



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10683596
Procuring Entity DEPARTMENT OF TOURISM
Title Services of and Events and Concert Management and/or Event and Concert Organizer for the Grand Launch of the Philippine Eatsperience Project

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2024-03-082	Status	Active
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	21/03/2024
Approved Budget for the Contract:	PHP 339,843.33	Last Updated / Time	21/03/2024 00:00 AM
Delivery Period:		Closing Date / Time	25/03/2024 10:00 AM
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

III. SPECIFICATIONS:

There will be a successive launch, details as follows:

1.

Event Grand Launch of Philippine Eatsperience

Date and Time April 03, 2024, 10:00 A.M.

Venue Baluarte Plano de Luneta, Sta Lucia St. Intramuros (outdoor venue)

Set-up Formal, Sit down, Rectangular Style, Boodle Fight

Audience Profile 100 pax guests

Theme Related to Fiesta theme and Filipino Food Month and inclusion of "Love the Philippines", logo

2.

Event Grand Launch of Philippine Eatsperience

Date and Time April 03, 2024, 1:00 P.M.

Venue Noli Me Tangere Garden, Rizal Park, Luneta (outdoor venue)

Set-up Sit down, (Food tasting style)

Audience Profile 100 pax guests

Theme Related to Fiesta theme and Filipino Food Month and inclusion of "Love the Philippines", logo

IV. MINIMUM REQUIREMENTS:

- Must have at least three (3) years of experience in organizing, executing and promoting small to large-scale events and programs.
- Must have a good reputation in the field of event and concert management.

- Must be able to execute the launch within one month.
- Must be registered with the Philippine Government Procurement Systems (PhilGEPS)
- Must have a wide network of technical suppliers.
- Must have a wide network of performing artists /groups.
- Must be able to manage food and beverage requirements to the number of persons required per venue. The food to be managed by the winning bidder should come from vendors of IA and NPDC.

V. SCOPE OF SERVICES:

Manage and facilitate the Grand Launch of Philippine Eatsperience from planning and preparation up to execution. Specific deliverables are as follows:

Pre- Event Requirements

- Execute a well-balanced and engaging program flow and script aligned with the overall theme of the project.
- Recommend and book the program flow and script
- Provision of necessary food and beverages to accommodate the required number of people per venue, including arranging food with vendors.
- Arrangement of food styling and ensuring that it aligns with the requirements and execution of the event. The setup for the food arrangement at Baluarte Plano de Luneta, Sta. Lucia St., Intramuros venue is a boodle fight, and for Rizal Park Luneta venue, food stubs will be provided for a food tasting.
- Communication with vendors to ensure that food and beverages are ready and presentable during the event.
- Provide a lay-out for the grand launch venue.
- Provide the program's technical and logistical requirements, such as, but not limited to the following:
 - Two (2) acrylic stage or platform (12x8 ft)
 - Two (2) acrylic or wood podium
 - Two (2) sets of printed logos of DOT, NPDC and IA in sintra board for the podium
 - basic PA system (including manpower for the set-up and operation)
 - Two (2) sets of additional venue design/stage backdrop, related to fiesta theme and Filipino Food Month with the inclusion of the "Love the Philippines" logo, subject for approval of the end-user (as attached).
 - 4 pcs. of roll-up banner with printing (31.5 x 79 inches), the layout/design like images, text, logos, and other visual elements must be provided by the end-user (as attached).
 - Two (2) sets items/materials for the basag palayok ritual
 - Tables and chairs for the required number of guests at each venue.
 - Four (4) Iwata Fan for each venue
 - Event tent for Baluarte Plano de Luneta, Sta. Lucia St., Intramuros venue

Event Day Requirements

- Execute the program as planned.
- Ensure the presence of host/s, photo and video documentation and performing artists/groups.
- Manage the program flow, venue set-up and staging requirements.
- Manage food and beverages to accommodate the number of persons required per venue. The food to be served will be sourced from vendors of IA and NPDC. The food to be managed should total Php220.00 per person per venue. The food to be served at Baluarte Plano de Luneta, Sta. Lucia St., Intramuros venue is a boodle fight, and for Rizal Park Luneta venue, food stubs will be provided for a food tasting.
- Provide the crew and production team's meals and transportation allowance for the ingress, set-up, and egress.
- Provide ample and efficient manpower required for the actual conduct of the event for each venue, including but not limited to the following:
 - Program/Production Team
 - Program/Production Manager
 - Program/ Production Assistant
 - Technical Director
 - Script Writer
 - Host
 - Performing Artist/s or Group/s

Post Event Requirements

- Submission of raw and edited photos and videos either via file transfer right after the event or drive link.
- Attend post-event meeting (as needed) and submit post-event report.

-----due to distortion of the format, kindly see attached TERMS OF REFERENCE for you complete details. ----

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. 2024-03-082

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

Note: Kindly submit your quotations together with your eligibility requirements to nplucman@tourism.gov.ph on or before 25 March 2024, 10 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 20/03/2024

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