

01 July 2025

REQUEST FOR QUOTATION

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

RFQ No. TPB RFQ 2025.07.184
PR No. 2025.06.020
Requirements: **SERVICES OF AN EVENT MANAGEMENT COMPANY (EMC) FOR THE MICE PLUS PROGRAM**

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
1 Lot	<p>SPECIFICATIONS/ SCOPE OF WORK/ SERVICES/ DELIVERABLES</p> <p>A. FOR CULTURAL SHOWS/PERFORMANCES</p> <ol style="list-style-type: none"> 1. Delivery of six (6) cultural show performances. 2. Indicative number of performances: Four (4) in Metro Manila and two (2) out of Metro Manila. 3. Must have the capacity to deliver simultaneous performances in multiple venues. 4. Performances will cover the period July to December 2025 5. Performances may include either: Cultural Show, Ati-Atihan Show, Pangkat Kawayan, or String Quartet, among others. 6. Shall bear the professional fees of performers, director, production assistants and logistical expenses, such as travel arrangements which may include land and airfare transportation, accommodation, meals, and other miscellaneous expenses, as needed. 7. Must ensure that all performers have appropriate costumes and props necessary for the performances. 8. Performing group must have an ensemble of male and female singers, 4-man rondalla and dancers, excluding director/coordinator and production assistants. The maximum length of cultural show is 20-minutes of lively musical and dance presentations, which may include audience participation, unless instructed otherwise; and thirty (30) minutes for Pangkat Kawayan and String Quartet. 9. Must ensure that shows/presentations depict the best of the Philippines in music, songs, and 	PhP708,800.00	PhP708,800.00

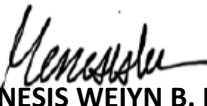
	<p>dances, both traditional/cultural and contemporary genres in a fresh, dynamic, and unique approach, and fit for an international audience.</p> <p>10. The show/presentation must have lively music and dance numbers to draw the crowd's attention. The Director must be flexible in dividing the show/presentation into sets as deemed fit in the program.</p> <p>11. Must have a wide network of highly skilled and talented Filipino talents and performers. Preferably, the performers should be award-winning or have experience of performing before large local and international audiences, including performances abroad but not performances during competition.</p> <p>12. Must submit proof of implementation of each performance such as photos (jpeg format) and videos submitted via e-mail, for processing of payment.</p> <p>B. COORDINATION WITH TPB, EMC and PROPONENT</p> <p>1. TPB shall notify the service provider via e-mail of the schedule of performances (date, time, and venue) at least two (2) weeks prior to the show dates.</p> <p>2. Upon TPB's endorsement, the service provider shall coordinate directly with the event organizer's contact person with regards to the technical requirements such as lights and sounds, audiovisual requirements, staging, program, dry run, and other elements of the show prior to the day of performance. Performers must be pre-approved by TPB prior to endorsement to the proponent or must come from TPB pre-approved pool of performers.</p>		
	<p>PROJECT IMPLEMENTATION SCHEDULE Within six (6) months upon receipt of Notice to Proceed (NTP).</p>		
	<p>ADDITIONAL TECHNICAL /ELIGIBILITY REQUIREMENTS:</p> <p>A. Must be Filipino-owned, operated and legally registered event management company under Philippine laws and must have been in operation for the last 3 years</p> <p>B. Must have a minimum three (3) year-experience in organizing medium-scale events (300 – 500 participants) and performances of dances ranging from traditional, cultural, classic, folk, ballroom, to modern and contemporary genres, featuring</p>		

	<p>Filipino artists and talents. Submit a list of projects/ events handled for the past 3 years with traditional/ cultural or contemporary performances.</p> <p>C. Must have handled at least two (2) similar scale international groups with a minimum audience of 300 pax. Must provide a list of similar projects handled for the past three (3) years.</p> <p>D. Winning bidder must submit CV of performers upon receipt of NOA.</p>		
	<p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Mayor's/ Business Permit 2. PhilGEPS Registration Number/ Certificate 3. Latest Income/Business Tax Return 4. Omnibus Sworn Statement <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> 1. Statement of Compliance 2. Omnibus Sworn Statement sample 3. Technical Specifications <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 thirty (30) calendar days. 		
Terms	<ol style="list-style-type: none"> A. Payable after each performance. B. Send bill arrangement. C. Bidder is encouraged to have a Land Bank of the Philippines (LBP) account. D. Should the winning bidder do not have an account in LBP, bank charges to a preferred alternate bank will be shouldered by the bidder. 		
ABC	The Approved Budget for the Contract (ABC) is inclusive of all applicable fees and taxes.		PhP708,800.00

Please submit your **quotation, technical, and legal documents**, duly signed by your authorized representative, to the email addresses: ada_cruz@tpb.gov.ph/ bac_sec@tpb.gov.ph, not later than **07 July 2025, 12:00 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.


GENESIS WEIYN B. LEE
 Acting Head
 Procurement Management Division

CONTACT PERSON: ADA CRUZ

Quotation No. TPB RFQ 2025.07.184
PR No. 06.020

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

SERVICES OF AN EVENT MANAGEMENT COMPANY (EMC) FOR THE MICE PLUS 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	<p>SPECIFICATIONS/ SCOPE OF WORK/ SERVICES/ DELIVERABLES</p> <p>A. FOR CULTURAL SHOWS/PERFORMANCES</p> <ul style="list-style-type: none"> a. Delivery of six (6) cultural show performances. b. Indicative number of performances: Four (4) in Metro Manila and two (2) out of Metro Manila. c. Must have the capacity to deliver simultaneous performances in multiple venues. d. Performances will cover the period July to December 2025 e. Performances may include either: Cultural Show, Ati-Atihan Show, Pangkat Kawayan, or String Quartet, among others. f. Shall bear the professional fees of performers, director, production assistants and logistical expenses, such as travel arrangements which may include land and airfare transportation, accommodation, meals, and other miscellaneous expenses, as needed. g. Must ensure that all performers have appropriate costumes and props necessary for the performances. h. Performing group must have an ensemble of male and female singers, 4-man rondalla and dancers, excluding director/coordinator and production assistants. The maximum length of cultural show is 20-minutes of lively musical and dance presentations, which may include audience participation, unless instructed otherwise; and thirty (30) minutes for Pangkat Kawayan and String Quartet. i. Must ensure that shows/presentations depict the best of the Philippines in music, songs, and dances, both traditional/cultural and contemporary genres 	

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

	<p>in a fresh, dynamic, and unique approach, and fit for an international audience.</p> <p>j. The show/presentation must have lively music and dance numbers to draw the crowd’s attention. The Director must be flexible in dividing the show/presentation into sets as deemed fit in the program.</p> <p>k. Must have a wide network of highly skilled and talented Filipino talents and performers. Preferably, the performers should be award-winning or have experience of performing before large local and international audiences, including performances abroad but not performances during competition.</p> <p>l. Must submit proof of implementation of each performance such as photos (jpeg format) and videos submitted via e-mail, for processing of payment.</p>	
2	<p>B. COORDINATION WITH TPB, EMC and PROPONENT</p> <p>a. TPB shall notify the service provider via e-mail of the schedule of performances (date, time, and venue) at least two (2) weeks prior to the show dates.</p> <p>b. Upon TPB’s endorsement, the service provider shall coordinate directly with the event organizer’s contact person with regards to the technical requirements such as lights and sounds, audiovisual requirements, staging, program, dry run, and other elements of the show prior to the day of performance. Performers must be pre-approved by TPB prior to endorsement to the proponent or must come from TPB pre-approved pool of performers.</p>	
3	<p>ADDITIONAL TECHNICAL /ELIGIBILITY REQUIREMENTS:</p> <p>A. Must be Filipino-owned, operated and legally registered event management company under Philippine laws and must have been in operation for the last 3 years</p> <p>B. Must have a minimum three (3) year-experience in organizing medium-scale events (300 – 500 participants) and performances of dances ranging from traditional, cultural, classic, folk, ballroom, to modern and contemporary genres, featuring Filipino artists and talents. Submit a list of projects/ events handled for the past 3 years with traditional/ cultural or contemporary performances.</p> <p>C. Must have handled at least two (2) similar scale international groups with a minimum audience of 300 pax. Must provide a list of similar projects handled for the past three (3) years.</p> <p>D. Winning bidder must submit CV of performers upon receipt of NOA.</p>	

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

4	CONTRACT DURATION The contract duration is for six (6) months to commence upon issuance of Notice to Proceed (NTP).	
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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:
- a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. 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 (EMC) FOR THE MICE PLUS PROGRAM

I. BACKGROUND

The Tourism Promotions Board (TPB) Philippines, an attached agency of the Department of Tourism (DOT), exists to market and promote the Philippines domestically and internationally as a world-class tourism and MICE destination.

The MICE Plus Program is a set of incentive packages and privileges that the TPB offers to boost MICE tourism by attracting foreign MICE planners/organizers to bring events to the Philippines. At the same time, it encourages local MICE players to pursue and organize more events in the country at regional and international levels.

For the MICE Plus Program, the TPB requires an event management company (EMC) to provide cultural show performances that will showcase the rich Philippine heritage at various international conferences, incentive travel programs, and other MICE events that will be held in the country.

II. OBJECTIVES

In line with TPB's mandate to promote the Philippines as a premier convention destination in Asia, the organization is responsible for attracting, promoting, facilitating, and managing large-scale events, including national and international fairs, conventions, congresses, incentive travel programs, and similar gatherings. With this, our requirement has the following objectives:

- Create a favorable image of the Philippines within the international community by strengthening the country as a MICE destination.
- Develop the country as a center of world congresses and conventions.
- Promote the Philippines as a fun and uniquely diverse MICE and tourism destination.
- Feature the best of Philippine cultural performances, such as but not limited to folkloric dances, music, band, etc. showing Luzon, Visayas and Mindanao culture, highlighting inclusivity and sustainability.

III. SCOPE OF WORK / DELIVERABLES / SPECIFICATIONS

A. FOR CULTURAL SHOWS/PERFORMANCES

1. Delivery of six (6) cultural show performances.
2. Indicative number of performances: Four (4) in Metro Manila and two (2) out of Metro Manila.
3. Must have the capacity to deliver simultaneous performances in multiple venues.
4. Performances will cover the period July to December 2025
5. Performances may include either: Cultural Show, Ati-Atihan Show, Pangkat Kawayan, or String Quartet, among others.
6. Shall bear the professional fees of performers, director, production assistants and logistical expenses such as travel arrangements which may include land and airfare transportation, accommodation, meals, and other miscellaneous expenses, as needed.
7. Must ensure that all performers have appropriate costumes and props necessary for the performances.
8. Performing group must have an ensemble of male and female singers, 4-man rondalla and dancers, excluding director/coordinator and production assistants. Maximum length of cultural show is 20-minutes of lively musical and dance presentations, which may include audience participation, unless instructed otherwise; and thirty (30) minutes for Pangkat Kawayan and String Quartet.
9. Must ensure that shows/presentations depict the best of the Philippines in music, songs, and dances, both traditional/cultural and contemporary genres in a fresh, dynamic, and unique approach, and fit for an international audience.
10. The show/presentation must have lively music and dance numbers to draw the crowd's attention. The Director must be flexible in dividing the show/presentation into sets as deemed fit in the program.
11. Must have a wide network of highly skilled and talented Filipino talents and performers. Preferably, the performers should be award-winning or have experience performing before large local and international audiences, including performances abroad but not performances during competition.
12. Must submit proof of implementation of each performances such as photos (jpeg format) and videos submitted via e-mail, for processing of payment.

B. COORDINATION WITH TPB, EMC and PROPONENT

1. The TPB shall notify the service provider via e-mail the schedule of performances (date, time, and venue) at least two (2) weeks prior to the show dates.

2. Upon TPB's endorsement, the service provider shall coordinate directly with the event organizer's contact person with regards to the technical requirements such as lights and sounds, audiovisual requirements, staging, program, dry run, and other elements of the show prior to the day of performance. Performers must be pre-approved by TPB prior to endorsement to the proponent or must come from TPB pre-approved pool of performers.

IV. BIDDER'S QUALIFICATIONS

- A. Must be Filipino-owned, operated and legally registered event management company under Philippine laws and must have been in operation for the last 3 years
- B. Must have a minimum three (3) year-experience in organizing medium-scale events (300 – 500 participants) and performances of dances ranging from traditional, cultural, classic, folk, ballroom, to modern and contemporary genres, featuring Filipino artists and talents. Submit a list of projects/events handled for the past 3 years with traditional/cultural or contemporary performances.
- C. Must have handled at least two (2) similar scale international groups with a minimum audience of 300 pax. Must provide a list of similar projects handled for the past three (3) years.
- D. Winning bidder must submit CV of performers upon receipt of NOA.

V. PROJECT IMPLEMENTATION SCHEDULE/SCHEDULE OF REQUIREMENTS

Within six (6) months upon receipt of Notice to Proceed (NTP).

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved budget for the contract is **SEVEN HUNDRED EIGHT THOUSAND EIGHT HUNDRED PESOS ONLY (PhP708,800.00)**, inclusive of all applicable taxes.

The event management company must be able to deliver the goods or perform the services procured under the contract satisfactorily. Unacceptable delivery of goods or performance of services shall rescind the contract, subject to the Guidelines on Termination of Contracts enumerated in Annex "A" of Republic Act No. 9184 or the Government Procurement Reform Act.

VII. TERMS OF PAYMENT

- A. Payable after each performance
- B. Send bill arrangement.
- C. Supplier must submit the following documents:
 - Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to:

MS. MARIA MARGARITA MONTEMAYOR NOGRALES
Chief Operating Officer
Tourism Promotions Board c/o the MICE Department
6th Floor, Five E-Com Center, Mall of Asia Complex, Pasay City

- D. Bidder is encouraged to have a Land Bank of the Philippines (LBP) account. Should the winning bidder do not have account in LBP, bank charges to a preferred alternate bank will be shouldered by the bidder.

VIII. CONTRACT DURATION

The contract duration is for six (6) months to commence upon issuance of Notice to Proceed (NTP).

IX. PROJECT OFFICER’S CONTACT INFORMATION

MARIETTA S. SANTILLAN Acting Head, EMSD, MICE Department	Mayette_santillan@tpb.gov.ph
MARY ANN CARAMAT Project Officer, EMSD, MICE Department	maryann_caramat@tpb.gov.ph