



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11580954  
**Procuring Entity** DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA  
**Title** Events Management for 2024 Incentive Program for DOT Accredited Tourism Enterprises entitled: "A Million Dreams, Empowering Connections!"  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 2024-12-068	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations		
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b> Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b> Events Management		
<b>Approved Budget for the Contract:</b> PHP 480,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b> 1 Day/s		
<b>Client Agency:</b>	<b>Date Published</b>	06/12/2024
<b>Contact Person:</b> Monina Valdez Raneses Senior Tourism Operations Officer 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.210 63-890-0945 dot4b.bacsecretariat@gmail.com	<b>Last Updated / Time</b>	05/12/2024 16:29 PM
	<b>Closing Date / Time</b>	09/12/2024 17:00 PM

#### Description

DEPARTMENT OF TOURISM – MIMAROPA

#### TECHNICAL SPECIFICATIONS

##### I. PROJECT TITLE

2024 INCENTIVE PROGRAM FOR  
DOT ACCREDITED TOURISM ENTERPRISES IN MIMAROPA  
"A Million Dreams, Empowering Connections!"

Host Agency: DEPARTMENT OF TOURISM - MIMAROPA  
Date of Implementation: December 19, 2024  
Location: Metro Manila

##### II. PROJECT RATIONALE AND OBJECTIVES

The Department of Tourism (DOT) – MIMAROPA with the Tourism Regulation Division (TRD) as the implementing office will organize the 2024 INCENTIVE PROGRAM FOR DOT ACCREDITED TOURISM ENTERPRISES entitled: "A Million Dreams, Empowering Connections" which will be held in Metro Manila on 19 December 2024. The program is a strategic initiative designed to facilitate networking and growth opportunities for tourism businesses in MIMAROPA that are accredited by the DOT. Likewise, this is a unique opportunity to connect with leading tourism providers, gain insights into the diverse tourism products MIMAROPA has to offer and explore potential collaboration.

Moreover, it aligns with the goals of the DOT in promoting sustainable and inclusive tourism development, strengthening industry partnerships and enhancing the global competitiveness of the Philippine tourism sector.

### III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be PHILGEPS REGISTERED
- B. Must have at least Three (3) Years' Experience and Technical Expertise in events Organizing
- C. Must have experience in organizing events for high level government delegates and VIPs
- D. Located in Metro Manila
- E. Must be willing to provide services on a send bill arrangement
- F. Must comply with the detailed services specified in Item V of the TOR

### IV. DOCUMENTARY REQUIREMENTS REQUIRED WITH BID SUBMISSIONS

- 1. Valid Mayor's/Business Permit
- 2. DTI / SEC Registration Certificate
- 3. PhilGEPS' Registration Number or Certificate of Platinum Membership
- 4. Original or certified true copy of duly notarized Omnibus Sworn Statement
- 5. Income / Business Tax Return

### V. SCOPE OF WORK / DELIVERABLES:

#### A. Event Proper

- Program Management
- Technical Direction
- Speaker Management
- Pre-Event Meeting and coordination

#### B. Manpower

- Technical Director
- Program Director
- Stage Manager
- Audio Engineer
- Lighting Operator
- Visual Jockey (LED Wall)
- Spinner
- Technical Crew
- Setup Crew
- Program Host (1)

#### C. Technical Requirements

- 1 Set Glosline LED Wall (9x12 ft)
- 1 Set AV Matrix Video Mixer
- 1 Set VX400 Video Mixer
- 1 Unit Processor
- 1 Unit AV Matrix Controller
- 1 Unit Service Laptop (Playback)
- 1 Set Platform
- 1 Set Cables
- 1 Set Extensions
- 1 Set Riser 2ft-4ft

#### D. Professional Sound System

- 4 Units RCF HDL 20 Array Speakers
- 1 Unit RCF 910 Monitors
- 1 Unit RCF 8003 Sub Woopere
- 1 Unit Digital Mixer DM3 Yamaha
- 1 Set CDT Pioneer
- 5 Units AMS Wireless Microphone
- 6 Units SM 58 Dynamic Microphone
- CAME TV Comset Wireless Com

#### E. Entertainment Setup

- Violin Amplifier
- Cello Amplifier
- Keyboard Amplifier
- Trio Performers

#### F. Professional Lighting Equipment

- 16 Units PARLED 5 Watts
- 8 Units 3 Watts White Amber for Stage Light
- 4 Units BEAM 380 RMB
- 4 Units Auto Light RMB
- 2 Units Light Stand
- 1 Unit Avolights Tiger Touch 2
- 1 Unit Haze Machine

#### G. Logistics

- Meals for Production Staff (Ingress)
- Delivery Installation and Dismantling
- Photo Documentation

#### H. Production Design and Enhancements

#### VI. BUDGET

Budget for the conduct of the event is Four Hundred Eighty Thousand Pesos (Php 480,000.00) inclusive of amenities and all government taxes and charges as defined in this Terms of Reference.

In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total invoice amount.

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

#### VII. CONTACT PERSON

Name : Ms. Cecil V. Aranton  
DOT MIMAROPA Regional Office  
Contact Numbers : (0917) 586 6513  
Email Address : dot4b.bacsecretariat@gmail.com

**Created by** Monina Valdez Raneses

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