



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11029818  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of an Events Management Company for the Conduct of 2nd Tourism Pride Summit

**Area of Delivery**

<b>Solicitation Number:</b>	RFQ NP-SVP 2024-07-0234	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Events Management	<b>Date Published</b>	09/07/2024
<b>Approved Budget for the Contract:</b>	PHP 999,992.00	<b>Last Updated / Time</b>	08/07/2024 17:25 PM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	12/07/2024 13:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Val Raymund Cristobal Cervantes Administrative Officer II 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 vccervantes@tourism.gov.ph		

**Description**

TECHNICAL SPECIFICATIONS

I. BIDDER : Events Management Company

II. PROJECT TITLE : 2nd Tourism Pride Summit

III. INCLUSIVE DATES : 20 July 2024

IV. MINIMUM REQUIREMENTS

A. Must be accredited by the Philippine Government Electronic Procurement System (PhilGeps) – Must have Platinum accreditation.

B. Must submit four (4) tourism product specific exhibition or conference between 2020 to 2022 for National Tourism Organization (NTO) preferably the Philippine Department of Tourism.

- Must present a DOT certification from previous projects/ Certificate of Satisfactory Services Rendered.

- Must present other NTO certification from previous projects.

C. Must not have pending project deliverables (on a finished contract) with the Department on or before opening of the bids.

D. Must submit proposal with detailed script for the event.

V. SCOPE OF WORK AND DELIVERABLES

Below are the services required by the Philippine Department of Tourism:

2nd Tourism Pride Summit

DATE: 20 July 2024

TIME: 8:00AM to 8:00PM

**A. OVERALL EVENT MANAGEMENT AND MANPOWER SUPPORT**

- Work alongside the end-user in finalizing the overall theme and concept of the event;
- Work alongside the end-user in finalizing the overall event program;
- Creation of animation for event title;
- Creation of Digital juice and title cards;
- Creation of Opening Billboard (OBB) for the event
- Conduct pre-event orientation and a technical run-through, including sound and connection check and other necessary pre-broadcast requirements of the event;
- Handle all necessary logistical requirements of event management crew for event implementation including land transportation and meals.

**B. ONSITE EVENT PROPER**

- Technical requirements
- Basic Lights and Sounds
- 1 Set of LED Wall
- 3-Cam System with Livefeed
- 1 55 inch TV for teleprompter
- Wireless Mics

**C. TALENT MANAGEMENT**

- Must submit the name and experiences of proposed talent
  - o 1 Opening Act talent
- Hire the professional services of the following:
  - o 1 Highly experienced host
- Must be a member of the LGBTQ community;
- Must have hosted a DOT event previously or any event similar;
- Must have significant experience in hosting live events including television; and
- Must be able to engage with LGBTQ personalities in a meaningful conversation regarding current and relevant topics
- Must be able to provide Voice Over talent
- o Production Team
  - 1 Project Head
  - Director
  - 1 Scriptwriter
  - 1 Technical Director
  - 1 Stage Manager
  - 1 Floor Director
  - 1 Spinner
  - 1 Playback maanger
  - 1 teleprompter manager
- Handle all necessary logistical requirements of event management crew for the event implementation including meals and transportation

**D. EVENT DOCUMENTATION AND POST EVENT ACTIVITIES**

1. Prepare certificate of participation template for all attendees;
2. Prepare terminal report (in collaboration with the end-user) with relevant show statistics.

**VI. BUDGET**

The total working budget is NINE HUNDRED NINETY-NINE THOUSAND AND NINE HUNDRED NINETY TWO PESOS ONLY (PHP 999,992.00) inclusive of all applicable taxes, bank charges, and other fees that may be incurred in the implementation of the project.

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

**VII. PAYMENT TERMS**

Send-bill arrangement, government terms

**VIII. CONTACT PERSON**

Contact Person : Antonio Marie M. Siddayao II

Office : Office of Product and Market Development (OPMD)

Contact Number : local 519, 09175412403

Email Address : ammsiddayao@tourism.gov.ph

APPROVED BY:

PAULO BENITO S. TUGBANG, M.D.  
Director, Office of Product and Market Development

**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

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Additional Requirement:

\*DOT Accreditation Certificate

Note: Kindly submit your quotations together with your eligibility requirements to [mbbuscano@tourism.gov.ph](mailto:mbbuscano@tourism.gov.ph) on or before 12 July 2024 at 1:00 PM. Late and unsigned quotations shall not be accepted.

**Created by** Val Raymund Cristobal Cervantes

**Date Created** 08/07/2024

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