



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6417881
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement for the Philippine Tourism Website Media Launch
Area of Delivery Metro Manila

Solicitation Number: 2019-08-0193	Status	Active
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	1
Category: Events Management	Date Published	25/08/2019
Approved Budget for the Contract: PHP 1,000,000.00	Last Updated / Time	25/08/2019 00:00 AM
Delivery Period:	Closing Date / Time	28/08/2019 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

TERMS OF REFERENCE EVENTS AGENCY

I. Project Title
Product and Media Launch - Philippine Tourism Website

II. Objectives

In many countries of the world tourism is regarded as one of the most rapidly growing sectors of services. Relying on the analysis of the World Tourism Organization – in 83% of countries, tourism is among the five sectors providing income and in 38% of countries, it is the major source of foreign currency.

In this given age, information technologies are innovations which have operated upon the great changes in tourism sector and contributed to competitiveness in tourism services. These technologies opened widely the doors for all tourism sector giving them opportunities to present themselves on the Internet, offer their products and services, improve their activities, unite and increase the efficiency of business, and communicate in a more constructive manner with all concerned subjects, including governmental institutions and potential clients.

This year, the department aims to launch a more accessible and dynamic tourism website in which the primary mission is to cohesively and meticulously showcase every destination, activity, and product the Philippines has to offer in a picturesque well-thought-out platform.

III. Scope of Work, Deliverables and Budget Allocation

1. The Approved Budget of Contract (ABC) for the project is One Million Philippine Pesos (Php 1,000,000.00) inclusive of all applicable taxes, commissions, bank charges, and other fees as may be incurred in the process;
2. The budget is inclusive of all edit-downs/resizing, printing fees, costs for photography and/or stock photos, computer graphics, talent and soundtrack fees, and all agency service fees in no case shall exceed 12% of the production fees;
3. The breakdown of the production budget, including the number of the materials, may be modified upon

recommendation of the winning agency.

Scope of Work Deliverables

The Agency is expected to provide a full event planning, design, and production management;

- Coordination with DOT events committee for details and requirements;
- Execution and operation of all technical equipment;
- Arrangement/Coordination of program activities from ingress, actual program to egress;
- Documentation;
- And production of collateral and designs. Date: September 17, 2019*

Venue: Intramuros

No. of attendees: 100

Requests:

Thematic Venue

- Registration
- 3D Photobooth
 - o With Roaming Photobooth
- Stage Design
 - o 2 Sets of LED
 - o Platform
 - o Tech booth
- o Complete audio system and playback
- o Complete lighting system and effects
- Table Arrangement

Talents

- Host
- Band
- Thematic Performer

Others

- Generator Set
- Event organizers/manpower
- Program Flow
- Give Away

Subject to change depending on the agency's recommendation and alignment with client.

IV. Minimum Required Personnel

Required Personnel

1. Project Manager
2. Senior Planner/ Event Supervisor
3. Event Director
4. Stage Manager
5. Runner
6. Registration Team
7. Photographer
8. Event spinner
9. FA Artist
10. Creative Director

Note: Bidders may recommend additional personnel deemed fit for the Team

V. Contact

Floyd Esguerra

+63 2 459 5200 loc. 302

floydesguerra@tourism.gov.ph

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 August 28, 2019 at 10:00 am

Created by John Paulo Samonte Francisco
Date Created 24/08/2019

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.