



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9221123  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** PROCUREMENT OF EVENTS MANAGEMENT FOR THE CONDUCT OF CY 2022 DOT YEAR-END FELLOWSHIP PROGRAM

#### Area of Delivery

<b>Solicitation Number:</b>	2022-11-0273	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	2
<b>Classification:</b>	Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Events Management		
<b>Approved Budget for the Contract:</b>	PHP 990,000.00	<b>Document Request List</b>	4
<b>Delivery Period:</b>	1 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	12/11/2022
<b>Contact Person:</b>	TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-4595200 Ext.425  taromanes@tourism.gov.ph	<b>Last Updated / Time</b>	12/11/2022 00:00 AM
		<b>Closing Date / Time</b>	15/11/2022 14:00 PM

#### Description

##### TERMS OF REFERENCE

I. PROJECT TITLE : PROCUREMENT OF EVENTS MANAGEMENT FOR THE CONDUCT OF CY 2022 DOT YEAR-END FELLOWSHIP PROGRAM

II. DATE/VENUE : 06 DECEMBER 2022 / PASAY

III. MODE OF PROCUREMENT: Small Value Procurement

##### IV. BACKGROUND/RATIONALE:

Every year, the Department of Tourism organizes a year-end fellowship program designed for officials and employees as recognition and gratitude for their hard work and motivation towards keeping the tourism industry afloat throughout the year.

This program aims to create an atmosphere that will encourage improvement of employee morale. The event will foster greater sense of harmony within the Department giving the officials and employees the chance to meet and socialize in a relax and enjoyable environment. This is also the chance to show appreciation for their continuous hard work that benefit not just the Department, but also the whole tourism industry.

This event, likewise, highlights the service milestones of our dedicated and hardworking personnel as well as showing appreciation to the services rendered by the DOT retiring employees, pursuant to the DOT Program on Awards and Incentives for Service Excellence (PRAISE) in accordance with the Civil Service Commission (CSC) Resolution No. 010112 and CSC Memorandum Circular (MC) No. 01 s. 2001.

The DOT PRAISE is established to encourage creativity, innovativeness, efficiency, integrity, and productivity in the public service by recognizing and rewarding DOT officials and employees, individually or in groups for their efforts that contribute to the efficiency, economy or other improvements in the Department's operations, or for other extraordinary acts or service in the interest of the public.

#### V. MINIMUM REQUIREMENTS:

- Must be DOT MICE – Accredited;
- Must be PhilGEPS registered;
- Must be willing to provide services on a send-bill arrangement;
- Must submit proposal with detailed script for the event; and
- Must provide the following production staff:

Director  
Lighting Director  
Technical Director  
Production Manager  
Stage Manager  
Assistant Stage Manager  
Safety Protocol Manager  
Production Assistant  
Runner/Utility

#### VI. SCOPE OF WORK AND DELIVERABLES:

##### 1. Overall Event Management and Manpower Support

Event planning, design, and production  
Coordination with DOT Events Committee for details and requirements of the event.  
Scouting, organizing facilities and managing all event details including but not limited to décor/physical arrangements/lights and sounds, equipment, catering, entertainment game master/program host  
Arrangement/Coordination of flow activities from ingress to egress  
Coordination with all suppliers and venue

##### 2. Video Editing of DOT Informational AVP

Editing Only; Raw materials to be provided by the DOT  
Provision for Voice talent who will voice the DOT Informational AVP  
Running time : Minimum of 5 minutes maximum of 15 minutes

##### 3. Onsite Event Proper

###### Technical Requirements:

Professional Lighting and Sound System suitable for a corporate event for 1,000 pax/ attendees with inclusion of Moving Heads, Follow spot, Haze machine, and confetti  
LED Video System of at least 9x24ft  
2 Cameras (1 stationary/ 1 roving)  
Technical Rider for Band/ Performer : Including but not limited to drum set, guitar amplifier, bass amplifier, keyboard amplifier, hardwares and lyric stand  
2 LED/ LCD TV and with stand at least 60 inches

###### Talent Management

- 1 professional performer/ singer
- 1 professional band
- 1 experienced host (preferably comedian host)

(Must submit the name and experiences of proposed talent for approval of the end user)

##### 4. Documentation and Livestreaming

Management of Live Broadcast via ZOOM for participation of the Regional and Foreign Offices  
Same Day Edit Video Presentation for playback at the end of the event

#### VII. TOTAL BUDGET: PHP990,000.00 including applicable taxes

#### VIII. TERMS OF PAYMENT: Government Procedure

#### IX. CONTACT PERSONS:

Mr. Edward R. Bullecer / Ms. Zennina C. Parinas  
Department of Tourism - Human Resource Division  
erbullecer@tourism.gov.ph / zcparinas@tourism.gov.ph  
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APPROVED BY:

SOFIA C. PAGSUYUIN  
OIC-Director, Administrative Service

**Other Information**

NOTE: The winning bid 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.

**REQUIRED VALID DOCUMENTS TO BE SUBMITTED:**

- 1.Current Mayor's/business Permit/BIR cert. of Registration (Individual)
- 2.PhilGEPS' Registration Number or Cert. of Platinum membership in lieu of Mayor's permit and PhilGEPS' registration number.
- 3.Latest annual Income Tax Return (for ABC's above PhP500K)
- 4.Original or certified true copy of duly notarized Omnibus Sworn Statement.
5. Must be DOT-accredited tour operator.

**Created by** TERESITA A. ROMANES  
**Date Created** 11/11/2022

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