

DEPARTMENT OF TOURISM

National Capital Region

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Date: May 19, 2023

GENTLEMEN:

REQUEST FOR QUOTATION

Kindly quote to us your latest price(s) on the following item(s):

QUANTITY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE
1(ONE)	LOT	EVENTS MANAGEMENT COMPANY	
		PROJECT NAME: PHILIPPINE EXPERIENCE: MAKATI LEADING THE WAY	
		PROJECT DATE: MAY 28, 2023	
		<p>BACKGROUND</p> <p>Under the leadership of Secretary Christina Garcia Frasco, the Philippine Department of Tourism through its Regional Offices, are set to replicate the Province of Cebu's Suroy Suroy across the Philippines with the goal of diversifying the cultural tourism product offerings for both local and international tourists, as well as promotion of both popular and less recognized destinations. Through the development of the said program in various regions of the country, the Philippine Experience Program will allow least popular destinations to be at par with the famous ones by spreading the benefits of the program to the former, as well as equalize the opportunity the tourism industry may bring to the destinations.</p> <p>Dubbed as the Financial Hub, the Makati City Caravan will highlight the city's various attractions showcased in a half-day tour with a spread of culinary journey, cultural and modern performances iconic to the City of Makati.</p>	
		DELIVERABLES AND TECHNICAL SPECIFICATIONS :	
		<p>A. OVERALL EVENT MANAGEMENT AND MANPOWER SUPPORT</p> <ul style="list-style-type: none"> • Work alongside the end-user in finalizing the overall theme and concept of the event; • Coordination and securing of permits with the identified stops. • Work alongside the end-user in finalizing the overall event program; • Conduct pre-event orientation and a technical run-through, including sound and connection check and other necessary requirements of the event; • Handle all necessary logistical requirements of event management crew for event implementation including land transportation and meals. • Coordination and alignment of the arrangements with the Destination Management Company. <p>B. ONSITE EVENT PROPER</p> <p>a. Technical requirements</p> <ul style="list-style-type: none"> ○ Lights and sounds system for the first and last stop of the tour circuit ○ Stage design and decoration. (For approval of the procuring entity) ○ Provide event marshals to guide attendees and implement social distancing protocols. <p>b. Handle venue and supplier coordination, as follows:</p> <ul style="list-style-type: none"> ○ Facilitate and coordinate ingress and egress of technical requirements; ○ Facilitate and coordinate ingress and egress of the meals, regional sampling, special interest, and stage demonstrations to be prepared on each stop. ○ Provide technical set up such as sound system with microphones, mixers, etc.; <p>c. Event tents;</p> <ul style="list-style-type: none"> ○ Provide 8 event tents that will fit 125 pax round table set up. <p>C. TALENT MANAGEMENT</p> <ul style="list-style-type: none"> • Provide 30-minute cultural performance on the opening ceremony at Glorietta 	

- Provide 30-minute modern performances including various songs, dance, and audience-engaging numbers at Poblacion
 - Provide basic performance and basic audio video requirement based on agreed theme on specific stops such as Sycip Park, Circuit Makati and Makati Museum
- D. Event Documentation and Post Event Activities**
- Prepare terminal report (in collaboration with the end-user) with relevant statistics.
 - Production, collection, and consolidation of post-event evaluation.

BUDGETARY REQUIREMENTS:

ITEMS	PARTICULARS			TOTAL
	Units	Quantity	Amount	
TOTAL BUDGET				PHP 985,000.00
STOP 1 (GLORIETTA ACTIVITY CENTER)				
Sound System		1	PHP 75,000.00	PHP 75,000.00
Stage Decor		1	PHP 50,000.00	PHP 50,000.00
Cultural Performance	1 - 30 mins. performance @ Php 50,000	1	PHP 50,000.00	PHP 50,000.00
STOP 5 (ROCKWELL/POBLACION)				
Tent	20,000/Tent	8	PHP 20,000.00	PHP 160,000.00
Stage and Stage Design		1	PHP 150,000.00	PHP 150,000.00
Lights and Sound System		1	PHP 150,000.00	PHP 150,000.00
Modern Performance	100,000/ 30 mins. performance	1	PHP 100,000.00	PHP 100,000.00
Production Management Fee to cover crew meals, transport, fuel for generator set, professional fees for production crew and support staff, scriptwriting, video generation, creatives, host professional fee, LED Wall in Poblacion, and basic audio and short performances in other stops, etc.		1	PHP 250,000.00	PHP 250,000.00

MINIMUM REQUIREMENTS FOR SUPPLIERS:

- Must be accredited by the Philippine Government Electronic Procurement System (PhilGeps) – Must have Platinum accreditation;
- Must have handled and managed the production of at least 3 tourism events between 2019 and 2022 for National Tourism Organization (NTO) preferably the Philippine Department of Tourism;
 - Must present a DOT certification from previous projects/ Certificate of Satisfactory Services Rendered;
- Office address must be within Metro Manila
- Must be willing to provide services on send-bill arrangement

APPROVED BUDGET FOR THE CONTRACT

PHP 985,000.00

PESOS: NINE HUNDRED EIGHTY FIVE THOUSAND PESOS ONLY

inclusive of taxes and is subject to appropriate government taxes.

The winning bid, however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the bid amount does not exceed the above total budget.

		Documentary Requirements to be submitted: <ol style="list-style-type: none"> 1. Valid Mayor's/Business Permit 2. PHILGEPS Platinum Registration 3. Omnibus Sworn Statement 4. Income/Business Tax Return 5. <i>ALL OTHER DOCUMENTS THAT ARE REQUIRED AS SPECIFIED ABOVE</i> 	
		Contact Person: MR. ERNESTO TESTON ernieteston@tourism.gov.ph MS. COLLINS KARLA E. TELMO cetelmo@tourism.gov.ph	
		Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in <u>three (3) original sets</u> IN A SEALED ENVELOPE to this office address: DOT NCR BAC SECRETARIAT Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat 2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City	
		Note: Deadline of submission is on May 23, 2023 @ 8:00 am	

This office desires to place an order for the above item(s) with the minimum delay. Your firm quotation will help us very much in placing the order.
Thank you.

PRINT NAME OF DEALER/SUPPLIER

ADDRESS OF DEALER/SUPPLIER

CONTACT NUMBER(s)

TIN: _____

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME

NCR-ADMIN-PMD-004-00