

DEPARTMENT OF TOURISM
National Capital Region
Telefax: 8553-3530
Direct Line: 8553-3531/09202909993
Email: dotncr.bac@tourism.gov.ph

Date: December 6, 2023

GENTLEMEN:

REQUEST FOR QUOTATION

Kindly quote to us your latest price (s) on the following items:

QTY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE
		EVENTS MANAGEMENT SERVICE PROVIDER	
1 (One)	Lot	PROJECT NAME : 4Q RD's MEETING AND FELLOWSHIP NIGHT	
		<p>I. BRIEF 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.</p>	
		<p>II. OBJECTIVES: The activity is seen to achieve the following objectives:</p> <ul style="list-style-type: none"> • 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. 	
		III. SCOPE OF WORK / DELIVERABLES	
		<p>Date of Engagement: Implementation Date : November December 12, 2023 Area : Metro Manila</p>	
		EVENTS MANAGEMENT COMPANY/PRODUCTION HOUSE/ ENTERTAINMENT SERVICE PROVIDER TO COVER THE FOLLOWING SERVICES:	
		<p>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</p> <p>PRODUCTION REQUIREMENTS: To include the Director’s selection of the following (10pax minimum) to include but not limited to:</p> <ul style="list-style-type: none"> - Events Director - Production Manager - Production Coordinator - Technical Director - Lighting Designer - Stage Manager <ul style="list-style-type: none"> - Audio Spinner - Video Spinner - Voice Over - Host <p>TECHNICAL REQUIREMENTS Should engage a supplier of high end quality equipment for sound, Lights, Trusses, provision of Generator</p>	
		OTHER REQUIREMENTS FOR THE EVENT MANGEMENT COMPANY/PRODUCTION HOUSE/ENTERTAINMENT SERVICE PROVIDER	
		<ul style="list-style-type: none"> • 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; 	

		<ul style="list-style-type: none"> • 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. 	
		<p>SCOPE OF WORK/DELIVERABLES</p> <ul style="list-style-type: none"> • 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 	
		<p>LEGAL/TECHNICAL/DOCUMENTARY REQUIREMENTS</p> <ol style="list-style-type: none"> 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. 	
		<p align="center">APPROVED BUDGET FOR THE CONTRACT (ABC) FIVE HUNDRED THOUSAND PESOS ONLY (P500,000.00) <i>* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges</i> net upon completion of the project and delivery of all requirements as agreed upon. Government procedure and subject to appropriate government taxes</p>	
		<p>Contact Persons: MS. COLLINS KARLA TELMO - cetelmo@tourism.gov.ph MS. JENNY ANNE PAUL D. GATUS - jdgatus@tourism.gov.ph</p>	
		<p>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:</p> <p>DOT NCR BAC SECRETARIAT Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat 2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City</p>	
		<p>Note: Deadline of submission is on December 11, 2023 at 8:00am</p>	

This office desires to place an order for the above item(s) with the minimum delay. Your firm quotation will help us very much in placing the order.

Thank you

PRINT NAME OF DEALER/SUPPLIER

ADDRESS OF DEALER/SUPPLIER

CONTACT NUMBER(s)

TIN: _____

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME

