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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5021009  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Events Management (Appreciation Luncheon for the Tourism Private Sector)  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2017-12-0409	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods - General Support Services	<b>Document Request List</b>	4
<b>Category:</b>	Events Management	<b>Date Published</b>	03-Dec-2017
<b>Approved Budget for the Contract:</b>	PHP 950,000.00	<b>Last Updated / Time</b>	03-Dec-2017 00:00 AM
<b>Delivery Period:</b>	1 Day/s	<b>Closing Date / Time</b>	06-Dec-2017 17:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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

Appreciation Luncheon for the Tourism Private Sector  
And Media Night  
13 December 2017 | Manila, Philippines

#### TERMS OF REFERENCE FOR TECHNICAL REQUIREMENTS

##### A. BACKGROUND

Pursuant to Sections 2 and 3 of Republic Act (R.A.) No. 9593 of the Tourism Act, the Department of Tourism (DOT) is mandated to engage the private sector participation in the development, implementation, and monitoring of tourism plans, policies and programs with the end view of increasing the industry's competitiveness, enhancing the continued viability of tourism enterprises, and safeguarding the interest of tourists. With the National Tourism Development Plan (NTDP) for 2016 - 2022 adopted by the Cabinet and the President last April 2017, and the continued rise in volume and revenues for international and domestic visitors, expansion of investments, and creation of job and livelihood opportunities during the year, it is but appropriate that the DOT should acknowledge and appreciate the role that the private sector has contributed towards the sustained growth in the industry. Likewise, a dinner for the members of the Media will take place in recognition for their contribution in promoting Philippine tourism and disseminating

information with regard to the updates on the industry.

Within this premise, the DOT as the host agency seeks the assistance of a Conference Management Company to provide the necessary technical requirements for the successful organization of the Appreciation Luncheon for the Tourism Private Sector and the Media Night.

#### B. ELIGIBILITY REQUIREMENTS

1. Must have experience in organizing medium to large scale events.
2. Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS).

#### C. SCOPE OF WORK

1. Plan, design, organize, and manage the Appreciation Luncheon for the Tourism Private Sector in close coordination with the Department of Tourism;
2. Provide the necessary fixture and equipment needed for the Appreciation Luncheon appropriate for 1,000 pax and the Media Night appropriate for 150 pax to be held at the Marriott Grand Ballroom (MGB), to wit:
  - 2.1 Outboard Gear for Audio System
    - 2.1.1 Boom Mic Stand, Lapel Microphones, Podium Microphones, Mic Cables, Speaker Cables and appropriate Extension Chords
    - 2.1.2 Speaker System
      - 2.1.2.1 3-way Line Array Speakers, Stage Monitors, Lot Speaker Cables
    - 2.1.3 Lighting System
      - 2.1.3.1 Beam-Spot-Wash, Jolly Wash Spot, Bumble Bee/Viper, LED Dream Bar, Molefaye for Audience Lights, Haze Machine, LED Upright Smoke, Signal Cables/Power Cord
    - 2.1.4 Video System
      - 2.1.4.1 9" x 12" P6 LED Wall with appropriate LED Processor and LED Platform, Laptop for Configuration
    - 2.1.5 Camera System
      - 2.1.5.1 Full HD Camera System, Camera Switcher, and Lot Accessories
    - 2.1.6 Power System
      - 2.1.6.1 2 Units of 150 KVA Generator System with Fuel
    - 2.1.7 Special Effects
      - 2.1.7.1 Balloon Drop, LED Smoke, Confetti Blowers, Low-lying Fog, Bubble Machine
    - 2.1.8 Production System
      - 2.1.8.1 Must be composed of an Over-all Event Manager, Program Director, Stage Manager, Audio Technician, Technical Director, Lighting Designer, and others as may be determined by the winning Events Management
  3. Provide the necessary Team that will man and operate the listed equipment under bullet number 2;
  4. Submit a video documentation of the event; and
  5. Others as may be determined by the DOT.

#### D. APPROVED BUDGET OF CONTRACT

The bid price ceiling is Php 950,000.00 inclusive of all applicable taxes. The said amount shall be charged against the Technical Requirements and Entertainment as stated in the Approved Budget of Contract.

#### E. TERMS OF PAYMENT

- Government Procedure

#### F. CONTACT PERSON

- Christian Ray Lingat / Noubert Emmanuel Oliveros  
890-0544 / 459-5200 loc. 615  
cplingat@gmail.com / emmanoliveros.tourism@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)
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: December 6, 2017 5:00 pm.

**Created by** Maria Alma O Almazan  
**Date Created** 02-Dec-2017

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