



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9422767  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Services of an Event Integrator/Event Mgt Company - 1st Meeting, Series of 2023 of Tourism Coordinating Council (TCC) on 20 February 2023

#### Area of Delivery

<b>Solicitation Number:</b> 2023-01-024	<b>Status</b>	<b>Active</b>
<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 808,282.20	<b>Document Request List</b>	1
<b>Delivery Period:</b> 1 Day/s		
<b>Client Agency:</b>	<b>Date Published</b>	24/01/2023
<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>	24/01/2023 00:00 AM
	<b>Closing Date / Time</b>	27/01/2023 10:00 AM

#### Description

TERMS OF SPECIFICATIONS  
 Services of an Event Integrator / Event Management Company  
 First Meeting, Series of 2023 of Tourism Coordinating Council (TCC)  
 20 February 2023 | Manila, Philippines

#### I. BACKGROUND

Established by virtue of the Republic Act 9593, the Tourism Coordinating Council (TCC) is a 25-agency body tasked to coordinate the national tourism development efforts including the implementation of the National Tourism Development Plan (NTDP). Among the members of the TCC are national government agencies and tourism organization.

The National Tourism Development Plan 2023-2028, the successor plan, will provide direction and development framework to national and local tourism stakeholders in their journey to full recovery for the period 2023-2028.

In view of the finalization of the NTDP 2023 – 2028, a presentation to the TCC will be held to elicit comments and facilitate its adoption.

In this regard, the DOT-OTDPRIM is in need of a Conference Integrator / Event Management Company to provide the physical and technical requirements during the meeting.

#### II. SCOPE OF SERVICES

The Event Integrator / Event Management Company based in Metro Manila shall provide the following:

1. Form an Event Management Team that will execute, oversee and manage the required onsite physical & technical requirements of the event;
2. Source and hire a facilitator and technical writer who is knowledgeable in the field of tourism development to moderate the discussion, wrap-up, synthesize the event as well as preparation and writing of event/meeting report;
3. Provide delegate/conference kits for 150 technical and executive staff as well as principal TCC participants;
4. Provide the following general requirement:
  - a) Design creative materials including event banner, background, signage, digital juice, title card;
  - b) Facilitate Technical Rehearsal; secure a copy of presentation and management of pre-recorded presentations, technical requirement and etc.
  - c) Conduct of final orientation or dry run of the event at a schedule to be identified by DOT before the actual event;
  - d) Record all sessions and upload to a specific online drive including all other creative material pertaining to the event
  - e) Document in photo and video the event to include presentations in the session and endorse to the DOT in an external hard drive.
5. Provide the following Onsite Physical and technical Requirements:
  - a) Overall venue décor/execution and/or construction for the above mentioned event to include but not limited to:
    - Stage design, decoration (using existing stage of the venue)
    - Venue Styling
    - Printing of Banner, Signage, Title Cards
    - Registration counter (including clipboards, pens, alcohol dispensers etc.)
  - b) Provision of the following requirements for the event and coordinate with the technical team of the Philippine International Convention Center (PICC) for the set up and installation of all physical and technical requirements to include, but not limited to the following:
    - Audio-Visual and lighting system (speaker, microphones, etc.)
    - LED wall screen W 4m x 2.5m H, backdrop, stage /set design
    - 9 55' LED TV screen
    - Stage truss system (as needed)
    - Microphones (goose and wireless)
    - Amplifiers
    - 2 Laptops (mac and windows) with appropriate connectors
    - 2 Presentation Clicker/Laser Pointer
    - Appropriate cables and video adapters (VGA, HDMI, etc.) and
    - Professional Lighting System (if needed)
    - Signage/roll-up banner
    - Close circuit camera and dedicated cameras for documentation purposes
    - Non wired/wireless internet connection equipment
    - Ingress on 19 February 2023
    - Egress on 20 February 2023

### III. APPROVED BUDGET FOR THE CONTRACT AND MODE OF PAYMENT

The approved budget for the contract is Eight Hundred Eight Thousand Two Hundred Eighty-Two Pesos (PhP 808,282.20) inclusive of all applicable taxes, Government Procedure and send bill arrangement.

### IV. OTHER REQUIREMENTS

1. Must be Filipino-owned, operated and legally registered professional conference organizer/ production house / events management entity;
2. Must have experience in organizing international events in the Philippines. Bidder to submit company profile and events previously handled.

Contact Person:

MR. ADRIAN CRUZ / MS. LARALIZA BAGAYAN  
Tourism Development Planning Division  
Contact No.: 8459-5200 to 30 local 516  
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Approved by:

RAMIL S. BASUEL  
OIC Chief  
Tourism Development Planning Division

#### **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.

**Created by** TERESITA A. ROMANES

**Date Created** 23/01/2023

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