



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9746201
Procuring Entity DEPARTMENT OF TOURISM
Title Services for the Conduct of Anilao Underwater Shootout 2023 Events Management and Technical Competition Oversight and Prizes

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2023-05-305	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	2
Category:	Events Management	Date Published	12/05/2023
Approved Budget for the Contract:	PHP 992,000.00	Last Updated / Time	12/05/2023 00:00 AM
Delivery Period:		Closing Date / Time	15/05/2023 14:00 PM
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 SPECIFICATIONS

I. PROJECT TITLE

Anilao Underwater Shootout 2023 Events Management and Technical Competition Oversight and Prizes

II. DESCRIPTION

The Anilao Underwater Shootout is a yearly underwater macrophotography competition organized and sponsored by the Philippine Department of Tourism in cooperation with resort owners, dive operators, dive masters, and local Mabini stakeholders. Competition participants may stay and dive with any resort/operator of their choosing in the Mabini, Batangas area.

The 8th edition of the Shootout will be a five-day event from May 22 to 26, 2023 with the following components:

- Registration / Shootout and Competition Proper: May 22 to 25, 2023
- Underwater Photography Workshops: May 24 and 25, 2023
- Submission of Entries: May 22 to 26, 2023
- Judging of Photos and Deliberation: May 26, 2023
- Press Conference: May 26, 2023
- Closing and Awarding Ceremony: May 26, 2023

Dubbed the "World Cup of Underwater Photo Competitions," the Anilao Underwater Shootout brings together some of the world's most illustrious names in diving and underwater photography and highlights the destination's teeming marine biodiversity.

III. MINIMUM REQUIREMENTS

- Must have experience providing services for at least one (1) underwater shootout competition, two (2) international dive related events with a visitor attendance of at least 1,000 pax, and one (1) hybrid dive-related webinar with livestreaming component in the last five (5) years;
- Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);
- Must be willing to provide services on send-bill arrangement;
- Must shoulder transportation, meals, and accommodation expenses of the production staff and crew for the duration of the event;
- Must have no pending deliverables for the Department;

IV. SCOPE OF WORK

- Closing and Awarding Ceremony

Date: May 26, 2023

Time: 5:00 PM to 10:00 PM

Venue: Anilao, Mabini, Batangas (Resort TBA)

Target Attendees: DOT Officials (3 to 5 pax), Competition Judges (5 pax), International and Local Media (10 to 15 pax), Competition Participants and Dive Guides (270 to 300 pax)

Program includes the following:

- Welcome Remarks by DOT Official
- Live Entertainment / Performance
- Special Messages by Event Partners
- Awarding Ceremony / Presentation of Winners
- Judges' Recognition
- Raffle / Lucky Draw

1. Prepare and manage overall program flow for the entire Awarding Ceremony;
2. Prepare overall program script for host;
3. Handle venue and supplier coordination including ingress and egress of all technical equipment;
4. Provide and ensure appropriate internet speed (at least 5G WIFI connection with LAN) to support connectivity requirements for smooth and uninterrupted livestreaming;
5. Provide and set up appropriate technical equipment (set up must be completed by 4:30 PM), inclusive of the following:
 - a. 2 sets outdoor LED wall (at least 4m x 3m per wall) with the following equipment:
 - 1 x laptop
 - 1 x seamless switcher / splitter
 - All necessary power cables and connectors
 - b. 1 set livestreaming cameras (at least 4k resolution);
 - c. 2 sets teleprompters;
 - d. 1 set complete outdoor audio and lights set up with the following:
 - 8 x LED par lights
 - 1 x follow spotlight
 - 1 x dimmer console
 - 1 x digital mixing console
 - 2 x 3-way speaker system
 - 2 x subwoofer
 - 2 x stage monitor
 - 6 x wireless microphones
 - All necessary power cables and connectors
 - e. 1 modular, height-adjustable outdoor staging system (at least 16 ft. x 8 ft. x 2 ft.) with black skirting, non-skid steps, and guardrails on both sides;
 - f. 1 functional technical control booth;
 - g. 1 generator set inclusive of at least 8-hours diesel;
6. Provide ample manpower to manage and operate the above technical equipment;
7. Implement and manage branded livestream / broadcast via social media platforms such as Facebook;
8. Provide layout of dynamic LED wall backdrop and visuals;
9. Provide the professional services of the following for the Awarding Ceremony program:
 - a. Host with dive industry background (must be approved by the end-user prior to engaging his/her services);
 - b. Live DJ to perform at least 2 sets (intermission and post-event), inclusive of all applicable equipment (i.e., monitor speakers, mixer, controllers, turntables, headphones, laptop computer, and DJ software)
 - c. Technical production team to oversee, set up, and implement the event program, including the distribution of awards and prizes;
10. Provide at least ten (10) personnel / manpower to manage the Awarding Ceremony Program, including welcoming guests, queuing of VIPs, sponsors, judges, and competition winners, and turn-over of prizes;
11. Conduct pre-event orientation / technical run including sound check and other necessary pre-event requirements to ensure smooth program flow;
12. Coordinate logistical arrangements, including meals, transportation, and accommodation, if necessary, for the production team.

V. BUDGET

The approved budget for this project is NINE HUNDRED NINETY-TWO THOUSAND PESOS (P 992,000.00), inclusive of all applicable taxes, and should cover all requirements enumerated above.

VI. PAYMENT TERMS

Milestone % of Payment

Submission and approval of program flow and production script for event components 30%

Submission and approval of event venue layout and proposed roster of talents / performers 20%

Submission and approval of terminal report on the event 50%

VII. CONTACT DETAILS

Project Officers : CELSTINE SY

Email Address : ctsy@tourism.gov.ph

Approved by:

PAULO BENITO S. TUGBANG, M.D.

Director

Office of Product and Market Development

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 NP-SVP 2023-05-305

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 15 May 2023 at 2:00 pm. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 11/05/2023

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.