



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5505333
Procuring Entity DEPARTMENT OF TOURISM
Title Events Management (Anilao Underwater Shootout 2018)
Area of Delivery Batangas

Solicitation Number:	2018-07-0179	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	21/07/2018
Approved Budget for the Contract:	PHP 500,000.00	Last Updated / Time	21/07/2018 00:00 AM
Delivery Period:	2 Day/s	Closing Date / Time	25/07/2018 10:00 AM
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

A. BIDDER: Events Management Company

B. PROJECT TITLE: Anilao Underwater Shootout 2018 (Entertainment Component)

C. BACKGROUND

1. Date/ period covered: November 27 and December 1, 2018

2. Destination: Anilao, Mabini, Batangas

3. Description/Rationale:

The Anilao UW Shootout 2018 will be a five-day event from November 27 to December 1, 2018 with the following components:

Registration and Welcome Cocktail Reception

Three-day Shootout Competition and Fun Dives

Judges Workshops and Presentations

Mini Press Conference

Closing/Awarding Ceremony

Target participants: 200 (minimum) foreign and local UVV photographers

Partnership with DOT and/or PCSSD accredited Anilao resorts to come up with attractive 5D/4N dive packages r31,500/US\$630) for event participants.

Five (5) world-renowned UW photographers shall be tapped as judges for the competition, i.e., Laurent Ballesta, Ellen

Cuylaerts, Indra Swan, Alan Lo, and Gusto Tuason

The team has developed the Anilao UW Shootout as a tourism product which can be turned over to other Philippines dive destinations.

This year's shootout will pave the way for the promotion of the Philippine Underwater Shootout in Dauin, where we will introduce competition classes and categories specific to the destination such as wide angle or pelagic.

D. OBJECTIVES

1. To showcase the country as an excellent destination for UW macro photographers and entice them to engage their hobby in the Philippines;
2. To sustain the gains achieved in the 2017 Anilao Competition and ensure market penetration of the global UW photographers market segment;
3. To reinforce the standing of the Philippines as Asia's premier UW Photography Destination through the multimedia platforms of invited world-renowned UW photographers, judges, and international participants; and
4. To lead in the implementation of responsible competition mechanics for underwater photo competitions worldwide

E. MINIMUM REQUIREMENTS

1. Must be a Philippine company capable of providing the following services:
 - a. Special events conceptualization and management
 - b. Logistical requirements
2. Must have extensive experience and expertise in planning, implementing, and managing major events in Philippine Government;
3. Preferably with Experience in handling Dept. of Tourism or Tourism Promotions Board Events;
4. Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);
5. Must be willing to provide services on send — bill arrangement;
6. Must shoulder meals and accommodation expenses of production staff and crew for the duration of the event;
7. Must shoulder transportation/vehicle for the production staff, crew and equipment for the duration of the event;
8. Must submit a detailed concept plan upon bidding;
9. Quality of proposal, based on creativity, uniqueness and comprehensiveness, is subject to the end user's comments and approval;
10. Quality and Experience of Personnel to be deployed to the project, notably:
 - a. Overall Event Director
 - b. Assistant Overall and Logistics Director
 - c. Creative Director/Supervisor
 - d. Technical Head who will lead the B2B Meetings

F. SCOPE OF WORK

I. Registration and Welcome Cocktail Reception

A laidback cocktail reception complete with finger food, drinks, and music will be organized for the participants and VIP judges, and selected media representatives.

Date: November 27, 2018 (Tuesday)

Target Number of Participants: 100-150 pax Venue: Anilao, Mabini, Batangas (Resort — TBA)

1. Conceptualize and manage the program flow, set-up and staging requirements, and other event highlights;
2. Handle venue and supplier coordination, as follows:
Facilitate ingress to egress and other physical requirements,
Provide technical requirements as sound system, stage lay-out artist, and lighting facilities,
Coordinate logistical arrangements of the production,

3. Conceptualize and execute a Welcome Cocktail Reception program on the following:

Develop a program that will allow for the DOT Official/s to provide a speech

Provide emcee/host just for introducing performers, VIP guests and mentioning sponsors

Provide live band or artist to perform throughout the night (for a minimum of 2 hours).

II. Closing Ceremony and Awards Night

This will be organized for the participants, VIP judges, government officials, and selected media representatives showcasing the Filipino brand of hospitality and revelry.

Date: December 1, 2018

Target Number of Participants: 200 pax

Venue: Anilao, Mabini, Batangas (Resort — TBA)

1. Conceptualize and manage the program flow, set up and stage requirements, and other event highlights;
2. Handle venue and supplier coordination, as follows:
Facilitate ingress to egress and other physical requirements,
Provide technical requirements as sound system, stage lay-out artist, and lighting facilities,
Coordinate logistical arrangements of the production,
Coordinate with local government unit on VIP requirements and other performances
3. Conceptualize and execute an Awarding Night and Closing Dinner program on the following:
Develop a program that will allow for the DOT Official's to deliver a brief talk and welcome guests
Provide emcee/host (preferably someone who is a part of the scuba diving community)
Provide two (2) production numbers incorporating a Philippine underwater and/or cultural theme
Provide live band or DJ to perform for a minimum of 45 minutes
Provide assistance in collating awards and handing out the prizes.

G. BUDGET

The total working budget is Php 500,000 and should cover all requirements enumerated above,

In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total

amount in the invoice.

H. PROJECT OFFICER/ CONTACT PERSON Jam Concel (OPMD-Dive)

Tel # 459-5200 loc. 520

Mobile: 09064136642

conceljamille@gmaii.com

phdiveteam@gmail.com

NOTE: The winning bid however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of 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: On or before July 25, 2018 10:00 am

Created by Maria Alma O Almazan

Date Created 20/07/2018

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