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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5449061
Procuring Entity DEPARTMENT OF TOURISM
Title Production House for the 24th Asia-Pacific Tourism Association Conference
Area of Delivery Metro Manila

Solicitation Number: 2018-06-0166	Status	Active
Trade Agreement: Implementing Rules and Regulations		
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification: Goods - General Support Services	Bid Supplements	0
Category: Events Management		
Approved Budget for the Contract: PHP 999,990.00	Document Request List	0
Delivery Period: 1 Day/s		
Client Agency:	Date Published	28/06/2018
Contact Person: Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaoalmazan@yahoo.com.ph	Last Updated / Time	28/06/2018 00:00 AM
	Closing Date / Time	02/07/2018 10:00 AM

Description

24TH ASIA-PACIFIC TOURISM ASSOCIATION CONFERENCE
05 July 2018, Mactan, Cebu

TERMS OF REFERENCE

Requirement: Production House

Background:

The Asia-Pacific Tourism Association (APTA) is an internationally-acclaimed organization in the field of tourism and hospitality research. The main thrusts of APTA are to facilitate quality tourism researches especially in the Asia-Pacific area, to share research achievements and to exchange ideas between academics and their counterparts in the business world. APTA's quality research papers are distributed all over the world through its journal, Asia Pacific Tourism Research Journal, which is published quarterly.

Considered as the brainchild of Dr. Hai-SikSohn, Professor Emeritus of Dong-A University in South Korea, APTA is now comprised of Asia Pacific countries and regions. These include Australia, Canada, China, Macao, Guam, Hong Kong, India, Japan, Korea, Malaysia, New Zealand, Philippines, Singapore, Taiwan, Thailand, Vietnam and the USA. The

inaugural conference of the APTA was held in Busan, Korea on September 21-24, 1995. Since then, the annual APTA conference has been held in various countries and established itself as one of the most important tourism conferences in the Asia Pacific. In 2018, APTA returns to Manila exactly 17 years after the 7th APTA Annual Conference was held at the Dusit Hotel in 2001.

In view of the above, the Department of Tourism is in need of a Production House to interpret, develop and produce a special show concept for the 24th APTA Conference Dinner Reception on 05 July 2018 (Thursday).

The Production House will source/ secure the necessary talents/manpower, administrative, logistical and technical support to realize and produce the said dinner show that is designed to welcome guests, serenade them with the full sights, sounds and colors of a Philippine Fiesta, culminating in a dinner cultural showcase of the best we have to offer in instrumental music, dance, live performance and grand regalia.

Scope of Services:

The Production House is expected to:

1. Source and contract the preferred artists, designers, technical and production support personnel, among others (as may be necessary) to put up and manage the program and all that is necessary for the successful conduct of the dinner show production; from arrival honors, to departure of guests, and provide the necessary physical and technical equipment, talents/ manpower.

2. To ensure a holistic approach in presenting the Filipino culture, the production should feature unique elements of the Philippines particularly Cebu as the meeting destination.

3. Event details:

Title: 24th Asia-Pacific Tourism Association Conference Farwell Dinner Reception

Date: 05 July 2018

Tentative Venue: Shangri-La Mactan

Theme: Barrio Fiesta

Approximate Attendance: 250 Pax

Note:

*same day ingress to start at 2:00 p.m.

*Simple yet elegant stage set-up with LED screen as stage backdrop

4. Program for the Dinner Reception (Subject to change)

- a. Philippines Tourism Video
- b. Opening Performance
- c. Conference Report (Dr. Shawn Jang)/APTA 2018 video (3min)
- d. Closing Remarks: APTA
- e. Awarding of Papers
- f. APTA Founder's Award
- g. Appreciation Plaque to University of Philippines
- h. Volunteer Appreciation Certificate
- i. Announcement of APTA 2019
- j. APTA Flag Handing Over Ceremony
- k. Video presentation
- l. Remarks: DOT
- m. Toast by DOT
- n. Appreciation Plaque to DOT
- o. Dinner Entertainment (Preferably Live Band)
- p. Housekeeping announcement (Marine Activities)
- q. End of Program

5. Provision of Opening Performer (Such as Filipino Fold Dance with a Barrio Fiesta Theme) during the APTA General Assembly on the morning of 05 July 2018.

6. Provision of a Production Management Team.

7. Source and contract the services of preferred artists and other performers (singers, dancers, musician, etc.) as approved by DOT and negotiate the most reasonable rates.

8. Arrange for and shoulder their team and their performing artists' traveling expenses (air fare, land transfers, accommodation, meals-offsite), logistical expenses (shipment, rentals, etc.) and all necessary permits (for DOLE, LGU) needed for the implementation of the program.

9. Prepare the script and detailed program scenario based on the over-all concept as approved by DOT.

10. Printing and production of invitation, menu cards, table place cards, VIP place cards and gift tags. Quantity of

materials to be produced for printing to be advised by DOT.

11. Provision of themed dinner tokens/giveaways (With a particular relation to Cebu as the destination) to the reception guests, in close coordination and approval from DOT.

- At least two dinner token options with proposed gift tag and packaging to be included in the bid proposal.

12. Photo and Video Documentation with same day edit for the event.

Other Requirements:

1. Must be Filipino-owned, operated and legally registered Production House entity under Philippine laws or a government agency mandated to promote Philippine arts and culture, preferably based in Cebu;

2. Must have relevant experience in organizing large-scale events and/or world-class entertainment productions featuring Filipino artists and talents, preferably must have an experience in hosting international 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 the bidder's proposal to include the following:

- Proposed entertainment program concept
- Proposed artist / performers
- Proposed overall venue set up and stage design
- Proposed token / giveaway

Budget: PHP 999,990.00 (Inclusive of Tax)

Payment: Government Procedure

Contact Person:

Jem Micaiah M. Turla (Ms.)

Tel. No. (632) 459-5200 to 30 local 514 or 506

Fax No. (632) 890-0544

Email: jmturla.work@gmail.com | pdot.pfcd@gmail.com

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.

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & Company Name in a sealed envelope, addressed to Ms. Maria Alma Almazan at DOT Bldg., 4th Floor, 351 Sen. Gil Puyat Avenue, Makati City

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1. Current Mayor's/Business Permit/BIR Certification of Registration (Individual) (In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the Official Receipt (renewal) shall be accepted.
2. Philgeps Registration Number or Certificate of Platinum Membership in lieu of Mayor's Permit and Philgeps Registration Number
3. Latest Income/Business Tax Return (For ABCs above Php500K)
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Deadline for the submission of Bid: July 02, 2018 10:00 am

Created by Maria Alma O Almazan

Date Created 27/06/2018

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