



PhilGEPS
Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

[Help](#)

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5087382
Procuring Entity DEPARTMENT OF TOURISM
Title Launch of the Philippine MICE Industry Roadmap
Area of Delivery Metro Manila

Solicitation Number:	2017-12-0444	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	1
Category:	Events Management	Date Published	30-Dec-2017
Approved Budget for the Contract:	PHP 916,000.00	Last Updated / Time	30-Dec-2017 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	04-Jan-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 almaalmazan@yahoo.com.ph		

Description

TERMS OF REFERENCE
MICE Roadmap Launch Venue

Background

Under the Philippine Development Plan 2011 -2016, the government is tasked to formulate a comprehensive national industrial strategy that shall identify opportunities, coordinate and promote growth by forward and backward linkages in priority areas and high-potential growth sectors, and prepare other industries to attract investments and generate jobs.

Meetings, Incentives, Conventions and Exhibitions (MICE) is a tourism sector that provide a significant contribution to economic growth through revenue generation (tourism receipts) and job creation. A roadmap for the Philippine MICE Industry aims to give direction to the industry by positioning the country as a top MICE destination in the ASEAN and the global market.

The development of the Philippine MICE Industry Roadmap is a project initiated by the Philippine Association of Convention/ Exhibition Organizers and Suppliers Inc. (PACEOS) with the assistance of the Department of Tourism (DOT) and the Department of Trade and Industry-Board of Investments (DTI-BOI).

The roadmap is part of the action plan identified in the National Tourism Development Plan and being one of the priority tourism products.

After series of focus group discussions, the MICE Roadmap was finally presented to the stakeholders from different fields such as the trade and tourism industries, national government agencies and mass media during the Trade and Industry Development (TID) Updates of the DTI-BOI held on November 2017.

Following this, the project team has agreed to launch the roadmap on 18 January 2018.

The project team has divided responsibilities for the launch with DOT being in charged of hosting the cocktails, invitation of the stakeholders and printing of the MICE roadmap.

In this regard, the Department is in need of DOT Accredited Hotel located in Metro Manila to serve as a venue for the MICE Roadmap Launch and a Production House for the printing of the roadmap and technical requirements during the launch.

Lot 1: Venue

1. Must be a DOT Accredited Hotel located in Metro Manila;
2. Must be able to provide a venue which may accommodate 150 – 200 pax on 18 January 2018;
3. Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.);
4. Must be able to provide uniformed and well-trained banquet service personnel during banquets;
5. Must waive corkage fee for items which will be sourced from DOT and from event sponsor/s;
6. Must coordinate with the winning production house for the dinner program.

Approved Budget for Contract:

Php1,800.00 x 150 pax = Php270,000.00
(inclusive of all applicable charges and tax)

Lot 2: Production House

Eligibility Requirements

1. Must be a Philippine company, duly registered with appropriate government agency, capable to provide conference planning, execution, management and monitoring.
2. Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS).

Scope of Work

1. Plan, design, organize and coordinate the Launch with the project team including but not limited to the following tasks:
 - a. Branding of the event (registration signage and stage design);
 - b. Provision of the following requirements at the venue:

- Sound System
- 2 sets LED Screen (9 ft H x 12 ft W)
- 5 Units of Wireless Microphones
- 4 Units of Floor Microphones
- Backdrop
- Live feed

- c. Submit a written report, photo and video documentation of the launch within 30 days after the completion.
 - d. Energy cost or generator set for the equipments and technical requirements.
 - e. Others as may be determined by the DOT
2. Printing of the roadmap and its executive summary.

Approved Budget for Contract:

Php646,000.00
(inclusive of all applicable charges and tax)

Payment Procedure: Government Procedure

Contact Person

Ms. Rochelle Ann Eneria
Policy Formulation and International Cooperation Division
459-5200 to 30 local 514
pdot.pfcd@gmail.com | rochelleanncatamora@gmail.com

Partial bids are allowed. All goods are grouped in lots. Bidders shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into

sub-lots for the purpose of bidding, evaluation, and contract award.

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)
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 quotation: January 4, 2018 5:00 pm

Created by Maria Alma O Almazan

Date Created 29-Dec-2017

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

© 2004-2018 DBM Procurement Service. All rights reserved.

[Help](#) | [Contact Us](#) | [Sitemap](#)