



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	10377947
Procuring Entity	DEPARTMENT OF TOURISM
Title	Procurement of Events Management Services for the Decemeber 04-11, 2023 The ANNEXT: (an)other / Sentiment Debris
Area of Delivery	Metro Manila

Solicitation Number:	RFQ NP-SVP 2023-11-750	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	3
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	0
Category:	Events Management	Date Published	01/12/2023
Approved Budget for the Contract:	PHP 837,500.00	Last Updated / Time	01/12/2023 00:00 AM
Delivery Period:	8 Day/s	Closing Date / Time	04/12/2023 10:00 AM
Client Agency:			
Contact Person:	NAZER NIÑO L ALLANIGUE Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nlallanigue@tourism.gov.ph		

Description

TERMS OF REFERENCE

(Events Management Services)

I. PROJECT DETAILS:

Title: The ANNEXT. • (another/ Sentiment Debris

Date: December 04-1 1, 2023 (December 05, 2023 - Launch)

No. of Participants: 200 pax (During the Launch)

Venue: National Museum of Natural History — Shell Philippines Centennial Courtyard

BACKGROUND

The ANNEXT is an experiential art initiative which aims to conceptualise and curate innovative and ground-breaking contemporary art exhibitions with galleries, design brands, and cultural institutions to help elevate art appreciation and understanding. It will be launched on December 05, 2023, 6:00PM at the National Museum of Natural History — Shell Philippines Centennial Courtyard and will run until December 10, 2023.

III. OBJECTIVES

This event is aimed at sparking conversations about the role of art and tourism in our society by offering an engaging and accessible experience to develop interest in contemporary art among both regular museum-goers and individuals who may be new to the art world pursuant to the Department's renewed thrust to promote our culture, heritage, and love for the arts.

IV. MINIMUM REQUIREMENTS

A. Must be accredited by the Philippine Government Electronic Procurement System (PhilGeps) — Must have Platinum accreditation;

- B. Must have experience handling six (6) tourism product specific exhibition, conference, or events between 2020 to 2023 for National Tourism Organization (NTO) preferably the Philippine Department of Tourism and its attached agencies;
- C. Must present a certification from previous projects/ Certificate of Satisfactory Services Rendered as part of the bid;
- D. Must not have pending project deliverables with the Department on or before opening of the Bids.
- E. Must submit a detailed script of the event as part of the technical requirements.

v. SCOPE OF WORK AND DELIVERABLES

The Events Management Company shall provide the following general requirements:

1. Design and provide creative materials including event banner stands, background/backdrop, title card, digital juice, etc. according to the official event poster designs;
2. Prepare a Script and Program Flow Scenario to include Spiels of Voice Over, Speakers' Introduction, and other announcements and event information;
3. Conduct an ocular inspection of the venue prior to the ingress date;
4. Organize and facilitate technical rehearsals with the members of the organizer and DOT representatives;
5. Photo and Video Documentation of the event, including the program launch and exhibition proper to be endorsed to the DOT in an external hard drive;
6. Registration staff, laptop/s, printer, janitors, security personnel, marshalls, cleaners/sweepers during the launch, ingress, and egress, and packed meals (breakfast, lunch, PM snacks, dinner) for 40 staff of the DOT, galleries, and curator during ingress and egress.

The Events Management Company shall provide the following Physical and Technical requirements:

1. Overall venue and production design, execution, and/or construction for the event launch including platform with design and podium;

Ribbon cutting props (artificial flower and ribbon)

20 cocktail tables with cover and centerpieces to be set-up at the

Hyundai Marble Hall; 2 regular size food tent printing and provision of ID/pass title cards;

Registration table including clipboards, markers, notepads, pens, alcohol dispenser, etc.

2. Provision of the following event requirements and/or coordination with the venue, National Museum of Natural History and its technical team for the setup, installation, and execution of all physical and technical requirements which shall include:

Audio, Visual, and Lights (FOH, backline, speakers, microphones, lighting controllers, etc.);

One (1) set of 9ft x 12ft LED wall screen with frame, backdrop, platform, podium;

Microphones (Goose and Wireless);

Laptop/s with appropriate connectors; Presentation clicker;

Dedicated cameras for documentation purposes.

BUDGET

Total approved budget for the contract is Eight Hundred Thirty-Seven Thousand Five Hundred Pesos Only (Php 837,500.00) inclusive of all applicable taxes.

Vii. PAYMENT TERMS

Government Procedure — Send bill arrangement and a 60-day payment period upon submission of complete billing and supporting documents including the event documentation. Bill must be addressed to the Department of Tourism.

Viii. CONTACT PERSON

Project Officer: Stephen Roy F. Argosino

Office of the Undersecretary, Administration and Finance

Address: Penthouse, New DOT Building, 351 Sen. Gil Puyat Ave., BelAir, Makati City

Contact Number: 09260332130

Email Address: sfargosino@tourism.gov.ph

Other Information

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 Certification/ Registration Number.
3. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement
4. Latest Income / Business Tax Return(For ABC above Php 500,000.00)

Note: Kind submit your proposals together with your eligibility requirements thru email and send it to nlallanigue@tourism.gov.ph on or before December 4, 2023 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by NAZER NIÑO L ALLANIGUE

Date Created 30/11/2023

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.

