



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9996382  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Services of an Events Management Company for the ASTINDO Travel Fair 2023 Booth Installations and Activations

**Area of Delivery**

<b>Solicitation Number:</b>	NP-SVP No. 2023-07-0511	<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>	4
<b>Category:</b>	Events Management	<b>Date Published</b>	01/08/2023
<b>Approved Budget for the Contract:</b>	PHP 989,810.00	<b>Last Updated / Time</b>	01/08/2023 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	04/08/2023 11:00 AM
<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

PROJECT NAME : Procurement of Services of an Events Management Company for the ASTINDO Travel Fair 2023 Booth Installation and Activations

PROJECT DATE : August 31 to September 3, 2023

VENUE : PIK Avenue Mall, Jakarta, Indonesia

OBJECTIVES

The setup and installation of the Philippine booth and activations is aimed at attaining the following objectives:

- Generate brand recall of the Philippines with the end to promote the country's highlight destinations;
- Provide venue for DOT officials to meet with industry players and conduct business when appropriate; and
- Provide functional space to allow sufficient interaction space with the visitor traffic with provisions for display of tourism collaterals.

MINIMUM REQUIREMENTS

- Must have capacity to operate in Jakarta to enable coordination with suppliers, ASTINDO National Board, ASTINDO Philippine booth installation contractor, and cultural entertainment group director
- Must have minimum of five (5) years' experience in planning, implementing and managing similar travel trade projects in ASEAN and has the capacity to engage the services of relevant contractors for the implementation of the

event and produce the marketing and promotional material for the events  
Must have experience in dealing with National Tourism Organizations preferably the PDOT.  
Must be willing to do advance payment to relevant suppliers within the cost parameter set by the PDOT and approval of the project component  
Manpower complement: 1 Event Manager and 1 dedicated staff member  
Provision of a terminal report with photos and highlights of the event.

#### SCOPE OF WORK AND DELIVERABLES

Installation of 24 sq.m. PDOT booth  
Design to follow the mood elements of the new brand and include minimum the following:  
Philippine Brand "Love the Philippines" in an aesthetically acceptable location deemed appropriate to the overall design.  
"PHILIPPINES" overhead signage visible from all angles  
One (1) information counter with the provision for countertop brochure display with the following:  
3 chairs/bar stools  
Power outlet  
Lockable storage space underneath the counter  
A General Storage area with lockable door to store entertainers' paraphernalia, if feasible  
Graphic/backdrop visuals and other appropriate elements to achieve the Philippine campaign theme  
Appropriate sound system allowable under the Exhibition Rules and space allocation for a singer and instrument player  
Other Booth requirements such as:  
1 LED TV/monitor screen at least 55" screen size w/ USB playback and HDMI cable for AVP showing or a laptop playback system with an appropriate sound system. The placement should aesthetically support the design.  
Furniture that complement the general theme and serve as a common meeting area  
Brochure rack (stand type)  
Water dispenser (hot/cold) with paper cups for the duration of the fair  
Carpet and appropriate sheet  
1 waste bin

#### ASTINDO Travel Fair 2023 Booth Activations

Secure Game Host, ushers, and part-time interpreters to assist in booth activations  
Development of in-booth games and activities and execute on approval of DOT  
Engage with supplier on the production of the following marketing materials approved by the PDOT:  
Roll-up Banners with visuals for printing to be provided by PDOT (4 pcs)  
Giveaways for booth visitors and game prizes with new brand logo:  
Travel pouch (250 pcs)  
Tumbler/collapsible cup (160 pcs)  
Powerbank (90 pcs)  
Filipino snacks for booth visitors (for 450 pax daily x 4 days)

#### **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. 2023-07-0511

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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 04 August 2023 at 11:00 am. Late and unsigned quotations shall not be accepted.

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**Created by** Norjannah P Lucman

**Date Created** 31/07/2023

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