



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10918668
Procuring Entity DEPARTMENT OF TOURISM
Title Services of an Events Management Company for the Celebration of the Philippine Weaves and Fabrics on 27 June 2024

Area of Delivery

Solicitation Number: RFQ NP-SVP 2024-06-198	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	5
Category: Events Management	Date Published	04/06/2024
Approved Budget for the Contract: PHP 998,338.33	Last Updated / Time	04/06/2024 00:00 AM
Delivery Period:	Closing Date / Time	07/06/2024 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

QUALIFICATIONS

1. The procured agency must be a duly registered Philippine-based full service events management, marketing, creative, or PR agency with a proven track record in organizing high-profile fashion shows and events;
2. The agency must be established in the industry for at least five (5) years and accredited by the PhilGEPS;
3. The procured agency must have been proven experience in managing event logistics and technical requirements;
4. The procured agency must be amenable to send-bill arrangement/government procedure.
5. The procured agency must provide a production director, stage director, technical director and production staff.
6. Bidders must submit their quotation with cost breakdown to differentiate the amount of service fee and the amount to be earmarked for the payment to the third parties or other proprietors. Otherwise, tax withheld will be credited from the contract price.

SCOPE OF WORK AND DELIVERABLES

Professional Fees for Models/Talents

- The Agency shall cover the expenses for the professional fees for all 60 models in the fashion show

Hair and Makeup Package for Model/Talents

- the Agency shall cover the expenses for the hair and makeup package for all sixty (60) models in the fashion show.

Please refer to the attached Terms of Reference for the 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. 2024-06-198

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. Additional Requirement: List of Completed Projects (with corresponding Certificate of Completion, Notice of Award, or Notice to Proceed, or similar documents) within the last 5 years.

Note: Kindly submit your quotations together with your eligibility requirements to nplucman@tourism.gov.ph on or before 07 June 2024, 10:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 03/06/2024

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