

21 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 2025.07.206**

**PR No.** **2025.07.025**

**REQUIREMENTS: SERVICES OF EVENT MANAGEMENT COMPANY FOR THE PHILIPPINE MOTORCYCLE TOURISM EXCHANGE (PHILMOTEX)**

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
1 Lot	<p><b>SCOPE OF WORK/ SERVICES</b></p> <p><b>PHYSICAL AND TECHNICAL REQUIREMENTS FORUM/B2B AND PMT ANNIVERSARY DINNER</b></p> <p>a. LED Wall at least 9 x 3 meters b. Complete Lights, Sound System, and wireless microphones (4-5pcs) c. The winning bidder shall provide assigned key personnel to assist in handling and monitoring all the requirements of the event: c.1 Project Manager/Coordinator c.2 Administrative/Logistic Support Team c.3 Technical Director and Script Writer c.4 Host/Emcee must be a Motorcycle Enthusiast</p> <p><b>Note:</b> Bidders may recommend additional personnel deemed fit for the team following the scope of work and deliverables</p> <p>d. Entertainment (inclusive of talent fees, meals, and logistic requirements) d.1 Opening Number during Forum/B2B (cultural performance) d.2 Opening Number during PMT Anniversary Dinner (modern production) d.3 Ambient Entertainment during PMT Anniversary Dinner (acoustic performers – solo or duo) d.4 Local Performing Band after PMT Anniversary Dinner</p>	PhP1,00,0000.00	PhP1,000,000.00

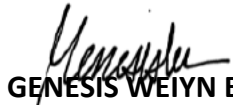
	<p>e. Decoration/Venue Enhancement</p> <p>e.1 Photowall (9x12 ft. – design c/o TPB)</p> <p>e.2 Centerpiece decoration</p> <p>e.3 Stage backdrop</p> <p>e.4 Printing of the program of activities</p> <p>e.5 Other decorations that may be needed for approval of TPB</p> <p>e.6 Proposed design/layout should be included together with the technical bid envelope.</p> <p><b>FORUM SPEAKERS</b></p> <p>a. Three (3) Speakers (knowledgeable in tour operations and motorcycle tourism)</p> <p>b. Honorarium of PhP10,000.00 per pax for a 20-minute presentation</p> <p>c. Meals for 3 days at least PhP1,500 per pax /per day</p> <p>d. Plaques of Appreciation (Design to be approved by TPB)</p> <p>e. Proposed Topics:</p> <ul style="list-style-type: none"> <li>•Motorcycle Tourism Ecosystem</li> <li>•Best Practices in International Tour Operations</li> <li>•Philippine Motorcycle Tourism Situationer</li> </ul> <p><b>CONTINGENCY EXPENSES</b></p> <p>a. Provision of contingency expenses in the amount of Fifty Thousand Pesos only (PhP50,000.00) must include, but not be limited to the following:</p> <ul style="list-style-type: none"> <li>•Coordination meetings-PhP30,000.00</li> <li>•Other on-site related expenses PhP20,000.00</li> </ul> <p><b>Note:</b> Miscellaneous/Contingency Expenses are based on actual cost with prior notice of approval from the TPB before purchase and must be supported with an Official Receipt / Sales Invoice.</p> <p><b>OTHER TERMS AND CONDITIONS</b></p> <p>1. Willingness to respond to immediate/unforeseen changes in specifications.</p> <p>2. Secured sponsorship or discounted rates should be deducted from total expenses.</p>		
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	<b>PROJECT IMPLEMENTATION SCHEDULE</b> (Indicative Date) 29 November 2025		
	<b>ADDITIONAL TECHNICAL REQUIREMENTS:</b> <ol style="list-style-type: none"> <li>1. Company Profile <i>(if new TPB supplier)</i></li> <li>2. SEC/DTI Registration Certificate</li> <li>3. Accomplished Statement of Compliance to the Technical Specifications</li> <li>4. The Key personnel involved in the project must have a minimum of three (3) years of relevant experience. <u>Must submit Curriculum Vitae (CV) together with the technical bid envelope.</u></li> </ol>		
	<b>LEGAL REQUIREMENTS:</b> <ol style="list-style-type: none"> <li>1. Mayor's/ Business Permit</li> <li>2. PhilGEPS Registration Number/ Certificate</li> <li>3. Income/Business Tax Return</li> <li>4. Notarized Omnibus Sworn Statement</li> </ol> <b>ATTACHMENTS:</b> <ol style="list-style-type: none"> <li>1. Statement of Compliance</li> <li>2. Omnibus Sworn Statement sample</li> <li>3. Technical Specifications</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>		
Terms	Send-bill arrangement to the Tourism Promotions Board Philippines after the full completion of the requirements. Processing of payment shall be initiated upon certification by the end-user of completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations. Total cost should be based on actual expenses. (ABC).		
ABC	The Approved Budget for the Contract (ABC) is inclusive of all applicable fees and taxes.		<b>PhP1,000,000.00</b>

Please submit your **quotation, together with the technical and legal documents** enumerated above, duly signed by your authorized representative, in a **sealed envelope** not later than **25 July 2025, 05:00 PM**, to the address below, 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:** ADA CRUZ

# STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

## SERVICES OF EVENT MANAGEMENT COMPANY FOR THE PHILIPPINE MOTORCYCLE TOURISM EXCHANGE

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><b>PHYSICAL AND TECHNICAL REQUIREMENTS FORUM/B2B AND PMT ANNIVERSARY DINNER</b></p> <p>a. LED Wall at least 9 x 3 meters</p> <p>b. Complete Lights, Sound System, and wireless microphones (4-5pcs)</p> <p>c. The winning bidder shall provide assigned key personnel to assist in handling and monitoring all the requirements of the event:</p> <p>c.1 Project Manager/Coordinator</p> <p>c.2 Administrative/Logistic Support Team</p> <p>c.3 Technical Director and Script Writer</p> <p>c.4 Host/Emcee must be a Motorcycle Enthusiast</p> <p><b>Note:</b> Bidders may recommend additional personnel deemed fit for the team following the scope of work and deliverables</p> <p>d. Entertainment (inclusive of talent fees, meals, and logistic requirements)</p> <p>d.1 Opening Number during Forum/B2B (cultural performance)</p> <p>d.2 Opening Number during PMT Anniversary Dinner (modern production)</p> <p>d.3 Ambient Entertainment during PMT Anniversary Dinner (acoustic performers – solo or duo)</p> <p>d.4 Local Performing Band after PMT Anniversary Dinner</p> <p>e. Decoration/Venue Enhancement</p> <p>e.1 Photowall (9x12 ft. – design c/o TPB)</p> <p>e.2 Centerpiece decoration</p> <p>e.3 Stage backdrop</p> <p>e.4 Printing of the program of activities</p> <p>e.5 Other decorations that may be needed for approval of TPB</p> <p>e.6 Proposed design/layout should be included together with the technical bid envelope.</p>	

## STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

2	<p><b>FORUM SPEAKERS</b></p> <p>a. Three (3) Speakers (knowledgeable in tour operations and motorcycle tourism)</p> <p>b. Honorarium of PhP10,000.00 per pax for a 20-minute presentation</p> <p>c. Meals for 3 days at least PhP1,500 per pax /per day</p> <p>d. Plaques of Appreciation (Design to be approved by TPB)</p> <p>e. Proposed Topics:</p> <ul style="list-style-type: none"> <li>•Motorcycle Tourism Ecosystem</li> <li>•Best Practices in International Tour Operations</li> <li>•Philippine Motorcycle Tourism Situationer</li> </ul>	
3	<p><b>CONTINGENCY EXPENSES</b></p> <p>a. Provision of contingency expenses in the amount of Fifty Thousand Pesos only (PhP50,000.00) must include, but not be limited to the following:</p> <ul style="list-style-type: none"> <li>•Coordination meetings-PhP30,000.00</li> <li>•Other on-site related expenses PhP20,000.00</li> </ul> <p><b>Note:</b> Miscellaneous/Contingency Expenses are based on actual cost with prior notice of approval from the TPB before purchase and must be supported with an Official Receipt / Sales Invoice.</p>	
4	<p><b>OTHER TERMS AND CONDITIONS</b></p> <p>1. Willingness to respond to immediate/unforeseen changes in specifications.</p> <p>2. Secured sponsorship or discounted rates should be deducted from total expenses.</p>	
5	<p><b>PROJECT IMPLEMENTATION SCHEDULE</b> (Indicative Date)</p> <p><i>29 November 2025</i></p>	
6	<p><b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</b></p> <p>-Must be a Filipino-owned, operated, and legally registered Event Management Company under Philippine laws and must have been in operation for at least three (3) years.</p> <p>-The Key personnel involved in the project must have a minimum of three (3) years of relevant experience. Must submit Curriculum Vitae (CV) together with the technical bid envelope.</p>	
7	<p><b>TERMS OF PAYMENT</b></p> <p>Send-bill arrangement to the Tourism Promotions Board Philippines after the full completion of the requirements. Processing of payment shall be initiated upon certification by the end-user of completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations. Total cost should be based on actual expense. (ABC).</p>	

## STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

	<p>Please send the billing statement to <b>TOURISM PROMOTIONS BOARD PHILIPPINES</b>, 6/F, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City, Metro Manila</p> <p><i>Note: The bidders are encouraged to have a Landbank account. Payments will be made through an LBP bank deposit. Otherwise, bank charges will be shouldered by the winning bidder.</i></p>	
8	<p><b>CONTRACT DURATION</b></p> <p>The contract shall commence from the date of receipt of Notice to Proceed (NTP) until the full/complete delivery of the requirements.</p>	

\_\_\_\_\_  
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]*

## **TECHNICAL SPECIFICATIONS**

### **SERVICES OF EVENT MANAGEMENT COMPANY FOR THE PHILIPPINE MOTORCYCLE TOURISM EXCHANGE (PhilMoTEx)**

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#### **I. BACKGROUND:**

The 1<sup>st</sup> Philippine Motorcycle Tourism Exchange (PhilMOTEX) under the Philippine Motorcycle Tourism (PMT) Program and in collaboration with Breakfast Ride Community (BRC) is a gathering for motorcycle enthusiasts, travelers, and industry professionals. This exciting event brings together the world of motorcycling and tourism, offerings of unique platforms for:

- Exploring destinations and routes
- Meeting fellow riders and like-minded travelers
- Learning from experts in motorcycle tourism and adventure travels

It also envisions as a strategic initiative that promotes cross-cultural understanding, sustainable tourism development, and inclusive economic opportunities through the lens of motorcycle travel. As motorcycle tourism grows in popularity worldwide, it offers a unique and immersive way for travelers to engage with diverse landscapes, communities, and cultures—especially in rural and off-the-beaten-path destinations.

This program provides a platform for riders, tour operators, local communities, and tourism stakeholders from different countries to share best practices, build partnerships, and develop inclusive and innovative motorcycle tourism models.

#### **II. OBJECTIVES:**

1. Promote the Philippines as a safe, uniquely diverse, and fun destinations;
2. Promote motorcycle tourism destination in the Philippines;
3. Foster international collaborations and networking;
4. Boost tourism revenue and economic growth through motorcycle tourism;
5. Enhance Philippines' reputation as an ideal motorcycle tourism destination;
6. Developing the local motorcycle industry; and
7. Promote gender equality and women empowerment in Motorcycle Tourism.

### III. SCOPE OF WORK AND SERVICES

#### PHILIPPINE MOTORCYCLE TOURISM EXCHANGE

*\*Schedule of Activities is subject to change*

#### PHYSICAL AND TECHNICAL REQUIREMENTS FORUM/B2B AND PMT ANNIVERSARY DINNER

- a. LED Wall at least 9 x 3 meters
- b. Complete Lights, Sound System, and wireless microphones (4-5pcs)
- c. The winning bidder shall provide assigned key personnel to assist in handling and monitoring all the requirements of the event:
  - c.1 Project Manager/Coordinator
  - c.2 Administrative/Logistic Support Team
  - c.3 Technical Director and Script Writer
  - c.4 Host/Emcee must be a Motorcycle Enthusiast

*Note: Bidders may recommend additional personnel deemed fit for the team following the scope of work and deliverables*

- d. Entertainment (inclusive of talent fees, meals, and logistic requirements)
  - d.1 Opening Number during Forum/B2B (cultural performance)
  - d.2 Opening Number during PMT Anniversary Dinner (modern production)
  - d.3 Ambient Entertainment during PMT Anniversary Dinner (acoustic performers – solo or duo)
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- e. Decoration/Venue Enhancement
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  - e.4 Printing of the program of activities
  - e.5 Other decorations that may be needed for approval of TPB
  - e.6 Proposed design/layout should be included together with the technical bid envelope.

#### FORUM SPEAKERS

- a. Three (3) Speakers (knowledgeable in tour operations and motorcycle tourism)
- b. Honorarium of PhP10,000.00 per pax for a 20-minute presentation
- c. Meals for 3 days at least PhP1,500 per pax /per day
- d. Plaques of Appreciation (Design to be approved by TPB)
- e. Proposed Topics:
  - Motorcycle Tourism Ecosystem
  - Best Practices in International Tour Operations
  - Philippine Motorcycle Tourism Situationer

#### CONTINGENCY EXPENSES

- a. Provision of contingency expenses in the amount of Fifty Thousand Pesos only (PhP50,000.00) must include, but not be limited to the following:
    - Coordination meetings PhP 30,000.00
    - Other on-site related expenses PhP 20,000.00
- Total PhP 50,000.00**

**Note:** Miscellaneous/Contingency Expenses are based on actual cost with prior notice of approval from the TPB before purchase and must be supported with an Official Receipt / Sales Invoice.

OTHER TERMS AND CONDITIONS	
1.	Willingness to respond to immediate/unforeseen changes in specifications.
2.	Secured sponsorship or discounted rates should be deducted from total expenses.
ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS	
1.	Must be a Filipino-owned, operated, and legally registered Event Management Company under Philippine laws and must have been in operation for at least three (3) years.
2.	The Key personnel involved in the project must have a minimum of three (3) years of relevant experience. Must submit Curriculum Vitae (CV) together with the technical bid envelope.

#### IV. PROJECT IMPLEMENTATION SCHEDULE (Indicative Date)

*29 November 2025*

#### V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **ONE MILLION PESOS ONLY (Php1,000,000.00)** inclusive of all applicable taxes and fees.

#### VI. TERMS OF PAYMENT

Send-bill arrangement to the Tourism Promotions Board Philippines after the full completion of the requirements. Processing of payment shall be initiated upon certification by the end-user of completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations. Total cost should be based on actual expense. (ABC).

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*Note: The bidders are encouraged to have a Landbank account. Payments will be made through an LBP bank deposit. Otherwise, bank charges will be shouldered by the winning bidder.*

#### VII. CONTRACT DURATION

The contract shall commence from the date of receipt of Notice to Proceed (NTP) until the full/complete delivery of the requirements.

#### VIII. PROJECT OFFICER'S CONTACT INFORMATION

**EDMON GERALD A. LOZA**  
Email: edmon\_loza@tpb.gov.ph

**MICHELLE S. ALCANTARA**  
Email: michelle\_alcantara@tpb.gov.ph