



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10319593
Procuring Entity DEPARTMENT OF TOURISM
Title Events Management for the Bisita, Be My Guest (BBMG) 2ND RAFFLE DRAW AND APPRECIATION NIGHT

Area of Delivery

Solicitation Number:	RFQ-NP-SVP 2023-11-720	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	15/11/2023
Approved Budget for the Contract:	PHP 876,433.00	Last Updated / Time	14/11/2023 17:01 PM
Delivery Period:		Closing Date / Time	20/11/2023 14:00 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

TECHNICAL SPECIFICATION

(Event Organizer)

I. PROJECT: Bisita, Be My Guest (BBMG) 2ND RAFFLE DRAW AND APPRECIATION NIGHT

- a. Tentative Date : December 13, 2023
- b. Participants : 160 pax
- c. Time : 3:00 PM – 9:00 PM (excluding ingress and egress)

II. BRIEF BACKGROUND:

The DOT's Bisita, Be My Guest (BBMG) is an incentive travel campaign wherein Filipinos, specially OFWs and overseas Filipinos who invite foreigners to visit the country will be entitled to a raffle ticket and have a chance to win special prizes. Registered participants shall also have the chance to avail discounts/ special rates and packages during the campaign period using the BBMG Travel Passport and BBMG Privilege Card.

The BBMG 2nd Raffle Draw will be conducted on 13 December 2023 to be held simultaneously with the appreciation night to BBMG marketing sponsors.

III. MINIMUM REQUIREMENTS FOR BIDDERS

- Must be an event organizer firm for at least five (5) years;
- Must have experience in handling big tourism events, e.g., ceremonies, awarding, summits, conferences or travel fairs, including hybrid events, etc.;
- Must be willing to provide services on a send-bill arrangement.

IV. SCOPE OF WORK

- a. Pre-event Briefing, Coordination, and Event Conceptualization
 - Creative concept and design of the stage and registration for the ceremony
 - Creative concept and design for event styling and collaterals in the execution of the event
 - Meet with the DOT BBMG Secretariat Team for the preparation and discussion of the final design and style of the event, program flow, activities and other requirements

- Coordinate with the event venue including the processing of necessary permits for the setup and dismantling of venue styling and technical needs
- Conduct briefing for all staff involved before the event proper
- Oversee the overall flow of the event from pre-event to onsite support of the ceremony
- b. Event Collaterals
 - Stage Backdrop/Standee Tarpaulins, and other displays
 - Opening AVPs (Invocation and National Anthem)
 - Welcome Arc, Registration Backdrop, Photo wall backdrop
 - All designs and setup must be made of sustainable materials to ensure consistency with the Department's commitment to advocating sustainable tourism
- c. Talents
 - Emcee/host/Voiceover
- d. Entertainment
 - Performers/Entertainment to sing BBMG Jingle
- e. Technical Requirements
 - Video LED Wall for Video Playback and presentations, complete with switcher, playback laptop, technician, and cables
 - Fabrication, installation, and assembly of LED wall backdrop framing
 - Teleprompter for a video monitor with presenter clicker
 - Sound system:
 - Professional speaker system
 - Complete signal and power cables
 - Speaker stands
 - Subwoofer
 - Digital audio mixer
 - Laptop for audio playback
 - Sound Engineer
 - Two (2) wireless microphones
 - Technical Rider for Performers
- f. Lighting System
 - Stage lighting with frontals
 - Follow spot
 - Mood lightings
 - Stage backdrop lighting
 - Photo wall up lights
 - Registration backdrop lighting
 - Welcome arc lighting
- g. Event Styling
 - Fabrication, installation, and dismantling of the following:
 - Welcome Arc with graphics
 - Registration backdrop with graphics
 - Photo wall backdrop with graphics
 - Onsite styling and arrangement
- h. Multi-way wireless communication headset
 - Five (5) multi-way wireless communication headsets for the Secretariat
- i. Execution and On the Day Coordination and Facilitation (December 13, 2023)
 - Ingress and Egress Management
 - Venue Physical Set-up
 - Program Directing /Management and Script Writing
 - Provision of technical staff and event management staff to coordinate with DOT and Venue
 - Photo and Video Documentation of the event
- j. Event Management Staff
 - Project Manager
 - Program Director
 - Stage Manager and Stage assistants
 - Technical Director
 - Technical Staff (Sound Engineer, Lighting Designer, Visual Playback, Spinner)
 - Script Writer
- k. Post Event Documentation
 - Photo Video Copy (both raw and final files) in USB and/or CD to be submitted to DOT not more than 1 week after the event
 - Post Event Report to be submitted to DOT not more than 1 week after the event

IV. BUDGET ESTIMATE

Eight Hundred Seventy-Six Thousand Four Hundred Thirty-Three Thousand Pesos (PHP 876,433.00).

*The winning bid, however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

V. TERMS OF PAYMENT

- Government Procedure (Send- bill Arrangement)

VI. PROJECT OFFICER / CONTACT PERSON

Prepared by:

EUGELYN P. ANDAYA / ATTY. JERILEE H. GRANTOZA
 BBMG Secretariat
 Email: oastrcrgr.rcb@gmail.com
 Cellphone No.: 09167392508

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

Note: Kindly submit your quotations together with your eligibility requirements to msdante@tourism.gov.ph on or before 20 November 2023 at 2:00pm. Late and unsigned quotations shall not be accepted.

Created by MAITA SUMOGAD DANTE

Date Created 14/11/2023

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.