



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9561207
Procuring Entity DEPARTMENT OF TOURISM
Title Services of an Events Management Company for the 2023 Strategic Planning and Alignment Workshop for DOT Foreign Offices

Area of Delivery

Solicitation Number:	2023-03-149	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	6
Category:	Events Management	Date Published	11/03/2023
Approved Budget for the Contract:	PHP 980,000.00	Last Updated / Time	11/03/2023 00:00 AM
Delivery Period:		Closing Date / Time	14/03/2023 11:00 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 SPECIFICATION

A. PROJECT NAME: Services of an events management company for 2023 Strategic Planning and Alignment Workshop for DOT Foreign Offices

B. SUPPLIER: Services of an Events Management Company

C. BACKGROUND

The Philippine Department of Tourism (PDOT) is in need of the services of an Event Management Company for the 2023 Strategic Planning and Alignment Workshop on March 13-19, 2023 in Tagaytay. The program will include lectures, discussions, structured learning exercises, workshops, and other approaches that will enhance the participants' learning while fostering bonding and cooperation.

D. MINIMUM REQUIREMENTS

- Must be PHILGEPS Registered
- Must be willing to provide services on send – bill arrangement
- Events management company must have minimum of 1 year of experience in organizing large-scale events and conferences/workshops
- Proposed program cost is within the approved budget.

E. SCOPE OF WORK

I. Event management service

- Conference Integrator (Hybrid)

1. Provision of the following services on March 19 - 24 2023 in Tagaytay (Venue-TBA):
2. Rental of Integrated Sound System with monitors
3. Rental of High-Resolution Video Camera, for video input;
4. Photo documentation of the preparation as well as during the meetings (pre and post workshops);
5. 4-person Secretariat who will be assisting in technical matters during ingress, during technical run, and during the event proper:
 - o Program time keeper & attendance- one staff
 - o Technical booth operator - one staff
 - o Documentation and support to facilitator - one staff
 - o Photographer - one staff
6. Welcoming reception for the guest for first day
7. Closing reception/Entertainment

- Facilitators

1. Provide workshop facilitator(s) (1-2 pax) specializing on Tourism Marketing and Tourism Development for the 2023 Strategic Planning and Alignment Workshop on March 19-24, 2023

2. Scope of Work of facilitators:

- a. Moderate and host the workshop, facilitate the discussions among participants,
- b. Assist and advise the DOT workshop organizers on the process to be applied in the conduct of the workshop
- c. Assist in designing the appropriate process/modules for the seminar-workshop
- d. Coordinate with the DOT workshop organizers in the implementation of the program and program flow based on the sequence of activities, process, and modules of the workshop

- Expected Output from the Events Management Company:

- 1) Workshop report summarizing the process, main outcomes and evaluation made by participants
- 2) Final output from participants that will reflect the strategic activities

Produce the workshop summary/terminal report in hard copies and electronic format

F. CONTRACT OF SERVICE

The financial proposal of the Events Management Company should cover all expenditures of the EMC team (secretariat, facilitator(s), technical team, and production team)

G. BUDGET ESTIMATE:

Total estimated budget is PHP 980,000.00

The winning bidder shall be determined based on the proposal with most advantageous financial package cost, not to exceed the total estimated budget.

H. PROJECT OFFICERS/CONTACT PERSON

Contact Person : GLAIZA P. AGUANZA
Address : Office of Product and Market Development
5F The New DOT Building
351 Sen Gil Puyat Avenue
Brgy. Bel Air, 1200 Makati City
Contact Number : 459-5200 local 519
Email Address : gpaguanza@tourism.gov.ph

Approved by:

(orig. signed)

PAULO BENITO S. TUGBANG, M.D.

Director

Office of Product and Market Development

09 March 2023

Other Information

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 (to be submitted together with the first four documents)

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to Ms.

NorjannahP. Lucman / nplucman@tourism.gov.ph on or before 14 March 2023 at 11:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman
Date Created 10/03/2023

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