



Bid Notice Abstract

Request for Proposal (RFP)

Reference Number 8315895
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title FAME : Soar High and Radiate Amid a Pandemic 2021 MIMAROPA Recognition and Appreciation Day
Area of Delivery Metro Manila

Solicitation Number:	21-12-011	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Events Management	Date Published	21/12/2021
Approved Budget for the Contract:	PHP 491,000.00	Last Updated / Time	20/12/2021 21:25 PM
Delivery Period:	1 Day/s	Closing Date / Time	24/12/2021 13:00 PM
Client Agency:			
Contact Person:	Monina Valdez Raneses Senior Tourism Operations Officer 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.210 63-890-0945 dot.mimaropa@gmail.com		

Description

Terms of Reference

I. Host Agency: DEPARTMENT OF TOURISM – MIMAROPA

Date: January 28, 2022

Location: Metro Manila

II. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

A. Must be PHILGEPS REGISTERED

B. Must have at least Three (3) Years Experience and Technical Expertise in Events Organizing

C. Must have experience in organizing events for high level government delegates and VIPs

D. Located in the National Capital Region

E. Must be willing to provide services on a send bill arrangement

F. Must comply with the detailed services specified in Item V of the TOR

III. DOCUMENTARY REQUIREMENTS

- Current Mayor's / Business Permit
- PHILGEPS' Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Original or certified true copy of duly notarized Omnibus Sworn Statement

IV. SCOPE OF WORK / DELIVERABLES

A. Event Proper

- Program Management
- Technical and Streaming Direction
- Zoom Meeting Management (Zoom platform subscription)
- Camera Direction
- Speaker Management
- Pre Event Meeting and Coordination

B. Manpower

- Technical Director
- Zoom Specialist
- Assistant Technical Director
- Camera Operator
- Audio Technician
- Lighting Operator
- Graphic Artist
- Spinner
- Setup Crew

C. Streaming Technical Requirements

- Production/Streaming Machine
- Intel i9 10800 Processor
- Nvidia RTX 3080 GPU
- 64gb RAM
- PCIe Quad HDMI Video Capture Device
- Digital Audio Interface
- Licensed Production and Streaming Software
- 2 Units Service Laptops (Presentation and Capture)
- Gigabit Network Switch for NDI with Ethernet Connectors
- Roland Full HD Multi Input Digital Switcher
- LED Projector

D. Zoom Video Conference Platform

- With maximum users of up to 500

E. Broadcast Cameras (3)

- Sony PXW-X70 4k Professional Camcorder
- Panasonic Full HD Professional Camcorder
- Sony A7111 Full Frame Mirrorless Camera
- Tripod with accessories
- Gimbal with accessories
- Wide, Zoom and Prime Lens
- With Operator
- 1 lot power and signal cables

F. Professional Sound System (Full Band Setup)

- Allen and Heath SQ5 Digital Mixing Console
- Allen and Heath Digital Stage Box
- JBL PRX 835 3 way Front of House Active Speakers
- JBL PRX 815 Active Monitor Speakers
- Audiocenter TS12 Active Monitor Speakers
- Audiocenter Dual 18 Active Subwoofers
- RF Microphones
- Wired Microphones
- 1 lot power and signal cables
- Power Distribution
- Full band set-up (Band Tech Rider)
- Professional sound system

G. Entertainment by a Showband (3 sets of 45 minutes per set)

H. Broadcast Studio Lighting

- Digital Lighting Console
- Video Lighting with Umbrella Diffuser

- Ambient Lighting Par LED Amber White and RGB as needed

I. Logistics

- Breakfast of Events Management: Ingress at 6 AM
- Delivery Installation and Dismantling
- Media Publicity
- Courier Service for shipment of plaques, giveaways and certificates to MIMAROPA provinces

V. BUDGET

Budget for the conduct of the event is Four Hundred Ninety One Thousand Pesos (Php 491,000.00) inclusive of amenities and all government taxes and charges as defined in this Term of Reference.

In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total invoice amount.

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

VI. CONTACT PERSON

Name : Cecil V. Aranton

DOT – MIMAROPA Regional Office

Contact number : 0917 586 6513

Email Address : cecilaranton@gmail.com

Created by Monina Valdez Raneses

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