



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10336533
Procuring Entity DEPARTMENT OF TOURISM
Title Services of a Conference Integrator/Events Management Company for the 2022 Household Survey on Domestic Visitors Dissemination Forum

Area of Delivery

Solicitation Number:	RFQ NP-SVP No. 2023-11-730	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	2
Category:	Events Management	Date Published	19/11/2023
Approved Budget for the Contract:	PHP 795,543.36	Last Updated / Time	19/11/2023 00:00 AM
Delivery Period:		Closing Date / Time	22/11/2023 11:00 AM
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

SCOPE OF SERVICES:

The Conference Integrator/Events Management Company based in Metro Manila shall the following:

1. Form an Events Management Team that will execute, oversee and manage the required onsite physical ad technical requirements of the event;
2. Source and hire a voice-over talent to ensure the smooth transition in-between sessions, activities and make the program dynamic and interactive;;
3. Source and hire a one (1) moderator for the open forum;
4. Source and hire performers for the Opening Ceremonies Production Number including but not limited to one (1) male/female singer and one (1) festival group
5. Provide delegate/conference kits for 200 technical and executive staff as well as principal forum participants;
6. Provide the following general requirement:
 - a. Design creative materials including tevent banner, bckground, signage, digital juice, title card;
 - b. Facilitate technical rehearsal; secure a copy of presenttion and management of pre-recorded presentations; technical requirement, etc.
 - c. Conduct of final orientation or dry run of the event at a schedule to be identified by DOT before the actual event;
 - d. Record all sessions and upload to a specific online drive including all the creative material pertaining to the event;
 - e. Document in photo and video the event to include presentation in the session and endorse to the DOT in an external har drive.

7. Provide the following Onsite Physical and Technical Requirements;
- a. Overall venue decor/execution and/or construction for the above-mentioned event to include but not limited to
 - Stage desing, decoration (using existing stage of the venue)
 - Venue Styling - must submit design perspective
 - Printing of Banner, Signage, Title Cards
 - Registration counter (including clipboards, pens, alcohol dispensers, etc.)
 - b. Provision of the following requirements to include, but not limited to the following:
 - Audio-Visual and lighting system (speaker, microphones, etc)
 - LED wall screen W 4m x H 2.5m, backdrop, stage.set design
 - 9 units of 55" LED TV
 - Stage truss system (as needed)
 - Conference Microphones with Chairman (goose and wireless)
 - Amplifiers
 - 2 Laptops (mac and windows) with appropriate connectors
 - 2 presentation clicker/laser pointer
 - appropriate cables and video adapters (VGA< HDMI, etc) and
 - Professional lighting system (if needed)
 - Signage/roll-up banner
 - 2 pcs acrylic glass plaques with design based on the approved layout to be provided by the end-user
 - Close circuit dedicated camera with pan tilt and zoom capabilities and remote operation for documentation purposes
 - Non-wired/ wireless internet connection equipment
 - Provide generator set to sustain the electrical/ requirements of the exhibition and ensure uninterrupted power supply
 - Ingress on 27 Nov. 2023
 - Eggress on 28 November 2023

8. Production Management

- a. Must provide a Management Team to execute overall program sequence including but nnot limited to Artist Management, Technical Queueing, Pre and Posst Event rehearsals, if needed, team composition, must provide CV:
 - Program Director (show caller)
 - Stage Manager
 - Technical Director
 - Production Manager
 - Others, as necessary

OTHER REQUIREMENTS:

1. Must be Filipino-owned, operated and legally registered professional conference organzier/production house/ events management entity;
2. project lead must have at least 3 years of experience in organizing local and international events in the Philippines;
3. Must have handled ASEAN or any other international organization with Satisfactory Certificate;
4. Must Submit at least 3 similar projects handled in the past;
- 5 Must present CVs of proposed team members with at least 5 years' experience; and
6. Must provide proposed design perspective and proposed artists/performers.

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. 2023-11-730

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. And all documents mentioned in the OTHER REQUIREMENTS

Note: Kindly submit your quotations together with your eligibility requirements to nplucman@tourism.gov.ph on or before 22 November at 11:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman
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