



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9921556  
**Procuring Entity** DEPARTMENT OF TOURISM - NCR  
**Title** PROCUREMENT OF EVENT MANAGEMENT for MANILA FOOD AND WINE FESTIVAL 2023

#### Area of Delivery

<b>Solicitation Number:</b>	NCR-2023-07-039	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Events Management		
<b>Approved Budget for the Contract:</b>	PHP 990,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	2 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	08/07/2023
<b>Contact Person:</b>	Lawrence Jacosalem Alcantara Supply Officer 351 Sen. Gil Puyat Ave. Makati City Metro Manila Philippines 63-8-4595200 Ext.212 63-8-5533530 dotncr.bac@tourism.gov.ph	<b>Last Updated / Time</b>	07/07/2023 13:43 PM
		<b>Closing Date / Time</b>	11/07/2023 01:00 AM

#### Description

##### BACKGROUND:

The Department of Tourism – National Capital Region, through its Product and Market Development Unit (PMDU) together with Manila Food and Wine Festival team, is in support to the Manila Food & Wine Festival (MFWF) with the theme, “Levelling Up of the Manila Food & Wine Industry with Filipino Brand of Service with World Class Offerings”.

The event envisions to establish the Philippines as the newest Culinary Capital in Asia and aims to increase food tourism in the country by showcasing the best Filipino food and beverage, hotels and restaurants, and our regional and national food culture. It is expected to draw food and wine enthusiasts from across the country to enjoy and celebrate the said event. The event is set to launch with a two-week festival starting July 14 and will end on July 29, 2023 in the National Capital Region.

##### OBJECTIVES :

- I. Establish Manila/The Philippines as the newest Culinary Capital in Asia to increase food tourism in the country
- II. Showcase the best of the Philippines’ food and wine, hotels and restaurants, chefs and restaurateurs, and our food culture.
- III. Fuel the fire of innovation to elevate our Filipino food culture by establishing a food stamping program.

TARGET PARTICIPANTS: 100 PAX

##### SCOPE OF WORK/DELIVERABLES

- Organization, Management and Execution of Physical Event to include logistics, technical requirements;
- Program will be conceptualized and overseen by the DOT NCR to ensure the quality and reflection of the Philippine traditional and/or contemporary culture;
- Technical Run/Rehearsal;
- Ensure seamless staging;
- Conduct of coordination meetings

EVENTS MANAGEMENT COMPANY/PRODUCTION HOUSE/ ENTERTAINMENT SERVICE PROVIDER TO COVER THE FOLLOWING SERVICES:

PERFORMERS:

1. Cultural performance group that will showcase an interactive show for 15 – 30 minutes that will highlight the food heritage of the city. Same cultural group will also do a side performance during the registration of the event.
  2. Band for ambient music (acoustic entertainment) as Dinner/cocktails Entertainment
- \* The show band should have the ability to play classic and contemporary songs and should have had an experience performing to an international audience

**PRODUCTION REQUIREMENTS:**

To include the Director's selection of the following (10pax minimum) to include but not limited to:

- Events Director
- Production Manager
- Production Coordinator
- Technical Director
- Lighting Designer
- Stage Manager
- Audio Spinner
- Video Spinner
- Voice Over
- Host

**TECHNICAL REQUIREMENTS**

Should engage a supplier of high end quality equipment for sound, Lights, Trusses, provision of Generator

**BIDDER'S QUALIFICATIONS:**

- Must be a professional full-service Event Management Company/Production House/Entertainment Service Provider for last two (2) years specializing in conceptualizing producing, organizing, staging a national level full packaged corporate event physically;
- Duly registered Philippine-based company;
- With significant experience for the last two (2) years working with government and private sector with tourism related projects, utilizing state of the art equipment to produce physical events/show productions;
- Highly experienced in producing contents and programs that are dynamic, Filipino-themed but global standard;
- Highly knowledgeable in government process and procedure;
- Must be registered with the Philippine Government Electronic Procurement Systems (PHILGEPS)
- Must provide a breakdown of prices and services included in the quotation complete with the E-VAT and other government taxes;
- Amenable to government procedure or send-bill arrangement and preferably with Landbank of the Philippines account;
- With LGU registered office in Metro Manila.

**BUDGETARY REQUIREMENTS:****PARTICULARS****Performers**

- Cultural Performers and/or;
- Band for ambient music (Acoustic entertainment)

**Production Team**

- Events Director
- Production Manager
- Production Coordinator
- Technical Director
- Lighting Designer
- Stage Manager
- Audio Spinner
- Video Spinner
- Voice Over
- Host

**Production Requirements**

- Creation of Script for the program
- Sound, Lights, Trusses, Generator
- Organization, Management and Execution of Physical Event to include logistics, technical requirements;
- Technical Run/Rehearsal as needed;
- Ensure seamless staging
- Conduct of coordination meetings

GRAND TOTAL (INCLUSIVE OF VAT) x 2 RUNS

July 14, 2023 and July 27, 2023 PhP 990,000.00

**APPROVED BUDGET FOR THE CONTRACT**

PHP 990,000.00

(PESOS: NINE HUNDRED NINETY THOUSAND)

inclusive of taxes and is subject to appropriate government taxes.

**PAYMENT PROCEDURE:**

Upon completion of the project and delivery of all requirements as agreed upon, government procedure and subject to appropriate government taxes.

**DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:**

1. Valid Mayor's/Business Permit;
2. PhilGEPS Registration Number;
3. Latest Income/Business Tax Return;
4. Original Certified True Copy of Duly Notarized Omnibus Sworn Statement;
5. Company Profile including CV of Officers and key staff (Director and Production team); bidder must ensure that these personnel are available on the given event date through a signed (e-signed) statement of availability;
6. Proof of experience as a professional full service PRODUCTION HOUSE and ENTERTAINMENT provider for the last (two) 2 years specializing in conceptualizing, producing, organizing, staging, national level full-packaged corporate events, corporate communications, and staging physical events;
7. List of proposed performers (with profile) and supplier of technical equipment.

**CONTACT PERSON/S:**

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**Other Information**

Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in three (3) original sets 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 July 11, 2023 @ 8:00 am

**Created by** Lawrence Jacosalem Alcantara

**Date Created** 07/07/2023

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