



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5852891
Procuring Entity DEPARTMENT OF TOURISM
Title DOT Year End Celebration
Area of Delivery Metro Manila

Solicitation Number: 2018-11-0389	Status	Active
Trade Agreement: Implementing Rules and Regulations		
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification: Goods - General Support Services	Bid Supplements	0
Category: Events Management		
Approved Budget for the Contract: PHP 1,000,000.00	Document Request List	0
Delivery Period: 3 Day/s		
Client Agency:	Date Published	27/11/2018
Contact Person: FELICISIMO EVANGELISTA MAXIMO Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 peles.maximo@yahoo.com	Last Updated / Time	27/11/2018 00:00 AM
	Closing Date / Time	03/12/2018 08:00 AM

Description

TERMS OF REFERENCE

EVENTS AGENCY

I. Project Title

2018 DOT year end celebration. December 4, 2018 at PICC Forum 1.

Objectives

The 2018 DOT year end celebration is an opportunity for the members of the Department of Tourism to meet and mingle with people they don't normally get to interact with. It's typical for most DOT employees to work with the same group of people in their department for the majority of their workdays, but since DOT has multiple office locations, such party helps expand their perspective on the department as a whole.

As such, the DOT now seeks to work with experienced events agency that will help design, organize, and execute 2018 DOT year end celebration

II. Scope of Work, Deliverables and Budget Allocation

1. The Approved Budget of Contract (ABC) for the project is One Million Philippine Pesos (Php 1,000,000.00) inclusive of all applicable taxes, bank charges, and other fees as may be incurred in the process;

2. The budget is inclusive of all edit-downs/resizing, printing fees, costs for photography and/or stock photos, computer graphics, talent and soundtrack fees;

3. The breakdown of the production budget, including the number of the materials, may be modified upon recommendation of the winning agency.

Scope of Work Deliverables

The Agency is expected to December 04, 2018

provide a full event planning, design, and production PICC — FORUM 1 Theme: Beach management; No. of attendees: 650 pax

• Coordination with DOT

events committee for Requests:

details and requirements; Thematic Venue

Execution and operation of Registration
all technical equipment; 0 12ft x 10ft backdrop
Arrangement/Coordination Tarp Wrap
of program activities from o 8ft x 3ft x 1.6ft Table
ingress, actual program to I Tarp Wrap
egress; 0 High chairs
Documentation; 3D Photobooth
And production of With Roaming Photobooth
collateral and designs. Stage Design
2 Sets of LED
Platform

Tech booth
Complete audio system and AV system playback
Complete lighting system and effects
Table Arrangement
Centerpieces
Games Props Talents
Host
Band
Thematic Performer
Others
Generator Set
Event organizers/manpower
Program Flow
Games
Awards

IV. Minimum Required Personnel

Required Personnel

1. Project Manager
2. Senior Planner/ Event Supervisor
3. Event Director
4. Stage Manager
5. Runner
6. Photographer
7. FA Artist
8. Creative Director

Note: Bidders may recommend additional personnel deemed fit for the Team.

V. Contact

Floyd Esguerra
+63 2 459 5200 lac 609
fioydesguerra@tourism.gov.ph

Other Information

REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

1. Current Mayor's / Business Permit
2. PhilGEPS Registration Number or Platinum Membership
3. Latest Annual Income or Business Tax Return (for ABC's above Php500,000.00)
4. Duly Notarized Omnibus Sworn Statement (original or certified true copy)

Kindly submit your quotation for the above requirement in a sealed envelope on or before November 29, 2018 at 4:00p.m (indicating the solicitation number) addressed to Mr. Felicisimo E. Maximo at the Department of Tourism Building, # 351 Sen. Puyat, Makati City.

Created by FELICISIMO EVANGELISTA MAXIMO

Date Created 26/11/2018

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Omnibus Sworn Statement

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 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 of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

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 and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

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;
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: I am 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;
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*; and
9. *[Name of Bidder]* did not give or pay directly or indirectly, and 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.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

***[Insert NAME OF BIDDER'S
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]***
Affiant

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, _____. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity. Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. ____

Page No. ____

Book No. ____

Series of ____.