



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11096952
Procuring Entity DEPARTMENT OF TOURISM
Title Services of an Events Management Company for the Familiarization Tour for the Key H Tourism Players from Australia and Guam to Metro Manila, Tagaytay and Batnagas

Area of Delivery

Solicitation Number: 2024-07-0259	Status	Active
Trade Agreement: Implementing Rules and Regulations	Associated Components	
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	
Classification: Goods	Document Request List	
Category: Events Management	Date Published	30/07/2024 09:00
Approved Budget for the Contract: PHP 251,100.00	Last Updated / Time	30/07/2024 09:00
Delivery Period:	Closing Date / Time	02/08/2024 09:00
Client Agency:		
Contact Person: Clara Cortez Buscano Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 spyccb@yahoo.com		

Description

MINIMUM REQUIREMENTS FOR SUPPLIERS/BIDDERS

- Must be a DOT-accredited event management company
- Must have expertise in handling medical tourists and preferably have participated in DOT initiatives/projects
- Must be willing to provide services on send-bill arrangement
- Must provide coordinator to monitor guests and assist in the implementation of the activity
- Must submit their quotation with cost breakdown to differentiate the amount of service fee and the amount earmarked for the payment to the third parties or other proprietors. Otherwise tax withheld will be credited from total contract price.

SCOPE OF WORK AND DELIVERABLES

1. WELCOME DINNER, B2B AND NETWORKING and VENUE

Date: August 5, 2024

Venue: Must be located at the hotel where the delegation will be booked

Capacity: 50-60 pax

No. of Participants: 50 pax

Menu: Preferably Continental of American Food; Buffet Set up

Set up: Individual tables and chairs (for every B2B)

Round table (for the dining area)

With a stage and podium (with the DOT, PAL and Love the Philippines logo included in the design of the stage background)

One professional host of the activity

Provide equipments (such as microphone; projector; big screen, etc.), photo documentation, and terminal report necessary

Area with table for receiving of guests and delegates

Assignment of assisting staff during the activity

Conceptualize, manage and oversee the activity/program, all physical and creative details and execution

2. MEALS

August 5, 2024: Dinner for 50 pax (welcome dinner and B2B, venue – hotel of the delegates; preferably Asian-food)

Other Information

The Quotation must be addressed to:

PROCUREMENT MANAGEMENT DIVISION

Department of Tourism

Makati City

with details, such as:

Name of the Bidder:

Address of the Bidder:

Title of (this) Project:

RFQ 2024-07-0259

In addition to the Financial Bid/Quotation, the following MUST be submitted on or before the deadline:

1. Mayor's Permit

In case of recently expired Mayor's Permit/Business Permit, it shall be accepted together with the Official receipt as proof that the bidder has applied for renewal within period prescribed by the LGU.

2. PhilGEPS registration number

3. Latest Income/Business Tax Returns (for ABC above PhP500,000.00)

4. Original (signed and notarized) OSS or Omnibus Sworn Statement

5. DOT Accreditation

Kindly submit your quotation and eligibility requirements to NPLUCMAN@TOURISM.GOV.PH on or before 02 Aug 2024, 9:00 a.m.

Late and Unsigned quotations shall not be accepted.

Created by Clara Cortez Buscano

Date Created 29/07/2024

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