



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9795520
Procuring Entity DEPARTMENT OF TOURISM
Title Services of an Events Integrator/Events Management Company for the DOT's Conduct of Review and Assessment of the R.A. No. 9593

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2023-05-350	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	9
Category:	Events Management	Date Published	27/05/2023
Approved Budget for the Contract:	PHP 700,000.00	Last Updated / Time	27/05/2023 00:00 AM
Delivery Period:		Closing Date / Time	30/05/2023 13:00 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

SCOPE OF SERVICES

The Event Integrator / Event Management Company based in Metro Manila shall provide the following:

- Form an Event Management Team that will execute, oversee and manage the required onsite physical & technical requirements of the event;
 - Event Coordinator/Content Manager
 - Event Director
 - Technical Director (Light, Sounds etc.)
 - Set Designer
 - Stage Manager
 - Script Writer
 - Photographer & Videographer
 - Event Host
 - Facilitator and Moderator
 - Voice Over Talent
 - Other as necessary/required
- Source and hire a facilitator and moderator as well as technical writer who is knowledgeable in the field of tourism development to moderate the discussion, wrap-up, synthesize the event as well as preparation and writing of event/meeting report;
- Provide delegate/conference kits for 150 participants;
- Provide the following general requirement:

- a) Design creative materials including event banner, background, signage, digital juice, title card;
- b) Facilitate Technical Rehearsal; secure a copy of presentation and management of pre-recorded presentations, technical requirement and etc.
- c) Conduct of final orientation or dry run of the event at a schedule to be identified by DOT before the actual event;
- d) Record all sessions and upload to a specific online drive including all other creative material pertaining to the event
- e) Document in photo and video the event to include presentations in the session and endorse to the DOT in an external hard drive.

5. Provide the following Onsite Physical and Technical Requirements:

a) Overall venue décor/execution and/or construction for the above mentioned event to include but not limited to:

- Stage design, decoration (using existing stage of the venue)
- Venue Styling
- Printing of Banner, Signage, Title Cards
- Registration counter (including clipboards, pens, alcohol dispensers etc.)

b) Provision of the following requirements for the event and coordinate with the technical team of the Philippine International Convention Center (PICC) for the set up and installation of all physical and technical requirements to include, but not limited to the following:

- Audio-Visual and lighting system (speaker, microphones, etc.)
- LED wall screen W 4m x 2.5m H, backdrop, stage /set design
- 9 units 55 inches LED TV
- Stage truss system (as needed)
- Microphones (goose and wireless)
- Amplifiers
- 2 Laptops (mac and windows) with appropriate connectors
- 2 Presentation Clicker/Laser Pointer
- Appropriate cables and video adapters (VGA, HDMI, etc.) and
- Professional Lighting System (if needed)
- Signage/roll-up banner
- Close circuit camera and dedicated cameras for documentation purposes
- Non wired/wireless internet connection equipment
- Provide generator set to sustain the electrical requirements of the exhibition and ensure uninterrupted power supply;
- Ingress on 04 June 2023
- Egress on 06 June 2023

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. 2023-05-350

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 30 May 2023 at 1:00 pm. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 26/05/2023

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