



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11548858  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Services of an Event Integrator/Event Management Company for the National Ecotourism Summit 2024

#### Area of Delivery

<b>Solicitation Number:</b>	RFQ NP-SVP 2024-11-0389	<b>Status</b>	<b>Active</b>
<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>	2
<b>Category:</b>	Events Management	<b>Date Published</b>	29/11/2024
<b>Approved Budget for the Contract:</b>	PHP 860,588.87	<b>Last Updated / Time</b>	29/11/2024 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	02/12/2024 14:00 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 Event Integrator / Event Management Company based in Metro Manila shall provide the following:

1. Form an Event Management Team / Production House / Conference Integrator that will execute, oversee, and manage the required onsite physical & technical requirements of the event;
2. Source and hire a facilitator and technical writer who is knowledgeable in the field of ecotourism and tourism development to moderate the discussion, wrap up, and synthesize the event/panel discussion as well as prepare and write the event/meeting report. The facilitator shall be approved by the DOT proponent;
3. Source and hire choral singers and cultural/festival performers for the Opening Ceremonies and Production Numbers;
4. Source and hire a voice-over talent/master of ceremony/program host to ensure a smooth transition in-between sessions, and activities and make the program dynamic and interactive;
5. Provide corporate giveaways that are sustainable eco-friendly Philippine-made products (such as but not limited to hand woven baskets/bags or Philippine local food products, etc.) for 130 technical and executive staff as well as principal summit participants. Giveaways for principal participants must be different from that of the other participants;
6. Must provide a meeting kit for the NEDC Members good for 30 pax. Meeting kit shall contain meeting agenda,

minutes of the previous NEDC Meeting, program of the Summit, the National Ecotourism Strategic Action Plan (NESAP) 2024-2028, and other collaterals that is deemed necessary for the Summit. Documents shall be coordinated with proponent office;

7. Provide a symbolic token that will be used during the Ceremonial Turnover;

8. Provide the following general requirements:

- a) Create pre-event promotional materials and facilitate attendance promotion and invitations;
- b) Design and provide creative materials including event banner, background, signage, digital juce, title cards, photo wall; stand-by printer with ink for printing of documents on the day of the event;
- c) Facilitate Technical Rehearsal; secure a copy of presentations and management of pre-recorded presentations, videos, messages, technical requirements, etc.;
- d) Conduct ocular inspection of the venue and 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 them to a specific online drive including all other creative material about the event;
- f) Document in photos and video the event to include messages, and presentations in the session and endorse to the DOT in an external hard drive, completing with editing and same-day edit video;
- g) Live-streaming of the event to a streaming platform and DOT's Official Social Media Pages;
- h) Provide all logistical requirements of the event management crew, including land transportation and meals.

9. 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, and decoration (using the existing stage of the venue);
    - Venue Styling by the theme (sustainable / ecotourism related theme);
    - Printing of banners, signage, Sintra-board of logos, title cards, table assignment, VIP names, registration labels, etc.;
    - Twenty (20) uniform for the technical/secretariat team consistent with the theme of the event (Polo-Shirt with Philippine weave textile)
    - Registration booth (including clipboard, pens, alcohol dispenser, etc.)
  - b) Provision of the following requirements for the event and coordination with the technical team of the hotel/venue (venue to be finalized) for the setup and installation of all physical and technical requirements to include, but not limited to the following:
    - Audio-visual and lights (speakers, monitors, thematic visualizers, microphones, teleprompter, multi-channel mixing boards, lightning controllers & consoles, etc.)
    - Lose aiscreamera and edicated cameras epan titand 200m Capabilities and remote operation for documentation purposes
    - 2 units of 55' LED TV screen
    - Teleprompter System
    - Stage truss system (as needed)
    - Microphones (goose and wireless)
    - Stand-by inkjet printer (as needed)
    - Amplifiers
    - 2 Laptop (Mac and/or Windows) with appropriate connector
    - 2 Presentation Clicker/Laser Pointer
    - Extension cords/wires, appropriate cables, and video adapters (VGA, HDMI, etc.)
    - Professional Lightning System
    - Signage/roll-up banner/photo wall
    - Non-wired/wireless internet connection equipment
    - Live-streaming to at least 1 platform
    - 3-Cam System with Livefeed
    - Provide a generator set to sustain the electrical requirements of the event and ensure uninterruptible power supply in the venue
- Ingress on 15 December 2024
- Egress on 16 December 2024

10. Production Management

- a) Must provide a Management Team to execute the overall sequence including but not limited to Artist Management, Technical queuing, and pre and post-event rehearsals if needed. Team composition:
  - Program Director (Show Caller)
  - Stage Manager
  - Technical Director
  - Production Manager
  - Teleprompter Manager
  - Floor Director
  - Others, as necessary

11. Submit to the DOT the following after the event:

- At least two (2) copies of printed and electronic narrative documentation report;
- Compilation of documents in photos and video of the event to include presentations in the session and endorse to the DOT in an external hard drive with Same-Day Edit Video and Photo Documentation;

MINIMUM REQUIREMENTS

1. Must be Filipino-owned, operated, and legally registered professional conference organizer/ production house/events management entity;
2. Must have experience in organizing international and national government events in the Philippines.
3. Must have handled at least one (1) launching event in the last 2 years;
4. Must not have negative reviews from DOT end-users or from other government agencies;
5. Bidder must submit company profile and events previously handled;
6. Bidders must submit their quotation with cost breakdown to differentiate the amount of service fee and the amount to be earmarked for the payment to the third parties or other proprietors. Otherwise, tax withheld will be credited from the total contract price.

**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. 2024-11-0389

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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

Note: Kindly submit your quotations together with your eligibility requirements to [nplucman@tourism.gov.ph](mailto:nplucman@tourism.gov.ph) on or before 02 December 2024 at 2:00 pm. Late and unsigned quotations shall not be accepted.

**Created by** Norjannah P Lucman

**Date Created** 28/11/2024

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