



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10679476
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title Palawan Philippine Experience Program (PEP) Launching
Area of Delivery Palawan

Solicitation Number: 2024-03-017	Status	Pending
Trade Agreement: Implementing Rules and Regulations		
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification: Goods - General Support Services	Bid Supplements	0
Category: Events Management		
Approved Budget for the Contract: PHP 986,700.00	Document Request List	0
Delivery Period: 6 Day/s		
Client Agency:	Date Published	20/03/2024
Contact Person: Faye Angeli Argamosa Reyes Tourism Operations Officer II 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.119 tdd.mimaropa@gmail.com	Last Updated / Time	19/03/2024 17:55 PM
	Closing Date / Time	25/03/2024 10:00 AM

Description

I. Project Title : Palawan Philippine Experience Program (PEP) Launching

II. Date : April 10 – 12, 2024

III. Service : Events Management Company

IV. Objectives

1. Diversify the cultural tourism product offerings of the country for both domestic and international tourists
2. Equalize opportunities and spread the benefits of tourism across the regions and destination of the country
3. Improve the identity of the Philippines as a Cultural destination through the development and packaging of unique Filipino tourism experiences
4. Promote both known and lesser-known cultural, heritage, and art products, activities, and destinations in the country

V. Scope of Service

The service provider should be able to provide the rental of stage, LED walls, lights and sounds, photobooth, photo and video documentation, and other technical support for the 3-day launching.

VI. General Requirements

Must be a Philippine organization capable of providing the following services:

- Special events conceptualization and management;
- Logistical requirements;
- Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);
- Must be willing to provide services on send-bill arrangement;
- Must have at least 3-year experience in organizing medium/large scale events and must be based in the MIMAROPA

Region;

- Must have a team member knowledgeable about Palawan, to ensure that the proposed components are in line with the event objectives;
- Must submit list of team members;
- Must have experience and expertise in conceptualizing, implementing, and managing major local or international related events of similar magnitude;
- Must submit a project implementation plan and creative proposal;
- Must present a detailed concept plan for all the technical set-up in every attraction identified

VII. Documentary Requirements

- Mayor's/Business Permit
- Proof of PhilGEPS Registration
- Omnibus Sworn Statement
- SEC/DTI Permit
- Proposed Layouts per site/attraction

Note: All documentary requirements and proposal shall be sent via email at dot4b.bacsecretariat@gmail.com

VIII. Specific Requirements

A. Small Scale Set-Up (Half-day Rental for 150pax)

Identified locations for the medium set-up:

1. Hotel Accommodation of the participants on April 10, 2024
2. Puerto Princesa International Airport on April 10, 2024
3. Palawan Heritage Museum on April 10, 2024
4. Immaculate Concepcion Cathedral on April 10, 2024
5. Iwahig Penal Farm Tour on April 10, 2024
6. Sabang Magrove Paddle Tour on April 11, 2024
7. Balayong People's Park on April 11, 2024
8. Cacaoyan Forest Park on April 11, 2024

Each of the location must have the following set-up:

A.1. Two (2) pieces LED Poster

- 2ft (Width) x 6.3ft (Height)
- 256*768 = 196608pixels
- Frame Rate = 150 frame/s
- Brightness 1200cd/sqm
- Operation System – Window Series
- Formats – jpg, gif, avi, mp4, mpeg, etc.
- Layout (See Annex A)

A.2. One (1) piece Horizontal Cloth Poster

- Size: 2 meters (Width) x .8 meters (Height)
- Printing Method/s: Direct-to-garment Printing, Screen Printing, Dye sublimation printing, or HTV printing
- Full color printing
- Layout (See Annex B)

A.3. Ten (10) sets of Customized Cloth Buntings

- Made from 6in x 7in x 7in cloth with 120 inches twine/string per set
- Printing Method/s: Direct-to-garment Printing, Screen Printing, Dye sublimation printing, or HTV printing
- Must be decorated within the venue
- Layout (See Annex C)

A.4. Lights and Sounds

- 2 Powered Speakers
- 2 Wireless Microphones
- 1 Wired Microphone
- 1 Audio Mixer
- 1 Laptop Audio Source
- 1 DJ Controller
- 1 Sound Tech
- 4 PAR LED Lights for Backdrop
- 1 DMX Controller
- 1 Light Tech
- Local Flowers and plant decorations

B. Large Scale Set-Up (Half-day Rental for 150pax)

Identified locations for the medium set-up:

1. Plaza Cuartel on April 10, 2024
2. Mitra's Ranch on April 10, 2024
3. Puerto Princesa Underground River Sabang Wharf on April 11, 2024
4. Tabon Cave Complex on April 12, 2024

Each of the location must have the following set-up:

B.1. Three (3) pieces LED Poster

- 2ft (Width) x 6.3ft (Height)

- 256*768 = 196608pixels
- Frame Rate = 150 frame/s
- Brightness 1200cd/sqm
- Operation System – Window Series
- Formats – jpg, gif, avi, mp4, mpeg, etc.
- Layout (See Annex A)

B.2. Two (2) pieces Horizontal Cloth Poster

- Size: 2 meters (Width) x .8 meters (Height)
- Printing Method/s: Direct-to-garment Printing, Screen Printing, Dye sublimation printing, or HTV printing
- Full color printing
- Layout (See Annex B)

B.3. Twenty (20) sets of Customized Cloth Bunting

- Made from 6in x 7in x 7in cloth with 120 inches twine/string per set
- Printing Method/s: Direct-to-garment Printing, Screen Printing, Dye sublimation printing, or HTV printing
- Must be decorated within the venue
- Layout (See Annex C)

B.4. Professional Sound System, Lights & Effects and LED Wall Rental

- Overall supplier/ technician for sounds and lights to coordinate requirements with DOT MIMAROPA staff
- Technician to handle sound mixing
- Technician to handle lighting control
- Two units power follow spotlights
- 10 units wired microphones, 3 units wireless mics for the Emcees
- At least 24pcs par 64 spotlights or LED lights
- Rain lights and live feed
- Dimming/ control board for the lighting equipment
- 8 units moving heads for special effects
- 4 units large house speakers
- 4 units stage monitor speakers
- Scaffolding/stands for lighting and speakers
- Mixing boards/ consoles/ equalizers/processors/ effects
- System cables and interface materials
- Communication system for production staff
- One unit teleprompter (at least 40 inches) set for the Emcees with connections for playback scripts, lyrics
- Stage Set-up: 10x20ft LED Wall, Elevated Stage, rostrum/podium with DOT Logo (Acrylic), flowers and plants, 2 professional emcees for the event, etc.

C. Other Support

C.1. Triangle Flags for Underground River Boats

- Made from 2ft x 1.5ft x 1.5ft cloth
- Printing Method/s: Direct-to-garment Printing, Screen Printing, Dye sublimation printing, or HTV printing
- 85 pieces
- Full color printing
- Layout (See Annex D)

C.2. Photo and Video Documentation

- Hiring of services of professional photography and video editors for the 3-day program. Portfolio subject for approval;
- Must be able to cover and produce high resolution photos and videos with drone shots per day of the program subject for approval;
- Must be able to produce one (1) 5-minute promotional AVPs/videos of the 3-day event and three (3) 1.5-minute same day video edit subject for approval by the end-user;
- All outputs of photo and video coverage should be all original clips and photos and must be in the property of the DOT MIMAROPA Regional Office after approval of the said outputs
- Must submit all photos and videos thru a hard drive and a google drive link

C.3. Manpower Personnel

- Must provide overall coordinator for the three-day event
- Suggested manpower personnel: Stage Director, event runner, usherette/ushers, emcee/s, scriptwriter, registration/ stamping personnel

C.4. Meals for Performers and Support Staff

- Packed breakfast, lunch, and dinner for performers and booth construction personnel (50pax) goof for 5 days

IX. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is NINE HUNDRED EIGHTY-SIX THOUSAND SEVEN HUNDRED PESOS ONLY (PHP 986,700.00) inclusive of all government taxes and charges in accordance with existing government accounting rules and regulations.

The winning bid, however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

X. PAYMENT SCHEMES

Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

XI. CONTACT PERSON

MARC RAMIRO R. ORTIZ LUIS
Tourism Development Division, DOT MIMAROPA
(02) 459-5200 loc. 119
0917-716-0305

Created by Faye Angeli Argamosa Reyes

Date Created 19/03/2024

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.

© 2004,2004-2024 DBM Procurement Service. All rights reserved.,DBM Procurement Service. All rights reserved.

[Help](#) | [Contact Us](#) | [Sitemap](#)