



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9112520
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of an Events Management Company for the DOT Participation in the 10th Regional Travel Fair (RTF)

Area of Delivery

Solicitation Number:	2022-10-182	Status	Active
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	1
Category:	Events Management	Date Published	13/10/2022
Approved Budget for the Contract:	PHP 731,000.00	Last Updated / Time	13/10/2022 00:00 AM
Delivery Period:		Closing Date / Time	17/10/2022 10:00 AM
Client Agency:			
Contact Person:	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nplucman@tourism.gov.ph		

Description

TECHNICAL SPECIFICATIONS

- I. BIDDER : SERVICE PROVIDER/EVENT MANAGEMENT COMPANY (EMC)
- II. PROJECT TITLE : DOT PARTICIPATION IN THE 10th REGIONAL TRAVEL FAIR (RTF)
- III. PROJECT DATE & VENUE : October 27-31, 2022 in Nuvali, Sta. Rosa, Laguna
- IV. MINIMUM REQUIREMENTS
 1. Must be DOT-accredited EMC/Service Provider
 2. Must be willing to provide services on send-bill arrangement
- V. SCOPE OF WORK AND DELIVERABLES
 1. One key coordinator from the winning establishment to physically supervise all the ground arrangement and requirements of the DOT delegation and their participation from point of origin (NCR) to activity venue (Sta. Rosa, Laguna), and back to the point of origin;
 2. Single room accommodation per delegate (including breakfast)
 3. Meals (lunch and dinner), and morning and afternoon snacks

4. Coaster rental during travel time from NCR-Laguna-NCR and during the event (inclusive of local professional driver who is has expertise/knowledge with the routes going to and within Laguna, driver's standard fees including OT, applicable toll and parking fees, and other needs of the driver as necessary)
5. Inspection/tour of wellness facilities within Laguna as post-event activity (w/ tour guide)
6. Design, set-up and dismantling of the DOT booth (including the materials/equipment and manpower required; to be approved by DOT)
7. IEC materials: give-aways (Health and Safety Kit), printing of the Health and Wellness Care tour package, roll-up banners; backdrop
8. Health and safety kit for the DOT delegation including the tour guide and local driver (9 pax) and pre-paid communication load;

All details of the above are identified in the following table:

Item Details Date No. of Pax

1. Accommodation single room per pax; with breakfast; minimum four stars or similar October 27-30, 2022 7 pax
2. Transportation (DOT Accredited company)
 - 1 unit of coaster for the DOT delegation; 20-24 pax capacity; one seat apart of passengers in compliance to Covid-19/variants protocol October 27-31, 2022
3. Meals Lunch October 27-31, 2022 7 pax
Dinner October 27-30, 2022 7 pax
Snacks (am and pm per day) October 27-31, 2022 7 pax
4. Booth design, set-up and dismantling including required materials/ equipments (as necessary) 1 booth space; size - 3 x 3 sq. meters October 27-30, 2022 X
5. IEC tIIEC Materials 3 Roll-up Banners with stand (size: .2.75ft width x 6.5ft height; design, theme and content should be aligned with the current DOT campaign brand; hi-resolution) X X
Design and printing of the two Health and Wellness Tour Packages (200 copies/booklets; 20-25 pages per booklet; hi-resolution) X X
6. Inspection of wellness facilities (Post-event tour with tour guide Potential wellness facilities located in Sta. Rosa and other towns within Laguna October 31, 2022 (9:00AM – 4:00PM) 7 pax
7. Giveaways 400 pcs (e.g. health and safety kit) for distribution at the DOT Booth; October 28-30, 2022 X
- 8 Other miscellaneous expenses
 - a. Health and safety kit/pouches 9 kits/pouches (for the DOT delegation including tour guide and driver); per pouch includes alcohol 75ml, hand sanitizer and facial tissue good for 5 days, face masks (7 boxes with minimum of 20 pcs/box) X 9 pax
 - b. Bottled Drinking Water 24 bottles (500mg per bottle) for consumption of the DOT delegation October 27- 31, 2022 X
 - c. Pre-paid load P500.00 worth 1 pax

VI. BUDGET

Total approved budget is SEVEN-HUNDRED THIRTY-ONE THOUSAND PESOS (Php731,000.00) inclusive of all applicable taxes and should cover all requirements enumerated above.

The winning bidder shall be determined based on the proposal's responsiveness to the TechSpecs and with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget. Project expenses shall be charged to the 2022 OPMD-WFP.

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Due to the distortion of some formats (e.g. tables) of this file, please refer to the ATTACHED "TECHNICAL SPECIFICATIONS" (as an attachment to this PhilGEPS Notice)

All documents attached and uploaded to this Notice are also available in the DOT's Official Website

<http://tourism.gov.ph/DOTOpenProjectsforBidding.aspx>

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Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Events Management Services	Events Management Services for the DOT Participation in the 10th Regional Travel Fair (RTF)	1	Lot	731,000.00

Other Information

THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION
Department of Tourism
Makati City

with details such as:

Name of the Bidder/Company:

Address of the Bidder/Company:

Title of the Project:
RFQ No. 2022-10-182

In addition to the Proposal/Quotation, kindly submit the following 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: Kindly submit your quotations together with your eligibility requirements to nplucman@tourism.gov.ph on or before 17 OCTOBER 2022 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 12/10/2022

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