



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9050160
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Events Management Company for the Conduct of 2022 ASEAN Tourism Standards Awarding Ceremony

Area of Delivery

Solicitation Number:	RFQ No. 2022 - 09 - 0128	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Events Management	Date Published	24/09/2022
Approved Budget for the Contract:	PHP 944,000.00	Last Updated / Time	23/09/2022 14:18 PM
Delivery Period:	1 Day/s	Closing Date / Time	27/09/2022 14:00 PM
Client Agency:			
Contact Person:	John Paulo Samonte Francisco Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 jsfrancisco@tourism.gov.ph		

Description

TECHNICAL SPECIFICATION
(Event Organizer)

PROJECT: 2022 ASEAN TOURISM STANDARDS AWARDING CEREMONY

I. Tentative Date: October 28, 2022

II. Time: 3:00 PM – 7:30 PM (excluding ingress and egress)

OBJECTIVES:

- To recognize and boost the morale of tourism service providers who are keen in the implementation of ASEAN Tourism Standards in their operations;
- To motivate other stakeholders to embody quality human resources, facilities, services, and sustainable practices in their operations and strive for excellence;
- To inspire tourism establishments to improve their services and be accredited with the Department of Tourism; and
- To strengthen partnership with industry stakeholders and LGUs.

MINIMUM REQUIREMENTS FOR BIDDERS

- Must be an event organizer firm for at least five (5) years;
- Must have experience in handling big tourism events, e.g., ceremonies, awarding, summits, conferences or travel fairs, including hybrid events, etc.;
- Must be willing to provide services on a send-bill arrangement.

SCOPE OF WORK

a. Pre-event Briefing and Coordination

Meet with the DOT Secretariat Team for the preparation and discussion of the final design and style of the event, program flow, activities and other requirements

Coordinate with the winning bidder for the event venue including the processing of necessary permits for the setup and dismantling of venue styling and technical needs

Conduct briefing for all staff and awardees involved before the event proper

Oversee the overall flow of the event from pre-event to onsite support of the ceremony

b. Event Collaterals

Stage Backdrop/Standee Tarpaulins, Hashtag Standee, and other displays

Opening AVPs (Invocation and National Anthem)

Welcome Arc, Registration Backdrop, Photo wall backdrop

All designs and setup must be made of sustainable materials to ensure consistency with the Department's commitment to advocating sustainable tourism

c. Talents

Emcee/host/Voiceover

d. Entertainment

Performers/Entertainment showcasing Filipino talents

e. Technical Requirements

Video LED Wall for Video Playback and presentations, complete with switcher, playback laptop, technician, and cables

Fabrication, installation, and assembly of LED wall backdrop framing

Teleprompter for a video monitor with presenter clicker

Sound system

- Professional speaker system
- Complete signal and power cables
- Speaker stands
- Subwoofer
- Digital audio mixer
- Laptop for audio playback
- Sound Engineer
- Two (2) wireless microphones
- Technical Rider for Performers

f. Lighting System

Stage lighting with frontals

Follow spot

Mood lightings

Stage backdrop lighting

Photo wall up lights

Registration backdrop lighting

Welcome arc lighting

g. Event Set-Up

Fabrication, installation, and dismantling of the following:

- Welcome Arc with graphics
- Registration backdrop with graphics
- Photo wall backdrop with graphics
- Onsite styling and arrangement

h. Multi-way wireless communication headset

Five (5) multi-way wireless communication headsets for the Secretariat

i. Certificates of Attendance

50 pcs. Certificates of Attendance (layout of the proposed certificates to be presented to and approved by DOT prior to production)

j. Filipiniana Attire

9 pcs. Filipiniana attire for the Secretariat (design to be approved by the DOT)

Breakdown:

- 1 F Ma. Teresa U. Fevidal
- 2 F Marissa Victoria C. Claustro
- 3 F Precy-Salvacion Aguinaldo
- 4 F Blessy Grace Tansingco
- 5 F Sharlemagne S. Valdez
- 6 F Jennifer Rucio
- 7 F Angelica Paula Lapeña
- 8 M JC Cueto
- 9 M Justine Geronimo

- k. Execution and On the Day Coordination and Facilitation (Oct. 28, 2022)
 - Ingress and Egress Management
 - Venue Physical Set-up
 - Program Directing /Management and Script Writing
 - Provision of technical staff and event management staff to coordinate with DOT and Venue
 - Photo and Video Documentation of the event
- l. Event Management Staff
 - Project Manager
 - Program Director
 - Stage Manager and Stage assistants
 - Technical Director
 - Technical Staff (Sound Engineer, Lighting Designer, Visual Playback, Spinner)
 - Script Writer
- m. Post Event Documentation
 - Same-day Edit of Event Photos and Videos to be presented at the LED Wall
 - Photo Video Copy (both raw and final files) in USB and/or CD to be submitted to DOT not more than 1 week after the event
 - Post Event Report to be submitted to DOT not more than 1 week after the event
- n. Logistics
 - Communications
 - Transportation
 - Staff meals
 - Meeting expenses
 - Supplies and Materials
 - Delivery, ingress, and egress manpower
- o. Plaques (Please see Annex A for the design)
 - Fifty-Five (55) wooden plaques
 - Five (5) Hall of Fame Glass Plaques

Note: Tentative event date is October 28, 2022, the final date is subject to the availability of the DOT Officials and the completion of the contract.

BUDGET ESTIMATE

Nine Hundred Forty-Four Thousand Pesos only
(P 944,000.00)

*The winning bid, however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

Terms of payment : Government Procedure (Send- bill Arrangement)

Contact Persons : Ms. Marissa Victoria C. Claustro / Ms. Precy-Salvacion T. Aguinaldo
8459-5200 loc. 224
sdd@tourism.gov.ph

APPROVED BY:

VIRGILIO M. MAGUIGAD
Director
Office of Tourism Standards and Regulation

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Events Management	Procurement of Events Management Company for the Conduct of 2022 ASEAN Tourism Standards Awarding Ceremony	1	Lot	944,000.00

Other Information

Eligibility Requirements

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above Php500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 27 September 2022 at 2:00 pm. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 23/09/2022

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