



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10477631
Procuring Entity DEPARTMENT OF TOURISM
Title Professional Conference Integrator for the Department’s Hosting of Sustainable Tourism Development Forum on Exploring Innovative Tourism Marketing Strategies in collaboration with the ASEAN-Korea Cen

Area of Delivery

Solicitation Number:	RFQ-NP-SVP 2024-01-0011	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Events Management	Date Published	16/01/2024
Approved Budget for the Contract:	PHP 445,000.00	Last Updated / Time	15/01/2024 18:23 PM
Delivery Period:		Closing Date / Time	19/01/2024 14:00 PM
Client Agency:			
Contact Person:	MAITA SUMOGAD DANTE AA III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 msdante@tourism.gov.ph		

Description

TECHNICAL SPECIFICATIONS FOR SERVICES OF
Professional Conference Integrator for the Department’s Hosting of Sustainable Tourism Development Forum on Exploring Innovative Tourism Marketing Strategies in collaboration with the ASEAN-Korea Centre
31 January 2024 – 1 February 2024 | Puerto Princesa, Palawan

I. Background

The Philippine Department of Tourism and the ASEAN Korea Center will host the Sustainable Tourism Development Forum on Exploring Innovative Tourism Marketing Strategies in collaboration with the ASEAN-Korea Centre on 31 January 2024 to 1 February 2024 (exclusive of travel dates) in Puerto Princesa, Palawan.

The Forum will be a platform to enhance the understanding of digitalization, digital marketing, and big data as it relates to tourism in the Philippines. The Forum aims to share Korea’s best practices and exchange knowledge and information on the promotion of sustainable tourism development amid digital transition.

II. Scope and Services

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

2. Provision of the following:
a. Local Performers for Opening Ceremony

- b. Local Performers for hosted Dinner
3. Provision of tokens for VIPs around twenty (20)
4. Provision of delegate kits for the Forum for 150 pax
5. Provision of dinner tokens for 150 pax
6. 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.)
 - At least Two (2) TV Screen Monitors
 - 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
 - Ingress and Egress
7. Provision of the following Onsite Physical and Technical Requirements: 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
 - Registration booth with inclusion of three (3) laptops (mac and/or windows)
8. Photo and Video Documentation for the Forum Proper and Technical Tour with the following provision:
 - a. Same-Day Edit Video
 - b. Photo Documentation

III. Approved budget for the contract and mode of payment

The approved total budget for the Four Hundred Forty-Five Thousand Pesos Only (Php 445,000.00) inclusive of all applicable taxes, government procedure, and send bill arrangement.

IV. 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.

Contact Details

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Policy Formulation and International Cooperation Division
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Other Information

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

Note: Kindly submit your quotations together with your eligibility requirements to msdante@tourism.gov.ph on or before 19 January 2024 at 2PM. Late and unsigned quotations shall not be accepted.

Created by MAITA SUMOGAD DANTE

Date Created 15/01/2024

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