



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5207775
Procuring Entity DEPARTMENT OF TOURISM
Title Performers (Route Asia 2018)
Area of Delivery Metro Manila

Solicitation Number:	2018-03-0073	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	0
Category:	Events Management	Date Published	08-Mar-2018
Approved Budget for the Contract:	PHP 467,850.00	Last Updated / Time	08-Mar-2018 00:00 AM
Delivery Period:	4 Day/s	Closing Date / Time	12-Mar-2018 17:00 PM
Client Agency:			
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		

Description

TERMS OF REFERENCE

PROJECT TITLE: ENTERTAINMENT PACKAGE FOR ROUTES ASIA 2018
 March 18-20, 2018 at Brisbane, Australia

I. PURPOSE/OBJECTIVES:

The Philippine Department of Tourism requires the services of a company engaged in the business of performing (singing and dancing) for travel fairs, route events and conference.

The performers aim to attain the following objectives:

- A. Generate positive "name recall" of the Philippines;
- B. Create curiosity on the country's "It's More Fun in the Philippines" brand;
- C. Attract and encourage aviation-tourism stakeholders to visit the Philippine booth;

II. BACKGROUND:

Recognizing the important role of Route Development in increasing tourism demand through the generation of new

air services, the Philippine Department of Tourism (DOT) will be participating in Routes Asia 2018. Routes Asia forms the essential event for all aviation based companies who wish to conduct business to, from and within the region. Bringing together a range of airlines, airports and tourism authorities, including some of the largest carriers from the whole Asian region, this event offers your organization the opportunity to meet with some of the most influential aviation professionals from across the world.

The Exhibition is participated in mostly by airports, airlines, tourism offices and aviation suppliers which aim to network with relevant partners in helping to develop and promote air access.

III. SPECIFICATIONS:

1. Requirements: Provision of live musical performances featuring cultural music by 1 singer, 8 dancers (including choreographer/director)
2. Date/Venue: March 20, 2018 at Brisbane Convention Center
3. Time: 1000H at the Philippine booth and 1300H at the handover ceremony

IV. ENTERTAINMENT PACKAGE INCLUSIONS:

The financial proposal of the performers should cover the following expenditures:

1. Professional fees of the team/crew
2. Pre-production preparation
3. Overall musical direction
4. Production management and on-site supervision and technical support
5. Continuity script and intro spiels
6. Rehearsals, studio rental costs, production meeting costs
7. Costume and musical materials
8. Travel insurance
9. Valid passports
10. Administrative costs
11. Visa processing
12. Miscellaneous expenses

V. DOT SHALL PROVIDE THE FF:

1. Roundtrip International Airfare (Manila-Brisbane-Manila)
2. Land transportation to and from airport, hotel and official venue in Brisbane
3. Accommodation for 2 nights in Brisbane based on twin/triple sharing
4. Technical requirements at the venue

VI. TECHNICAL ELIGIBILITY REQUIREMENTS

1. Must be Filipino owned, operated and legally registered Production Company under Philippine laws
2. Must be registered with the Philippine Government Electronic Procurement System (PHILGEPS);
3. Must do send-bill arrangement
4. The production company must have minimum 3 years' experience in packaging entertainment programs for large scale events and world-class entertainment productions featuring Filipino artists and talents;
5. Must demonstrably have a good reputation in the field of corporate launches/events;

VII. TECHNICAL ELIGIBILITY DOCUMENTS

1. Company profile
2. PhilGeps registration
3. Registration certificate from Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) business name
4. Valid and current Mayor's permit/municipal license
5. List of large-scale local/international events participated in the past

VIII. BUDGET

Total Budget allocation is Php467,850.00 (Four Hundred Sixty Seven Thousand Eight Hundred and Fifty Pesos only) inclusive of taxes, covering the talent fee and production cost, visa fee, travel insurance and allowance per day. Financial proposal should allow for modifications in the repertoire according to the needs and requirements of the end user.

The winning bid however shall be determined based on the concept and financial package cost, provided that the amount of bid does not exceed the above total budget

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IX. PROJECT OFFICER

Mr. Erwin F. Balane / Ms. Soleil P. Tropicales

Department of Tourism
351 Sen. Gil Puyat Avenue, Makati City
Email Address: efbalane@gmail.com /stropicales@icloud.com Tel. No.: (02) 459 5200 loc. 517 / 520

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. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Deadline for the submission of quotation: March 12, 2018 5:00 pm

Created by Maria Alma O Almazan
Date Created 07-Mar-2018

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