



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5619467
Procuring Entity DEPARTMENT OF TOURISM
Title 29th NATIONAL STATISTICS MONTH CELEBRATION (Opening Ceremony) October 02, 2018
Area of Delivery

Solicitation Number:	2018-09-0243	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Events Management		
Approved Budget for the Contract:	PHP 999,998.00	Document Request List	1
Delivery Period:			
Client Agency:		Date Published	08/09/2018
Contact Person:	TERESITA ANDRIN ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-8900189 63-2-8900189 t_romanesh@yahoo.com.ph	Last Updated / Time	08/09/2018 00:00 AM
		Closing Date / Time	11/09/2018 16:00 PM

Description

TERMS OF REFERENCE

- I. Project Name : 29th National Statistics Month Celebration (Opening Ceremony)
 II. Date of Event : 02 October 2018
 III. Event Venue : Philippine International Convention Center (PICC)
 Meeting Rooms 1, 9, 14 and 3rd Floor Exhibit Area Lobby
 IV. Requirements : Overall Production / Event Management Services

V. Scope of Work

A. Management, Event Concept, Guide, and Details

1. Venue Physical Set-up
2. Program Directing / Management
3. Provision of Technical Staff

B. Collaterals with Creative Designs (with Philippine Festival touch and elements)

1. Stage Set-up and Design
 - One (1) unit of approx. 9 ft. x 12 ft. LED backdrop
 - Two (2) units of projectors and back projection screens
2. Printing of Directional and Invitational Signages
 - Four (4) pieces
 - Approx. 22 inches x 24 inches
 - Stands to be provided by PICC
3. Pull-Up Banners with Design

- Approx. four (4) pieces T-stand banners
- 4. 3D Hashtag Letters - #NSM2018"
- Approx. 3 ft. in height

C. Execution and On-the-Day Coordination and Production Staff

1. Professional Fees of Technical and Production Crew
2. Ingress and Egress Management
3. Program Directing / Management and Script Writing
4. Provision of technical staff and event management staff to coordinate with the DOT and venue

D. Artists / Performers

1. Performers for doxology and Philippine national anthem
 - 1 chorale group
2. Main Performers / World Class Talents
 - Preferably singer or group of singers
 - One (1) performer or group of performers
3. Welcoming Performer / Band for the arriving of the guests with different sets of performers in festival outfits (e.g. Higantes, Panagbenga, Sinulog)
4. One (1) Voice Over Talent

E. Technical Equipment and Setup

1. Event Sounds and Lighting including technical riders of performers
2. LED Wall Backdrop and Set-up
 - One (1) unit of approx. 9 ft. x 12 ft. LED backdrop
 - Two (2) units of projectors and back projection screens

3. Sound Engineering and LED Wall Technician

- Approx. eight (8) wireless microphones for panelists
 - Approx. one (1) lapel microphones for the moderator
 - Approx. three (3) wireless microphones with stand for the open forum
4. Overall technical set-up including manpower and related cabling and wiring
 5. Stage backdrop fabrication and execution
 6. Special effects
 7. Generator Set

F. Registration

1. Registration and Kit Distribution Counters with Philippine Festival Design

G. Logistical and Operational Requirements

1. Communication and Transportation
2. Performers, Staff and crew meals, lodging
3. Miscellaneous Expenses, Supplies, and Materials
4. Delivery, Ingress and Egress manpower

H. Photo and Video Coverage, AVP

1. Photo and video coverage with live streaming
2. AVP and/or Same-day Edit video
3. At least two (2) camera set-up

- I. One (1) facilitator for the plenary sessions (preferably a reputable media personality)

VI. Qualifications

- a. The proponent company should specialize in event production and management, exhibit and creatives.
- b. The proponent company should have a relevant experience in production and event management for local and international events of government and/or private companies
- c. Must be willing to provide service on a send-bill arrangement (Government procedure)

VII. Approved Budget for the Contract

1. Amount of Nine Hundred Ninety Nine Thousand Nine Hundred Ninety Eight Pesos (Php 999,998.00) inclusive of all applicable taxes.
2. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the abovementioned budget.

VIII. Contact Person

Ms. Manette T. Reyes

Officer-in-Charge, SEAIMD

Email: manetreyes@yahoo.com / mtreyes@tourism.gov.ph

Mr. Ryan R. Carlos

Senior TOO, SEAIMD

Email: rrcarlos082016@gmail.com / rrcarlos@tourism.gov.ph

Telephone Number: (02) 459-5200 to 5230 Local 512/506

Statistics, Economic Analysis, and Information Management Division (SEAIMD)

Office of Tourism Development Planning, Research, and Information Management Division (OTDPRIM)

Other Information

NOTE : The winning bid shall be determined based on the proposal with the most

advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

1. Current Mayor's/Business Permit/BIR Cert of Registration (Individual)
2. PHILGEPS' Registration Number or Cert. of Platinum Membership in lieu of Mayor's Permit and Philgeps registration Number
3. Latest annual Income/Business Tax Return (For ABC's above Php500K)
4. Original or certified true copy of duly notarized Omnibus Sworn Statement

Kindly submit your quotation for the above requirement in a sealed envelope (indicating the Solicitation number) addressed to
Ms. Teresita A. Romanes at the Department of Tourism
#351 Sen. Gil Puyat Avenue, Makati City
Telephone Nos. 459-5200/30 loc. 425

NOTE : For Land Bank Payment Purposes:

Bank's Name _____

Bank's Account Number _____

Created by TERESITA ANDRIN ROMANES

Date Created 07/09/2018

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