



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10958449
Procuring Entity DEPARTMENT OF TOURISM
Title Services of an Events Management Company for the UNWTO Regional Lunch Showcase: Halal and Muslim Mindanao

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2024-06-216	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	1
Category:	Events Management	Date Published	15/06/2024
Approved Budget for the Contract:	PHP 600,000.00	Last Updated / Time	15/06/2024 00:00 AM
Delivery Period:		Closing Date / Time	19/06/2024 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

IMPLEMENTATION DATE:
24-27 June 2024

PURPOSE / OBJECTIVE:

- Promote the many efforts, projects and initiatives of the Department in promoting Halal and Muslim-friendly Tourism in the country;
- Showcase the rich variety of Halal and Muslim-friendly food, culinary heritage, and indigenous gastronomy within Southern Philippines
- Provide Halal-certified and Muslim-friendly food for Muslims attending the UNWTO Gastronomy Forum, especially those coming from OIC countries.

MINIMUM REQUIREMENTS

- Must be a PhilGEPS registered service provider
- Must have a Mayor's Permit or Local Business Permit
- Must be a DOT-accredited Events Management Company
- Willing to provide services on a send-bill arrangement

SPECIFICATIONS/ SCOPE OF WORK/DELIVERABLES

Events Management Company (EMC)

- a. Overall Event Planning and Management
- b. Booth Display within UNWTO Gastronomy Venue
 - Setup and Decoration for IBM Table
 - Backdrop, wood framing, printing of key visuals
- c. Regional Lunch Showcase Deliverables
 - Ingredient for Regional Lunch Showcase
- 3 main dishes, 1 dessert, 1 beverage
 - Hotel Grade Food Display Containers (ie chafing dish, etc)
 - Premium Disposable Dining Ware for 400 pax
 - Food safety Supplies
 - Chef for regional lunch showcase
- *professional fee for chef
- *chef and sous chef accommodation for 3 nights (2 rooms)
- d. Van Service for Chef (4 days)
- e. Miscellaneous Logistics

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. 2024-06-216

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

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

Created by Norjannah P Lucman
Date Created 14/06/2024

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