



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11311060  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Services of a Conference Integrator/Event Management Company Launch/Roll-out of the Philippine Hotel Industry Strategic Action Plan (PHISAP) 2023-2028

**Area of Delivery**

<b>Solicitation Number:</b>	RFQ NP-SVP 2024-10-0321	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<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>	7
<b>Category:</b>	Events Management	<b>Date Published</b>	02/10/2024
<b>Approved Budget for the Contract:</b>	PHP 647,954.05	<b>Last Updated / Time</b>	02/10/2024 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	07/10/2024 12:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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**

SCOPE OF SERVICES

The Conference Integrator/Event Management Company based in Metro Manila shall provide the following:

1. Form an Event Management Team that will execute, oversee and manage the required onsite physical & technical requirements of the event;
2. Source and hire a voice-over talent to ensure the smooth transition in-between sessions, activities and make the program dynamic and interactive;
3. Source and hire a moderator to facilitate the conduct of a panel discussion/open forum;
4. Provide delegate/conference kits for 100 technical and executive staff as well as principal launch attendees;
5. Provide the following general requirements:
  - a) Prepare and secure the approval of a detailed run sheet and scripts outlining the sequence events and timing, to ensure smooth coordination and execution of the event;
  - b) Prepare materials including event banner, background, signage, title card;
  - c) Facilitate Technical Rehearsal; secure a copy of presentation and management of pre-recorded presentations, technical requirement, etc.
  - d) Conduct of final orientation or dry run of the event at a schedule to be identified by DOT before the actual event;
  - e) Record all sessions and upload to a specific online drive including all other creative material pertaining to the event;
  - f) Prepare an audio-visual presentation pertaining to the report and a same-day edit AVP;
  - g) Document in photo and video the event to include presentations in the session and endorse to the DOT in an external hard drive.
6. Provide the following Onsite Physical and Technical Requirements:
  - a) Overall venue décor/execution and/or construction for the above-mentioned event to include but not limited to:
    - Stage design, decoration (using existing stage of the venue)
    - Venue Styling - must submit design perspective
    - Printing of Banner, Signage, Title Cards
  - b) Provision of the following requirements for the event and coordinate with the technical team of the venue for the set up and installation of all physical and technical requirements to include, but not limited to the following:
    - Audio-Visual and lighting system (speakers, wireless microphones, etc.)
    - LED wall screen W 5m x 3m H, backdrop, stage /set design
    - 1 unit of 55 inches LED TV to serve as a prompter for the speakers/presenters
    - Amplifiers
    - 2 Laptops (Mac and Windows) with appropriate connectors
    - 2 Presentation Clicker/Laser Pointer
    - Appropriate cables and video adapters (VGA, HDMI, etc.) and

- Professional Lighting System (if needed)
- Close circuit dedicated camera with Pan Tilt and Zoom Capabilities and remote operation for documentation purposes
- Provide generator set to sustain the electrical requirements of the exhibition and ensure uninterruptible power supply
- Provision of one (1) van with driver which will be used for shuttling the secretariat to and from the DOT and event venue and vice versa
- Other miscellaneous materials
- Ingress on 14 October 2024
- Egress on 15 October 2024

7. Production Management

- a) Must provide a Management Team to execute overall program sequence including but not limited to Artist Management, Technical queueing, Pre and post event rehearsals if needed. Team composition, must provide CV;
- Program Director (Show Caller)
  - Stage Manager
  - Technical Director
  - others, as necessary

III. APPROVED BUDGET FOR THE CONTRACT AND MODE OF PAYMENT

The approved budget for the contract is Six Hundred Forty-Seven Thousand Nine Hundred Fifty-Four Pesos and 05/100 (Php 647,954.05) inclusive of all applicable taxes, Government Procedure and send bill arrangement.

OTHER REQUIREMENTS

1. Must be Filipino-owned, operated and legally registered professional conference organizer/ production house / events management entity;
2. Project Lead must have at least more than 3 years of experience in organizing local and international events in the Philippines;
3. Must have handled national or international organization with Satisfactory Certificate;
4. Must submit at least 3 similar projects handled in the past;
5. Must submit their quotation with cost breakdown to differentiate the amount of service fee and the amount to be earmarked for the payment to third parties or other proprietors. Otherwise, tax withheld will be credited from the total contract price;
6. Must present CVs of proposed team members with at least 5 years' experience.

**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. 2024-10-0321

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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. Others: CVs

Note: Kindly submit your quotations together with your eligibility requirements to nplucman@tourism.gov.ph on or before 07 October 2024 at 12:00 pm. Late and unsigned quotations shall not be accepted.

**Created by** Norjannah P Lucman

**Date Created** 01/10/2024

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