurred. While these costs may vary from the estimated amount per speaker, the total expenditure for speaker fees should not exceed the approved budget unless explicitly authorized by the TPB.*

- 8) The professional MICE education provider must be able to provide a post-training program executive summary, output, evaluation/recommendations, and other necessary post-training information.

**B. VENUE REQUIREMENTS**

- 9) Provide a venue with the following indicative specifications:
- a. Must be available on the training program dates: 21-23 October 2025
  - b. Must be within Sorsogon City
  - c. Must be able to provide and arrange the following rooms and areas:
    - i. Main Training Area/Room (for 50 pax exclusive of speakers, secretariat, DOT Region 5, and crew)
    - ii. Registration Area
    - iii. F&B Area
- 10) Must be equipped with air conditioning units.
- 11) Must be able to provide a parking space for the speakers', secretariat's, and DOT's vehicles.
- 12) Work closely with the venue to manage requirements, restrictions, ingress and egress schedule, and necessary permits;
- 13) Facilitate ingress and egress;
- 14) Cover fees, permits, utilities, and other venue requirements;
- 15) Provide basic venue enhancement, such as but not limited to:
- a. Style and enhance the main training area/room, including table/chairs setup, registration, and F&B areas.
  - b. Provide dressed tables and chairs, if applicable.
  - c. Provide directional signages within the venue, as needed.
  - d. Provide a registration counter/booth for at least two (2) people.
- 16) Provide and set up the physical and technical requirements for the MICE Training Programs. Coordinate with the venue's technical team and the designated TPB counterpart for the provision, installation, and setup, including but not limited to the following:
- a. Basic sound system (speakers, microphones, etc.)
  - b. Appropriate Projector and Screen or TV monitor
  - c. Technical Support for the professional MICE education provider
  - d. Laptop with appropriate connector, as necessary
  - e. Clickers/pointers
  - f. Extension cords
  - g. At least one (1) hot/cold water dispenser and a sufficient supply of drinking water for the participants, secretariat, DOT, and crew.
- 17) Provide and manage additional physical and technical requirements as needed or agreed upon by the winning bidder and TPB. This may include podium/lectern, dressed tables, and chairs.



- 18) The bidders must identify and submit proposed venues supported with photos upon submission of their proposals.

### C. FOOD & BEVERAGE REQUIREMENTS

- 19) Provision of food and beverages with the following details:
- Menu selection for TPB's approval is at least ten (10) days before the event.
  - Accommodate dietary requirements (gluten-free, diabetic, allergies, etc.) as agreed upon with TPB.
  - Include one (1) round of drinks per meal.
- 20) Avoid the use of plastic and single-use bottles and utensils throughout the program.
- 21) Accommodate any additional requirements as mutually agreed upon by TPB and the winning bidder.

MEALS	INDICATIVE PAX	AMOUNT
INDICATIVE: 20 OCTOBER 2025		
Breakfast	16	PhP 250.00 / pax
AM Snacks		PhP 150.00 / pax
Lunch		PhP 350.00 / pax
PM Snacks		PhP 150.00 / pax
Dinner		PhP 350.00 / pax
INDICATIVE: 21 – 23 OCTOBER 2025		
AM Snacks	66	PhP 150.00 / pax
Lunch	66	PhP 350.00 / pax
PM Snacks	66	Php 150.00 / pax
Dinner	16	PhP 350.00 / pax
INDICATIVE: 24 OCTOBER 2025		
AM Snacks	16	PhP 150.00 / pax
Lunch		PhP 350.00 / pax
PM Snacks		PhP 150.00 / pax

### D. OTHER REQUIREMENTS

- 22) Provide at least one (1) dedicated technical staff who will facilitate the technical, physical, and logistical requirements and who will work with the TPB secretariat. The staff must have a minimum of three (3) years of relevant experience. **A Curriculum Vitae (CV) must be submitted together with the bidder's proposal.**

- 23) Follow and observe the below indicative program outline:

20 October 2025	Inspection of MICE Facilities
21 October 2025	MICE 101 Training Program
22 – 23 October 2025	MICE 102 Training Program

- 24) Facilitate and Process Honorarium / Professional Fees
- Ensure the timely payment of honorarium, professional fees, and associated costs for approved resource persons/speakers/facilitators
  - May consider accommodating advance payments as needed.

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- c. Settle remaining professional fees within seven (7) working days after the conduct of the training programs.
- d. Ensure all outstanding honoraria, professional fees, and associated fees are fully processed and settled within fifteen (15) working days after the event.

25) Submit a Project Completion Report.

#### IV. TERMS AND CONDITIONS

- 1) Any partnerships or sponsorships secured by the TPB that offset costs in any of the program's components must be deducted from the final billing submitted by the winning bidder.
- 2) The financial proposal must cover all expenditures to include the technical staff and his/her travel/logistical expenses, and all applicable taxes and fees.
- 3) Any necessary changes to be made or implemented in the deliverables listed in the scope of services will be subject to the arrangements and approval of TPB and must be within the contracted amount.
- 4) Neither party shall be held liable to the other for failure to perform any obligation due to fortuitous events or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural or man-made eventuality.
- 5) Ensure the privacy and security of any and all confidential, privileged personal information, and/or sensitive personal information that they may have access to, and shall store, use, process, and dispose of the said privileged personal information, and/or sensitive personal information in accordance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2021 and its Implementing Rules and Regulations.

#### V. INDICATIVE PROJECT IMPLEMENTATION SCHEDULE

DATE	ACTIVITY
August 2025	<ul style="list-style-type: none"><li>• Alignment with TPB</li><li>• Coordination with the following:<ul style="list-style-type: none"><li>○ Approved MICE education provider</li><li>○ Approved Venue</li></ul></li></ul>
September 2025	<ul style="list-style-type: none"><li>• Development and presentation of proposed program of MICE education provider</li><li>• Presentation of proposed basic venue enhancement proposal</li></ul>
October 2025	<ul style="list-style-type: none"><li>• Submission of proposed F&amp;B menu</li></ul>
November 2025	<ul style="list-style-type: none"><li>• Payment Processing</li></ul>

#### VI. QUALIFICATION OF BIDDER

1. The firm/company must be a Filipino-owned, operated and legally registered Events Management Company (EMC) / Professional Congress Organizer (PCO) / Project Management Company under Philippine laws and must be in operation in the last five (5) years handling similar projects.
2. The firm/company must have a minimum experience of at least five (5) years in implementing, participating in, and handling training programs and similar events, whether international or local, corporate or government organized.
3. The bidder must submit a list of events similar to the requirement handled in the past five (5) years with similar magnitude (management of a training program to not less than 50

participants). **The list of events should be submitted together with their proposal, supported by the Certificate of Satisfactory Completion or its equivalent.**

**VII. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The Approved Budget for the Contract (ABC) is **ONE MILLION PESOS ONLY (PHP 1,000,000.00)**, inclusive of all applicable taxes and fees.

**VIII. TERMS OF PAYMENT**

The bidder must be willing to provide services on a “send-bill” arrangement to the Tourism Promotions Board with 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

The processing of payment 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.

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.

**IX. CONTRACT DURATION**

The effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the completion of the deliverable/services.

**X. CONTACT INFORMATION**

**SHERDOLL ANNE D. BAYONA**  
Acting Head  
Events Marketing and Services Division, MICE Department  
[joy\\_casiano@tpb.gov.ph](mailto:joy_casiano@tpb.gov.ph)

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