



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10247608
Procuring Entity DEPARTMENT OF TOURISM
Title Event Management Services for the Launching of the Philippine Tourism Awards
Area of Delivery

Solicitation Number:	RFQ NP-SVP 2023-10-671	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Events Management	Date Published	21/10/2023
Approved Budget for the Contract:	PHP 950,000.00	Last Updated / Time	20/10/2023 16:20 PM
Delivery Period:		Closing Date / Time	24/10/2023 13:00 PM
Client Agency:			
Contact Person:	MAITA SUMOGAD DANTE AA III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 msdante@tourism.gov.ph		

Description

TERMS OF REFERENCE
 Provision of Event Management Services
 for the Launching of the Philippine Tourism Awards
 Target implementation date: December 11, 2023

I. BACKGROUND

Syncing with World Tourism Day, the Department of Tourism, through the Office of Tourism Standards and Regulation shall be launching the Philippine Tourism Awards. The PTA is envisioned to become the highest and most prestigious citation in Philippine Tourism. It aims to give due recognition to individuals and institutions in the tourism industry whose creativity, expertise, professionalism, and service have been of the highest standards.

II. SCOPE OF SERVICES

The Event Management Company shall:

1. Conceptualize, manage, and execute the overall program for the launching of the Philippine Tourism Awards;
2. Form an Event Management Team that will coordinate, oversee, and manage the required physical and technical requirements of the event, both online and on-site, which may include, but are not limited to the following:
 - a. Event Coordinator

- b. Content Manager
- c. Creative Director/ Graphic Artist
- d. Event Director/ Show Director
- e. Technical Director
- f. Script Writer
- g. Photographer & Videographer
- h. Set Designer/ Production Designer
- i. Event Host/ Master of Ceremonies
- j. Stage Manager
- k. Voice Over Talent
- l. Sound Engineer
- m. Lighting Director
- n. Technical Crew
- o. Talent Coordinator
- p. Others as necessary / required

3. Source and hire a Conference/ Corporate Host or Master of Ceremonies to ensure a seamless, dynamic, vibrant, and interactive program.

4. Hire musicians or cultural performers for entertainment during the event. Performances must be consistent with the theme of the event.

5. Provide the following general requirements:

- a. Create pre-event promotional materials and facilitate attendance promotions and invitations;
- b. Design creative materials including event banner, background, signage, digital juice, title card, etc;
- c. Prepare a Script and Program Flow Scenario to include (but not limited to) the following: Spiels of Host/ Voice-over, Speaker's Introduction, and other announcements and event information;
- d. Conduct an ocular inspection of the venue;
- e. Organize and facilitate Technical Rehearsals with the members of the organizers and DOT representatives;
- f. Record all sessions and upload them to a specific online drive including all other creative material pertaining to the event;
- g. Photo and Video Documentation of the event, including presentations in the session must be endorsed to the DOT on an external hard drive.
- h. Creation of AVPs featuring historical Philippines' previous awarding programs
- i. Same-day Edit for the event
- j. Live-streaming of the Event to a streaming platform and DOT's Official Social Media Pages

6. Provide the following Physical and Technical Requirements:

a. Overall venue and production design, execution, and/or construction for the event to include but not limited to the following:

- i. Stage Design (existing stage at the venue)
- ii. Venue Dressing
- iii. Printing of Banners, Signages, Title Cards, Brochures, etc.
- iv. Registration Booth (including clipboards, markers, notepads, pens, alcohol dispensers, etc.)
- v. Uniform for the technical team consistent with the theme of the event

b. Provision of the following event requirements and/or coordination with the venue, Philippine International Convention Center (PICC), and its technical team for the setup, installation, and execution of all physical and technical requirements which shall include, but not be limited to the following:

- i. Audio, Visual, and Lights (FOH, backline, speakers, monitors, microphones, teleprompters, multi-channel mixing boards, lighting controllers & consoles, etc.)
- ii. LED Wall Screen, Backdrop, Stage/ Set/ Production Design
- iii. LED Projector and Screen (as needed)
- iv. Stage/ Lights Trussing (as needed)
- v. Teleprompter
- vi. Microphones (Goose and Wireless)
- vii. Amplifiers and Monitors
- viii. 2 Laptops (Mac and Windows) with appropriate connectors
- ix. 2 Presentation Clicker/ Laser Pointer
- x. Appropriate audio cables and video adapters (VGA, HDMI, etc.)
- xi. Professional Lighting System (if needed)
- xii. Signages/ Roll-up Banners
- xiii. Camcorders/ DSLRs/ Mirrorless/ PTZ/ Broadcasting/ Action Cameras and dedicated cameras for documentation purposes
- xiv. Non-wired/ Wireless Internet Connection Equipment
- xv. Live-streaming to at least 1 platform

7. Attend preparation and post-event meetings

8. Submit to DOT the following after the event:

- a. At least two (2) copies of printed and electronic narrative documentation report
- b. Compilation of video and photo documentation in an external hard drive

III. APPROVED BUDGET FOR THE CONTRACT AND MODE OF PAYMENT

The approved budget for the contract is Nine Hundred Fifty Thousand Pesos (PhP 950,000.00) inclusive of all applicable taxes, Government Procedures, and send bill arrangement.

IV. MINIMUM REQUIREMENTS

1. Must have platinum membership in PhilGEPS
2. Must have experience in handling at least five (5) tourism-related government events
3. Must have experience in handling at least one (1) event attended by local and national government executives
4. Must have handled at least one (1) launching event in the last 2 years
5. Must have the capability to design, fabricate, and install decorations and design elements for the stage and venue
6. Must be amenable in send bill arrangement

V. OTHER REQUIREMENTS

1. Must be Filipino-owned, operated, and legally registered professional conference organizer/ production house/ events management entity;
2. Must have experience in organizing international events in the Philippines.
3. Bidder to submit company profile and events previously handled.

Contact Person:

MS. CHARM DALISAY-JIMENEZ/ MS. CRISTINA OCHANGCO
Project and Investment Evaluation Division
Contact No.: 8459-5200 to 30 local 106
ctdalisay@tourism.gov.ph / mcmserafico@tourism.gov.ph / invest@tourism.gov.ph

Approved by:

VIRGILIO M. MAGUIGAD, EnP
Director
Office of Tourism Standards and Regulation

Other Information

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
5. DOT Accreditation Certificate

Note: Kindly submit your quotations together with your eligibility requirements to mbbuscano@tourism.gov.ph on or before 24 October 2023 at 01:00 pm. Late and unsigned quotations shall not be accepted.

Created by MAITA SUMOGAD DANTE

Date Created 20/10/2023

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