



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10309042
Procuring Entity DEPARTMENT OF TOURISM
Title Events Management for the 1st Philippine Golf Tourism on 28 November 2023
Area of Delivery

Solicitation Number:	RFQ NP-SVP 2023-11-717	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	4
Category:	Events Management	Date Published	12/11/2023
Approved Budget for the Contract:	PHP 690,000.00	Last Updated / Time	12/11/2023 00:00 AM
Delivery Period:		Closing Date / Time	15/11/2023 14:00 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

MINIMUM REQUIREMENTS FOR SUPPLIER

- Must be a professional full-service Events Management Company for the last two years specializing in conceptualization, producing, organizing, staging a national level full packaged corporate event physically;
- Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS);
- Must submit proposal with detailed script for the event;
- Must have a team of professional for creative, technical and production staffing
Director, Lighting Director, Technical Director, Production Manager, Stage Manager, Event Host, and Runner/Utility

SCOPE AND WORK DELIVERABLES

1. Overall Events Management and Manpower Support

- 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 decor/physical arrangements/ lights and sounds, equipment, host program, printing of banner, signage, title cards;
- arrangement/coordination of flow activities from ingress to egress;
- coordination will be all supplies and venues; and
- inclusion of miscellaneous fees such as communication and transportation

2. On-site Event Proper

*Technical Requirements:

- professional lighting and sound system suitable for a corporate event for 200 pax/ attendees;
- LED wall screen 4m W x 2.5m H, backdrop, stage/set design;
- Camera (1 stationary/ 1 roving) for documentation purposes;

- 2 units of wireless microphones;
- appropriate cables and video adapters (VGA, HDMI, etc); and
- signage/ roll-up banners size 2.75 ft x 6.5 ft (for DOT Event Committees approval)

*** Talent Management**

- voice over talent (certified voice artist);
- 1 group of professional performers (cultural) with four dance number inclusive of costumes and props and/or 1 professional singer.

Must submit the names and experiences of proposed talents for approval of the end user.

***Documentation and Live Streaming**

- Management and Live Broadcast via unified communication and collaboration platform for participation of the regional and foreign offices;
- same day edit video presentation for playback at the end of the event.

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. 2023-11-717

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 15 November 2023 at 4:00 pm. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 11/11/2023

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