



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6872178
Procuring Entity DEPARTMENT OF TOURISM
Title ASEAN Tourism Standards Awards Night
Area of Delivery Metro Manila

Solicitation Number: 2020-02-0025	Status	Pending
Trade Agreement: Implementing Rules and Regulations	Associated Components	3
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods	Document Request List	0
Category: Events Management	Date Published	19/02/2020
Approved Budget for the Contract: PHP 945,000.00	Last Updated / Time	18/02/2020 14:58 PM
Delivery Period: 1 Day/s	Closing Date / Time	24/02/2020 10:00 AM
Client Agency:		
Contact Person: John Paulo Samonte Francisco Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 psfrancisco.logistics@yahoo.com		

Description

TECHNICAL SPECIFICATION
(Event Organizer)

PROJECT: ASEAN TOURISM STANDARDS AWARDS NIGHT

BACKGROUND:

A. Target Participants: Industry Stakeholders, Tourism Associations, Partner Agencies, Local Government Units
 ASEAN Country Member Ambassadors
 DOT Officials and Regional Directors
 OTSR Staff & Accreditation Officers

B. No. of Participants: 200 pax
 C. Date: March 13, 2020
 D. Time: 3:30 PM – 9:00 PM

OBJECTIVES:

- To recognize and boost the morale of tourism service providers who are keen in the implementation of ASEAN Tourism Standards in their operations
- To motivate other stakeholders to strive for excellence
- To encourage tourism establishments to improve their services and be accredited with the Department of Tourism
- To strengthen partnership with industry stakeholders

Minimum Requirements for Bidders

- Must be an event organizer firm for at least 4 years
- Must have experience in handling big tourism events, e.g. ceremonies, awarding, summit, conferences or travel fairs, etc
- Must have handled DOT events for the past three (3) years

- Must be willing to provide services on a send bill arrangement

Scope of Work

a. Event Concept, Guide and Details

- Creative concept and design of the venue, stage and registration for the Awarding Ceremony
- Creative concept and design for event styling and collaterals in the execution of the event
- Meet with the DOT Secretariat Team for the preparation, requirements and discussion of program flow, activities and other requirements
- Coordinate with the winning bidder for the event venue including processing of necessary permits for the setup and dismantling of venue styling and technical needs
- Conduct briefing for all staff involved before the event proper
- Oversee overall flow of the event from pre-event to onsite support

b. Collateral/Creative Design of the Collaterals

- Invitation design
- Stage Backdrop/Standee Tarpaulins, Hashtag Standee, Registration counters and other displays
- Opening AVPs (Invocation, National Anthem, Intermission AVPs)
- Programme Printing and Digitization (Barcode Scanning)
- Welcome Arc, Registration Backdrop, Photo wall backdrop
- All designs and setup must be made of sustainable materials to ensure consistency with the Department's commitment to advocate sustainable tourism

c. Talents

- Emcee/host
- Voice over/talent

d. Entertainment

- Performers/Entertainment showcasing Filipino talents for the opening, intermission and dinner
- Danceable music for the fellowship

e. Technical Requirements

- Video LED Wall for Video Playback and presentations, complete with switcher, playback laptop, technician and cables
- Fabrication, installation and assembly of LED wall backdrop framing
- Teleprompter for video monitor with presenter clicker
- Sound system for 200 pax
 - Professional speaker system
 - Complete signal and power cables
 - Speaker stands
 - Subwoofer
 - Digital audio mixer
 - Laptop for audio playback
 - Sound Engineer
 - Two (2) wireless microphones
 - Two (2) wired microphones
 - Technical Rider for Performers

f. Lighting System

- Stage lighting with frontals
- Follow spot
- Mood lightings
- Stage backdrop lighting
- Photo wall uplights
- Registration backdrop lighting
- Welcome arc lighting

g. Event Styling

- Fabrication, installation and dismantling of the following:
 - Welcome Arc with graphics
 - Registration backdrop with graphics
 - Photo wall backdrop with graphics
- Onsite styling and arrangement

h. Multi-way wireless communication headset

- Five (5) multi-way wireless communication headsets for the Secretariat

i. Certificates of Attendance

- 200 pcs, Certificates of Attendance (layout of the proposed certificates to be presented and approved by DOT prior to production)

j. Filipiniana Attire

- 15 pcs. Filipiniana attire for the Technical Working Group (design to be approved by the DOT)

k. Execution and On the Day Coordination and Facilitation (March 13, 2020)

- Ingress and Egress Management
- Venue Physical Set-up
- Program Directing /Management and Script Writing
- Provision of technical staff and event management staff to coordinate with DOT and Venue
- Photo and Video Documentation of the event

l. Event Management Staff

- Project Manager (1)
- Program Director (1)
- Stage Manager and Stage assistants
- Technical Staff (Sound Engineer, Lighting Designer, Visual Playback, Spinner)
- Emcees/Voice Over (1)
- Script Writer (1)
- Utility Runner (2)
- Registration Staff (4, to assist DOT Secretariat team)

m. Post Event Documentation

- Same-day Edit of Event Photos and Videos to be presented at the LED Wall
- Photo Video Copy (both raw and final files) in USB and/or CD to be submitted to DOT not more than 1 week after the event
- Post Event Report to be submitted to DOT not more than 1 week after the event

n. Logistics

- Communications
- Transportation
- Staff meals
- Meeting expenses
- Supplies and Materials
- Delivery, ingress and egress manpower

o. Plaques

- Four (4) Hall of Fame plaques

Note: Tentative event date is March 13, 2020, final date is subject to the availability of the DOT Officials.

BUDGET ESTIMATE

Nine Hundred Forty Five Thousand Pesos only
(P 945,000.00)

*The winning bid however, 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.

Terms of payment : Government Procedure (Send- bill Arrangement)

Contact Persons : Ms. Marissa C. Claustro/ Ms. Sharlemagne Valdez
459-5200 loc. 224
otsr.standards@gmail.com/mariz.claustro@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 & your Company Name in a SEALED ENVELOPE, addressed to Mr. John Paulo S. Francisco at DOT Bldg., 4th Floor, Procurement Management Division, 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
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: on or before February 24, 2020 at 10:00 am

Created by John Paulo Samonte Francisco

Date Created 18/02/2020

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