

Date: August 30, 2024

GENTLEMEN:

REQUEST FOR QUOTATION

Kindly quote to us your latest price (s) on the following items:

QTY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE
		EVENTS MANAGEMENT COMPANY	
1 (One)	Lot	PROJECT NAME: Celebration of “Fiesta Hispano-Filipino (Night of Cultural Presentations)” in Connection to the Fiesta de Intramuros	
		I. BRIEF BACKGROUND: The San Agustin Church in Intramuros, the oldest church in the Walled City and oldest stone church in the country, houses the venerated ivory image of Nuestra Senora de la Consolacion y Correa. The image of Nuestra Senora de la Consolacion y Correa is one of the eldest Marian Devotion in Manila that arrive in 1571, since then devotion to this image was introduced by the friars. Pope John Paul II then authorized the Canonical Coronation of the venerable image on September 04, 2000, while the Prelate of Manila, Jaime L. Cardinal Sin proclaimed San Agustin Church as the Archdiocesan Shrine of Nuestra Senora de la Consolacion y Correa.	
		II. OBJECTIVES: <ul style="list-style-type: none"> ○ To showcase and commemorate the country’s rich cultural heritage and tradition shared by the Philippines and Spain ○ To celebrate the declaration of the Nuestra Senora de la Consolacion y Correa as the Patroness of the Intramuros and bestowed the title of “Queen and Protectress of the Distinguished and Ever Loyal City” ○ To anticipate the celebration of the Fiesta de Intramuros on 08 September 2024 ○ To serve as a prelude to the celebration of the Silver Anniversary of the Canonical Coronation of the venerated image of Nuestra Senora de la Consolacion y Correa and the declaration of San Agustin Church as the Archdiocesan Shrine of Nuestra Senora de la Consolacion y Correa in 2025. 	
		III. SCOPE OF WORK / DELIVERABLES	
		Delivery Date : September 6, 2024 Area : Intramuros, Manila City	
		A. OVERALL EVENT MANAGEMENT AND MANPOWER SUPPORT 1. Work alongside the end-user in finalizing the overall theme and concept of the event; 2. Work alongside the end-user in finalizing the overall event program; 3. Conduct pre-event orientation and a technical run-through, including sound and connection check and other necessary requirements of the event; 4. Handle all necessary logistical requirements of event management crew for event implementation including land transportation and meals. B. ONSITE EVENT PROPER 1. Technical requirements - Lights and sounds system for the event proper - Stage design and decoration. (For approval of the procuring entity) 2. Handle venue and supplier coordination, as follows: - Facilitate and coordinate ingress and egress of technical requirements; - Provide technical set up such as sound system with microphones, mixers, etc.; C. TALENT MANAGEMENT - Provide 30-minute cultural performance including various songs and dances with a Filipino and Spanish theme - Provide 10-minute playing of instruments of Filipino and Spanish	

ITEMS	PARTICULARS			TOTAL
	Units	Quantity	Amount	
Overall Event Management and Manpower Support	-Work on overall theme and concept of the event -Finalizing the overall event program -Pre-event orientation and a technical run-through -Inclusive of crew meals and transportation	1	100,000.00	Php 100,000.00
Onsite Event Proper	Technical Requirements: -Provision of lights and sound system -Stage design styling Venue Handling: -Coordination of ingress and egress -Provision of technical set-up	1	100,000.00	Php 100,000.00
Talent Management	-Provide 30-minute cultural performance including various songs and dances with a Filipino and Spanish theme -Provide 10-minute playing of instruments of Filipino and Spanish	1	100,000.00	Php 100,000.00
TOTAL				Php 300,000.00
QUALIFICATION OF THE BIDDER				
<p>A. Must be accredited by the Philippine Government Electronic Procurement System (PhilGeps) – Must have Platinum accreditation;</p> <p>B. Must have handled and managed the production of at least 3 tourism events between 2020 and 2023 for National Tourism Organization (NTO) preferably the Philippine Department of Tourism;</p> <p>C. Must present a DOT certification from previous projects/ Certificate of Satisfactory Services Rendered, Mayor’s/Business Permit, Omnibus Sworn Statement;</p> <p>D. Must be willing to provide services on send-bill arrangement</p>				
LEGAL/TECHNICAL/DOCUMENTARY REQUIREMENTS				
<ol style="list-style-type: none"> 1. Must show proof of PHILGEP’s registration; 2. Must submit current Mayor’s Permit; 3. Omnibus Sworn Statement 				
<p align="center">APPROVED BUDGET FOR THE CONTRACT (ABC) (₱300,000.00) THREE HUNDRED THOUSAND PESOS ONLY</p> <p align="center"><i>* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges</i> net upon completion of the project and delivery of all requirements as agreed upon. Government procedure and subject to appropriate government taxes</p>				
Contact Persons:				
Khristel Anne C. Gad – kcgad@tourism.gov.ph Viber – 0995 303 9312 / Phone – 0976 343 8532				
Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in three (3) original sets IN A SEALED ENVELOPE to this office address: DOT NCR BAC SECRETARIAT Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat 7840 Raya Regenerative Bldg, Makati Avenue, Makati City				
Note: Deadline of submission is on September 4, 2024 at 8:00am				

This office desires to place an order for the above item(s) with the minimum delay. Your firm quotation will help us very much in placing the order.

Thank you.

PRINT NAME OF DEALER/SUPPLIER

ADDRESS OF DEALER/SUPPLIER

CONTACT NUMBER(s)

TIN: _____

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME