



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9740329  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Services of a Cultural Performing Dance Company for the BBMG Program and Riyadh Travel Fair (RTF) on 22 to 24 May 2023

#### Area of Delivery

<b>Solicitation Number:</b>	NP-SVP RFQ 2023-05-298	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Services	<b>Date Published</b>	11/05/2023
<b>Approved Budget for the Contract:</b>	PHP 950,000.00	<b>Last Updated / Time</b>	11/05/2023 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	15/05/2023 13:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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

I. BIDDER : CULTURAL PERFORMING DANCE COMPANY

II. PROJECT TITLE : Riyadh Travel Fair (RTF) 2023 and BBMG Launch  
May 19 to 28, 2023 (inclusive of travel time)

##### III. BACKGROUND

The Department of Tourism (DOT) is in need of the professional services of a Metro Manila-based, a registered cultural performing dance company engaged in providing entertainment that showcases traditional Filipino performances for the Department's participation at the Riyadh Travel Fair (RTF), which will be held on May 22 to 24, 2023 and the launch of the BBMG Program in Riyadh.

##### IV. OBJECTIVES

The following are OPMD's objectives for its participation in the RTF 2023:

- Sustain a high interest in the Philippines after the country's successful participation in the World Travel and Tourism Council (WTTC) Summit and the conduct of the Secretary's Listening Tour last November 29 to December 1, 2022;
  - Re-establish business linkages, and network with key and strategic KSA travel and tourism players, stakeholders, and influencers to generate continued awareness for the country's luxury destinations and products in the KSA marketplace,
  - Provide KSA travel and tourism executives with developments regarding the country's travel industry, luxury destinations, and products, and explore new partnerships to revitalize the KSA outbound tourist markets' interest in Philippine holiday packages;
- Launch the Bisita Be My Guest (BBMG) Program among the Filipino community in Riyadh.

V. REQUIREMENTS

- Must provide a cultural entertainment package for the above-mentioned events with the following breakdown of performers:
  - o 1 Group Director/Leader
  - o 5 Dancers
  - o 1 Singer
- Entertainment package should include all-inclusive production costs, professional fees of performers, costumes and props, rehearsal venue, recording, and other miscellaneous fees.
- Entertainment package should also include airfare with additional luggage allowance, travel insurance, travel tax, and accommodation
- Must travel to Riyadh, KSA, and perform in all events related to the RTF and the BBMG Program launch on May 22 to 26, 2023 (exclusive of travel time)

Other Requirements:

- Must be a PhilGeps-registered dance company based in Manila;
- Must have a minimum three-year experience in organizing medium-scale events and performances ranging from traditional, cultural, classic, folk, and ballroom, to modern and contemporary genres, featuring Filipino artists and talents;
- Have a wide network of talented contacts, i.e., various performers of music, songs, and dances;
- Have expertise in the conceptualization and the direction of performances in various Philippine cultural dances;
- Must have participated in international performances/shows in country/countries other than the Philippines;
- Must have handled at least two government projects/events; and
- Must be willing to provide services on send-bill arrangement.

VI. APPROVED BUDGET OF THE CONTRACT

Total Estimated Budget: PHP 950,000.00  
(Nine Hundred Fifty Thousand Pesos)

VII. TERMS OF PAYMENT

Send bill arrangement and a 60-day payment period upon submission of complete billing and supporting documents. Bill must be addressed to the Department of Tourism

CONTACT PERSON(S)

Contact Person(s): MS. CHARLENEMIE D. HAWIL / MR. STALINGRAD F. SAMSON  
Tourism Operations Officer I / Senior Tourism Operations Officer  
Office of Product and Market Development – Market Development Division

Address: 5F DOT Building, 351 Sen. Gil Puyat Avenue, Makati City 1200  
Contact Number: (632) 8459-5200 local 504  
Email Address: cdhawil@tourism.gov.ph / sfsamson@tourism.gov.ph

APPROVED BY:

PAULO BENITO S. TUGBANG  
Director, Office of Product and Market Development

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**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:  
NP-SVP RFQ No. 2023-05-298

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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](mailto:nplucman@tourism.gov.ph) on or before 15 May 2023, 1:00 pm. Late and unsigned quotations shall not be accepted.

**Created by** Norjannah P Lucman

**Date Created** 10/05/2023

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