

DEPARTMENT OF TOURISM
National Capital Region
Telefax: 8553-3530
Direct Line: 84595200 local 212
Email: dotncr.bac@tourism.gov.ph

Date: August 18, 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	EVENT MANAGEMENT SERVICE PROVIDER	
		PROJECT NAME : SAN JUAN ART CIRCUIT AND ART TRAIL TOUR	
		IMPLEMENTATION DATE August 29-September 3, 2023 VENUE : SAN JUAN CITY	
		BRIEF BACKGROUND: The Department of Tourism - National Capital Region, in collaboration with the City Government of San Juan through its City Tourism and Cultural Affairs Office, will be launching the San Juan City Art Circuit and Art Trail to promote and showcase the city's vibrant art scene and cultural heritage. The launching will be on August 30,2023 at City Government of San Juan Atrium. There shall be two major activities under the San Juan City Art Circuit, which will be launched with a short program and ribbon cutting: 1. Art Exhibit – The art exhibit will feature the work of various artists from Luzon, Visayan, Mindanao, and host – San Juan City. Five (5) artists will be invited from the three (3) islands and 10 from San Juan City to feature 3-5 works of arts in the exhibition area (San Juan City Hall Atrium) for five (5) days. The artists may opt to sell these works with the City Government of San Juan. 2. Launch of the San Juan City Art Trail – The launch of the San Juan City Art will also be conducted with a displace of the trail featured in the atrium. Guests will then be taken to a coaster tour to the different arts destination in San Juan City. At least seven (7) destinations will be included in the art trail.	
		OBJECTIVES : I. To provide a platform for local artists in San Juan City to showcase their talent and artwork. By featuring their work alongside artists from Luzon, Visayas, and Mindanao, it offers an opportunity for local artists to gain exposure and recognition, both within the local community and at a national level. (DOT 7-Point Agenda: Strengthening Tourism Governance through Close Collaboration with LGUs and Stakeholders); II. To celebrate the cultural diversity of the Philippines by bringing together artists from different regions, where it can provide a space to appreciate and showcase various artistic styles, themes, and techniques, reflecting the rich cultural heritage of the country. (DOT 7-Point Agenda: Diversification of Portfolio through Multidimensional Tourism); III. To attract tourists and visitors to San Juan City by promoting it as an art destination as the Art Trail creates an immersive experience for art enthusiasts, encouraging them to explore the city's art galleries, exhibitions, and cultural	

		landmarks. (DOT 7-Point Agenda: Maximization of Domestic Tourism); IV. To educate and raise awareness about art and its significance in society; through the curated exhibitions, guided tours, and educational programs, the event provides opportunities for visitors to learn about different art forms, techniques, and artistic movements. (DOT 7-Point Agenda: Equalization of Tourism Product Development and Promotion)	
		PARTICIPANTS: The launching will be participated by a total of Two Hundred Seventy-Five (275) persons consisting of special guests from the Office of the First Lady of the Republic of the Philippines, officials and employees of the City Government of San Juan and the Department of Tourism, representatives from the different agencies, as well as the Department of Tourism – National Capital Region. Most importantly, the activity will be participated by Artists from Luzon, Visayan, Mindanao and San Juan City.	
		SCOPE OF WORK/DELIVERABLES <ul style="list-style-type: none"> • 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 	
		REQUIREMENTS FOR SUPPLIER: EVENTS MANAGEMENT COMPANY/PRODUCTION HOUSE/ ENTERTAINMENT SERVICE/PROVIDER TO COVER THE FOLLOWING SERVICES: <ol style="list-style-type: none"> 1. Overall Event Management and Manpower Support <ul style="list-style-type: none"> • Event planning, design, and production • Coordination with DOT Events Committee for details and requirements of the event. • Scouting, organizing facilities and managing all event details including but not limited to décor/physical arrangements/lights and sounds, equipment, catering, entertainment game master/program host • Arrangement/Coordination of flow activities from ingress to egress • Coordination with all suppliers and venue 2. Onsite Event Proper <ul style="list-style-type: none"> • Technical Requirements: <ul style="list-style-type: none"> ✓ Professional Lighting and Sound System suitable for a corporate event for 275 pax/ attendees with inclusion of Moving Heads, Follow spot, Haze machine, and confetti ✓ Stage design, set up and platform ✓ LED Video System of at least 9x24ft ✓ 2 LED/ LCD TV and with stand at least 60 inches • Production Team: <ul style="list-style-type: none"> ✓ Events Director ✓ Production Manager ✓ Production Coordinator ✓ Technical Director ✓ Lighting Designer ✓ Stage Manager ✓ Audio Spinner ✓ Video Spinner 3. Documentation <ul style="list-style-type: none"> ✓ Terminal Report 4. Installation and Dismantling of Art Exhibits 	

		<ul style="list-style-type: none"> ✓ Creation, installation, and dismantling of Art Gallery ✓ Building and installation of movable walls, art display panels, and/or divider walls. ✓ Provision of lights for the artworks ✓ Manpower during egress to assist in the packaging and handling of artworks 							
		<p>BIDDER'S QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Must be a professional full-service Event Management Company/Production House/Entertainment Service Provider for last four (4) 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 four (4) 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 experienced in producing contents and programs that are dynamic, Filipino-themed but global standard; • Must have handled events with attendance of high ranking government officials for coordination and compliance to protocols; • 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. 							
		<p>BUDGETARY REQUIREMENTS:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">PARTICULARS</th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> • Overall Event Management and Manpower Support • Onsite Event Proper • Production Team and Equipments • Post event documentation and report • Installation and Dismantling of Art Exhibits </td> <td></td> </tr> <tr> <td>GRAND TOTAL:</td> <td style="text-align: right;">PhP 700,000.00</td> </tr> </tbody> </table>	PARTICULARS		<ul style="list-style-type: none"> • Overall Event Management and Manpower Support • Onsite Event Proper • Production Team and Equipments • Post event documentation and report • Installation and Dismantling of Art Exhibits 		GRAND TOTAL:	PhP 700,000.00	
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		<p>APPROVED BUDGET FOR THE CONTRACT PHP 700,000.00 (PESOS SEVEN HUNDRED THOUSAND:) <i>inclusive of taxes and is subject to appropriate government taxes.</i></p>							
		<p>PAYMENT PROCEDURE: Upon completion of the project and delivery of all requirements as agreed upon, government procedure and subject to appropriate government taxes.</p>							

		<p>DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:</p> <ol style="list-style-type: none"> 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 (four) 4 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. 	
		<p>CONTACT PERSON:</p> <p>MS. COLLINS KARLA E TELMO Viber #: 0955-903-0026 cetelmo@tourism.gov.ph</p>	
		<p>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:</p> <p>DOT NCR BAC SECRETARIAT Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat 2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City</p>	
		<p>Note: Deadline of submission is on August 22, 2023 @ 8:00 am</p>	

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