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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9590354
Procuring Entity DEPARTMENT OF TOURISM
Title PROCUREMENT OF EVENTS MANAGEMENT SERVICES FOR THE CONDUCT OF CY 2023 DOT GALA NIGHT IN CELEBRATION OF THE DOT'S 50TH YEAR FOUNDING ANNIVERSARY

Area of Delivery

Solicitation Number:	RFQ NP-SVP No. 2023-03-173	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	3
Category:	Events Management	Date Published	21/03/2023
Approved Budget for the Contract:	PHP 990,000.00	Last Updated / Time	21/03/2023 00:00 AM
Delivery Period:		Closing Date / Time	24/03/2023 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			
TERMS OF REFERENCE			

PROJECT TITLE :

PROCUREMENT OF EVENTS MANAGEMENT SERVICES FOR THE CONDUCT OF CY 2023 DOT GALA NIGHT IN CELEBRATION OF THE DOT'S 50TH YEAR FOUNDING ANNIVERSARY

DATE/VENUE : 11 MAY 2023 / PASAY

BACKGROUND/RATIONALE:

The program aims to commemorate the Department's five decades of developing, promoting, and regulating the country's tourism industry. It is also meant to honor the generations of employees as well as its partners who have carried out, and continue to drive the mission forward.

Likewise, 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.

MINIMUM REQUIREMENTS:

Must be a professional full-service Events Management Company for last five (5) years specializing in conceptualizing, producing, organizing, staging a national level full packaged corporate event physically;

Must be DOT MICE – Accredited;

Must be PhilGEPS registered;

Amenable to government procedure or send-bill arrangement.

Must submit proposal with detailed script for the event; and

Must have a teams of professionals for creative, technical and production staffing:

Director

Lighting Director

Technical Director

Production Manager

Stage Manager

Assistant Stage Manager

Safety Protocol Manager

Production Assistant

Runner/Utility

SCOPE OF WORK AND DELIVERABLES:

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

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

Onsite Event Proper

Technical Requirements:

Professional Lighting and Sound System suitable for a corporate event for 1100 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
Photo Souvenir Booth Package

Talent Management

2 professional performers/ singers
1 professional band
1 experienced host (preferably comedian host)

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

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

TOTAL BUDGET:

Nine Hundred Ninety Thousand Pesos (PHP 990,000.00) including applicable taxes

TERMS OF PAYMENT:

Government procedure and subject to appropriate government taxes.

CONTACT PERSONS:

Mr. Edward R. Bullecer / Ms. Zennina C. Parinas
Department of Tourism - Human Resource Division
erbullecer@tourism.gov.ph / zcparinas@tourism.gov.ph
Tel. No. 8459 5200 loc. 408

APPROVED BY:

ATTY. JOVENCIO M. ZARAGOZA
Director, Administrative Service

Other Information

THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION
Department of Tourism
Makati City

with details such as:
Name of the Bidder/Company:
Address of the Bidder/Company:
Title of the Project:
RFQ No. 2023-03-173

In addition to the Proposal/Quotation, kindly submit the following 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

Note: Kindly submit your quotations together with your eligibility requirements TO nplucman@tourism.gov.ph on or before 24 March 2023 at 11:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 20/03/2023

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