



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10460756
Procuring Entity DEPARTMENT OF TOURISM
Title Services of a Production House/Conference INtegrator for the Philippine DOT's Hosting of a Late Night Function during the ASEAN Tourism Forum 2021 for the Promotion of the Philippine's hosting of the

Area of Delivery

Solicitation Number:	2024-01-003	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	06/01/2024
Approved Budget for the Contract:	PHP 999,000.00	Last Updated / Time	06/01/2024 00:00 AM
Delivery Period:		Closing Date / Time	09/01/2024 14:00 PM
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 and Services

Production House or Conference Integrator must be a DOT Accredited and based within Metro Manila and shall provide the following:

1. Provision of Meals:

Meal: Heavy Cocktails
Date: 26 January 2024
Quantity: 300 pax

Provision: Heavy Cocktails (preferably Fusion of Filipino and international cuisines)
Venue: Vientiane, Lao PDR (Official Venue of the ASEAN Tourism Forum Government Meetings)

2. Production House / Conference Integrator that will execute, oversee and manage the required onsite physical & technical requirements of the event;

3. Provision of the following performers:

- One (1) Male Singer
- One (1) Female Singer

4. Provision of dinner tokens for VIPs around sixty (60)

5. Provision of the following general requirements:

- a. Conduct of final technical rehearsal of performers before the actual event;
- b. Document in photo and video the late night function and to be endorsed to the DOT in an external hard drive.

6. Provision of the following Onsite Physical and Technical Requirements:

- a. Overall venue décor/execution and/or construction for the above mentioned event to include but not limited to:
 - Stage design, decoration (using existing stage of the venue)
 - Venue Styling
 - Printing of Invitations and Title Cards

7. Provision of the following requirements for the event and coordinate with the technical team of the Official Hotel for the set up and installation of all physical and technical requirements to include, but not limited to the following:

- Audio-Visual and lighting system (speaker, microphones, etc.)
- LED wall screen W 4m x 2.5m H, backdrop, stage /set design
- Stage truss system (as needed)
- Amplifiers
- 1 Laptop (mac and/or windows) with appropriate connector
- Appropriate cables and video adapters (VGA, HDMI, etc.) and
- Professional Lighting System (if needed)
- Signage/roll-up banner
- Close circuit camera and dedicated cameras for documentation purposes
- Ingress on 25 January 2024
- Egress on 27 January 2024 or immediately after the late night function

8. Provision of the accommodation and meals of all personnel and performers to be deployed.

Other requirements

1. Must be Filipino-owned, operated and legally registered professional conference organizer/ production house / events management entity;
2. Must have more than five (5) years of experience in organizing international events in the Philippines.
3. Must have previously handled ASEAN and UNWTO-related events outside the Philippines.
4. Must be DOT Accredited MICE Organizer.
5. Bidder to submit company profile and events previously handled.

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. 2024-01-003

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. DOT Accreditation Certificate (MICE Organizer)

Note: Kindly submit your quotations together with your eligibility requirements to nplucman@tourism.gov.ph on or before 09 January 2024, 2PM. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 05/01/2024

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