



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6449828  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** National Consultation in Developing the Local Tourism Code Manual and Module  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 2019-09-209	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	3
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b> Goods	<b>Document Request List</b>	0
<b>Category:</b> Events Management	<b>Date Published</b>	07/09/2019
<b>Approved Budget for the Contract:</b> PHP 400,000.00	<b>Last Updated / Time</b>	07/09/2019 00:00 AM
<b>Delivery Period:</b> 1 Day/s	<b>Closing Date / Time</b>	10/09/2019 10:00 AM
<b>Client Agency:</b>		
<b>Contact Person:</b> 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 Management / Conference Integrator  
 National Consultation in Developing the Local Tourism Code Manual and Module  
 20 September 2019 I Manila, Philippines

#### I. Background

The Department of Tourism (DOT) is one of the pilot agencies implementing the Regulatory Impact Assessment (RIA) program in the country. The program aims to institutionalize RIA to create a business-friendly environment where regulations are transparent, consistent and unnecessary rules are removed.

The DOT has undertaken RIA orientation-workshops in several LGUs nationwide. In the course of consultations, the LGUs and particularly its stakeholders frequently cited the need to develop a transparent Local Tourism Code that will guide tourism stakeholders in the conduct of their business and professions.

Currently, there is no manual in preparing tourism code. This leads for several LGUs to copy tourism codes of other jurisdictions in which some provisions are not relevant and responsive to the needs of stakeholders. In addition, international, regional and national policies and standards related to tourism development and promotions were not incorporated in a typical local tourism code. Moreover, a participatory approach in the code formulation was seldom observed.

The project aims to develop a manual on the preparation of a Local Tourism Code. This will help LGUs in formulating respective tourism code consistent with RIA process and align with international, regional, and, national policies. The project also seeks to develop mentoring modules to capacitate DOT and LGUs.

#### II. ITEMS / SERVICES

A. Physical / Technical Requirements– 20 August 2019

#### Function Room

- Conference Lights and Sound System
- Control system with display switcher
- 16 feet x 12 feet stage/riser setup
- 2 units Hi-specs Laptop (at least Intel i5 5th Generation, 4gb RAM or equivalent)
- 1 large LED Wall (approximately 6 x 3 modules)
- 2 units LED TV (52 inches) for front-facing duplicate screen and time keeping
- 8 Wireless Microphones
- Wireless Presenter / Clicker with brand new battery and spares
- Extension Power Cords
- 1 pc. 30" x 20" Event Poster Board for Rostrum
- HD Video Recording at least 1080p (stationary) linked to the display/s

#### Foyer Area / Registration Area

- 1 pc. 50" x 40" Event Poster Board with easel stand – to show speakers and moderators
- 2 units laptop and 1 unit colored printer

#### B. Event Host

- Voice-Over Talent – includes the drafting of VO's script for approval of the end-user

#### C. Performers

- Opening Performer – choices can be instrumentalists, choir, or sing and dance performer for approval of the end-user. (eg. Malabon Band 4, Mandaluyong Children's Choir, Quartet Manila, etc.).

#### D. Supplies

- 100 pcs. "Maging Responsableng Manlalakbay" notebooks with pen.
- 100 pcs. Personalized Tumbler or local product as Token
- 100 pcs. Specialty Paper for printing of Certificates

#### F. Others

- Lay-out and Design of Conference Theme, Programme, and Certificates
- Moderator and document team who will facilitate the entire program and workshop.

Note: All energy and service charges beyond what is provided by the venue is to be covered by the PCO. The meals and service fees of all contracted personnel in the installation, setup and provision of necessary services as indicated within this TOR is to be covered by the PCO.

III. TOTAL AMOUNT FOR THE PROJECT: Php 400,000.00

#### IV. OTHER REQUIREMENTS:

1. Must be Filipino-owned, operated and legally registered professional conference organizer / production house / events management entity.
2. Must have 4 years experience in organizing international events in the Philippines. Bidder to submit company profile and events previously handled.
3. To ensure the proper execution of the conference, the DOT requires the submission of a breakdown of the bidder's proposal and listing for the production management team as well as list of proposed artists to ensure compliance with the requirements.

#### V. PAYMENT: Government Procedure

#### VI. CONTACT DETAILS:

Ms. Mylene D. Talana  
Policy Formulation and International Cooperation Division  
Contact No.: 0966-614-3948 | 459-5200 to 30 local 514  
Email Address: pdot.pficd@gmail.com | mdtalana@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 September 10, 2019 at 10:00 am

**Created by** John Paulo Samonte Francisco

**Date Created** 06/09/2019

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