



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10401300
Procuring Entity DEPARTMENT OF TOURISM - NCR
Title PROCUREMENT OF AN EVENT MANAGEMENT SERVICE PROVIDER FOR THE 4TH QUARTER REGIONAL DIRECTORS MEETING & FELLOWSHIP
Area of Delivery Metro Manila

Solicitation Number:	NCR-2023-12-075	Status	Pending
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	0
Category:	Events Management	Date Published	07/12/2023
Approved Budget for the Contract:	PHP 500,000.00	Last Updated / Time	06/12/2023 14:58 PM
Delivery Period:	1 Day/s	Closing Date / Time	11/12/2023 08:00 AM
Client Agency:			
Contact Person:	Lawrence Jacosalem Alcantara Supply Officer 351 Sen. Gil Puyat Ave. Makati City Metro Manila Philippines 63-8-4595200 Ext.212 63-8-5533530 dotncr.bac@tourism.gov.ph		

Description

BACKGROUND

The Department of Tourism – National Capital Region is set to host the upcoming DOT 4th Regional Directors’ Meeting and Fellowship Night on December 12, 2023.

Among the discussions in place in the upcoming meeting will focus on Golf Tourism, Film Tourism, and Sports Tourism, as well as discussion of thrusts by the Office of Tourism Standards Regulation (OTSR) and Office of Industry Manpower Development (OIMD). Further, the meeting aims to comprehensively assess the performance of the Regional Offices throughout FY 2023 with the goal of creating action plans that are carefully designed to align with the insights derived from these assessments.

With the meeting set to end with a fellowship night, the Regional Directors will be provided a platform to recognize and acknowledge the hard work of each and everyone’s commendable efforts in ensuring maximum support to the development and promotion of the tourism industry in the country over the past months. As such, the fellowship night is set to foster appreciation to the endeavors of each and every region.

III. PROJECT RATIONALE

- Develop and refine strategies to enhance tourism growth, assess effectiveness of existing tourism policies, identify areas for improvement and adapt policies to address challenges that will be raised on the meeting;
- Review key performance indicators to gauge the success of tourism initiatives and identify areas requiring attention or adjustment;
- Aims to create a proactive and well-coordinated approach to the development and management of the tourism sector.

IV. TARGET PARTICIPANTS

- 50 Pax

V. LEGAL BASIS

The Tourism Act of 2009 otherwise known as RA 9593

· Section 2, "The State declares tourism as an indispensable element of the national economy and an industry of national interest and importance, which must be harnessed as an engine of socio-economic growth and cultural affirmation to generate investment, foreign exchange, and employment and to continue to mold and enhance sense of national pride for all Filipino'

· (d) Create a favorable image of the Philippines within the international community, thereby strengthening the country's attraction as a tourism destination and eventually paving the way for other benefits that may result from a positive global view of the country;

· (e) Develop the country as a prime tourist hub in Asia, as well as a center of world congresses and conventions, by promoting sustainable tourism anchored principal on the country's history culture and natural endowments, and ensuring the protection, preservation and promotion of these resources.

VI. REQUIREMENTS FOR SUPPLIER

A. EVENTS MANAGEMENT COMPANY/PRODUCTION HOUSE/ ENTERTAINMENT SERVICE PROVIDER TO COVER THE FOLLOWING SERVICES:

PERFORMERS:

1. Band for ambient music (acoustic entertainment) as Dinner/cocktails Entertainment

* The show band should have the ability to play classic and contemporary songs and should have had an experience performing to an international audience

PRODUCTION REQUIREMENTS:

To include the Director's selection of the following (10pax minimum) to include but not limited to:

- Events Director
- Production Manager
- Production Coordinator
- Technical Director
- Lighting Designer
- Stage Manager
- Audio Spinner
- Video Spinner
- Voice Over
- Host

TECHNICAL REQUIREMENTS

Should engage a supplier of high end quality equipment for sound, Lights, Trusses, provision of Generator

B. OTHER REQUIREMENTS FOR THE EVENT MANGEMENT COMPANY/PRODUCTION HOUSE/ENTERTAINMENT SERVICE PROVIDER

· Must be a professional full-service Event Management Company/Production House/Entertainment Service Provider for last two (2) years specializing in conceptualizing producing, organizing, staging a national level full packaged corporate event physically;

· Duly registered Philippine-based company;

· With significant experience for the last two (2) years working with government and private sector with tourism related projects, utilizing state of the art equipment to produce physical events/show productions;

· Highly experienced in producing contents and programs that are dynamic, Filipino-themed but global standard;

· Highly knowledgeable in government process and procedure;

· Must be registered with the Philippine Government Electronic Procurement Systems (PHILGEPS)

· Must provide a breakdown of prices and services included in the quotation complete with the E-VAT and other government taxes;

· Amenable to government procedure or send-bill arrangement and preferably with Landbank of the Philippines account;

· With LGU registered office in Metro Manila.

VII. SCOPE OF WORK/DELIVERABLES

· Organization, Management and Execution of Physical Event to include logistics, technical requirements;

· Program will be conceptualized and overseen by the DOT NCR to ensure the quality and reflection of the Philippine traditional and/or contemporary culture;

· Technical Run/Rehearsal;

- Ensure seamless staging;

- Conduct of coordination meetings

VIII. BUDGETARY REQUIREMENTS

PARTICULARS TOTAL

Performers

- Band for ambient music (Acoustic entertainment)

Production Team

- Events Director

- Production Manager

- Production Coordinator

- Technical Director

- Lighting Designer

- Stage Manager

- Audio Spinner

- Video Spinner

- Voice Over

- Host Production Requirements · Creation of Script for the program · Sound, Lights, Trusses, Generator · Organization, Management and Execution of Physical Event to include logistics, technical requirements; · Technical Run/Rehearsal as needed; · Ensure seamless staging · Conduct of coordination meetings

IX. LEGAL/TECHNICAL/DOCUMENTARY REQUIREMENTS

1. Valid Mayor's/Business Permit;

2. PhilGEPS Registration Number;

3. Latest Income/Business Tax Return;

4. Original Certified True Copy of Duly Notarized Omnibus Sworn Statement;

5. Company Profile including CV of Officers and key staff (Director and Production team); bidder must ensure that these personnel are available on the given event date through a signed (e-signed) statement of availability;

6. Proof of experience as a professional full service PRODUCTION HOUSE and ENTERTAINMENT provider for the last (two) 2 years specializing in conceptualizing, producing, organizing, staging, national level full-packaged corporate events, corporate communications, and staging physical events;

7. List of proposed performers (with profile) and supplier of technical equipment.

X. APPROVED BUDGET FOR THE CONTRACT (ABC)

FIVE HUNDRED THOUSAND PESOS ONLY (P500,000.00)

*Inclusive of government taxes and fees

XI. PAYMENT PROCEDURE

Upon completion of the project and delivery of all requirements as agreed upon. Government procedure and subject to appropriate government taxes

XII. CONTACT PERSON

JENNY ANNE PAUL D. GATUS

jdgatus@tourism.gov.ph

Other Information

Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in three (3) original sets IN A SEALED ENVELOPE to this office address:

DOT NCR BAC SECRETARIAT

Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat

2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City

Note: Deadline of submission is on December 11, 2023 at 8:00am

Created by Lawrence Jacosalem Alcantara

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