



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5588513  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Conference Integrator for the Hosting of the 4th Meeting of the ASEAN Tourism Marketing Partnership Working Group

#### Area of Delivery

<b>Solicitation Number:</b>	2018-08-0220	<b>Status</b>	<b>Active</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	<b>Bid Supplements</b>	0
<b>Category:</b>	Events Management		
<b>Approved Budget for the Contract:</b>	PHP 900,000.00	<b>Document Request List</b>	1
<b>Delivery Period:</b>			
<b>Client Agency:</b>			
<b>Contact Person:</b>	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	<b>Date Published</b>	25/08/2018
		<b>Last Updated / Time</b>	25/08/2018 00:00 AM
		<b>Closing Date / Time</b>	29/08/2018 10:00 AM

#### Description

TERMS OF REFERENCE

CONFERENCE INTEGRATOR FOR THE HOSTING OF THE  
4TH MEETING OF THE ASEAN TOURISM MARKETING PARTNERSHIP

WORKING GROUP

Background

The Department of Tourism through the Office of Tourism Development Planning, Research and Information

Management (OTDPRIM) is organizing the 4th Meeting of the ASEAN Tourism Marketing Partnership Working Group on 3-5 September 2018 in Cagayan de Oro City, Philippines. The said meeting aims to:

1. Follow-up on the implementation of the ASEAN Tourism Marketing Strategy (ATMS) 2017-2020 and on the activities of the ATMP-WG;
2. Discuss the implementation of the ATMS with the Marketing Agency;
3. Discuss key issues in the implementation of the ATMS, particularly on the themes, partnerships, campaign planning and development, monitoring, and budget among others; and Identify new projects and marketing activities with existing and potential partners.

A.) Requirement: Conference Integrator

The Conference Integrator shall provide the following equipment/materials for the 4th ATMP-WG Meeting:

1.) Meeting Room Requirements:

- One (1) Large Back Projection Screen
- Four (4) LCD Monitors in stands - preferably 55"
- Ten (10) Wireless Microphones
- Sound System
- Voice Recording and transcription (to be submitted after the meeting)
- Spotlight and Mood Lighting
- Photo Wall
- One (1) Laptop
- One (1) Desk Printer
- Eleven (11) Indoor Flag Poles
- IT Personnel on stand-by
- HDMI and MacBook Connectors

2.) Secretariat Room Requirements:

- Three (3) Laptops with basic MS Office applications, Google Chrome Browser, PDF and ZIP applications, Anti-Virus application
- One (1) Heavy Duty Photocopier/ Printer
- One (1) Colored Desktop Printer
- Ten (10) reams A4 paper
- IT Personnel on stand-by
- Office Supplies (ballpoint pens, stapler w/ staple wire, multi-size binder clips, specialty paper)

3.) Photo and Video Documentation

- Photo and Video Documentation Team
- Video edit of highlights of the activity: 1- 90 second & 1- 5-minute video
- File copy to be provided in a 1TB Hard Drive

#### 4.) Performances and Entertainment

- Airport Reception | 02 September 2018

Duration: as per flight schedule

Details: Cultural Reception (preferred artists: Kagay-an Performing Arts)

- Opening Ceremony | 03 September 2018

Duration: 10-minute cultural performance (approximately 9:00 AM)

Details: Cultural Performance highlighting the Northern Mindanao Indigenous Peoples (preferred artists: Kagay-an Performing Arts)

- Welcome Dinner (Cocktails) | 03 September 2018

Duration: one (1) hour (approximately 5:30 PM)

Details: String Quartet or Bossa Nova singer with accompaniment

- Welcome Dinner (Dinner Proper) | 03 September 2018

Duration: two (2) hours (approximately 7:00 PM)

Details: Live Band - show/prepare repertoire

- Hosted Dinner | 04 September 2018

Duration: (approximately 5:30 PM)

Details: Rondalla Band

Note: for details of preferred performers and entertainment, kindly coordinate with DOT Region X through Mr. Decius Esmedalla (09175945275)

#### B.) Other Requirements:

1. Must be Filipino-owned, operated and legally registered Production House entity, preferably but not limited to companies based in Cagayan de Oro;

2. Preferably must have an experience in hosting ASEAN Related events/meetings. Bidder to submit company profile and events previously handled.

3. To ensure an above-average execution of the welcome reception, the DOT requires the submission of a breakdown of the bidder's proposal.

C.) Total Budget: Php 900,000.00

D.) Payment: Government Procedure

Contact Persons:

Mr. Jaime Victor Bayhonan

Policy Formulation and International Cooperation Division

(020) 459-5200 to 30 local 514 | pdot.pfcd@gmail.com | jv.bayhonan@gmail.com

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Vic

JAIME VICTOR BAYHONAN (MR.)  
Senior Tourism Operations Officer  
Policy Formulation and International Cooperation Division  
Office of Tourism Planning, Research, and Information Management  
Department of Tourism  
The New DOT Bldg. 351 Senator Gil Puyat Ave. Ext. Makati City  
Email: jsbayhonan@tourism.gov.ph or pdot.pfcd@gmail.com

**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** 24/08/2018

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