



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6094381  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** PROCUREMENT OF EVENT MANAGEMENT COMPANY IN MIDDLE EAST  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 2019-03-0041 <b>Trade Agreement:</b> Implementing Rules and Regulations <b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9) <b>Classification:</b> Goods - General Support Services <b>Category:</b> Events Management <b>Approved Budget for the Contract:</b> PHP 448,086.00 <b>Delivery Period:</b> 9 Day/s <b>Client Agency:</b> <hr/> <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	<b>Status</b>	<b>Pending</b>
	<b>Associated Components</b>	1
	<b>Bid Supplements</b>	0
	<b>Document Request List</b>	0
	<b>Date Published</b>	15/03/2019
	<b>Last Updated / Time</b>	14/03/2019 11:55 AM
	<b>Closing Date / Time</b>	19/03/2019 17:00 PM

#### Description

##### TERMS OF REFERENCE

##### I. BIDDER:

Events Management Company – Project Handling of Business Missions/Product Presentations in Dubai, United Arab Emirates and Muscat, Oman and Arabian Travel Market 2019.

##### II. DATE OF IMPLEMENTATION:

- Business Mission/Product Presentation in Dubai, United Arab Emirates = April 23, 2019
- Business Mission/Product Presentation in Muscat, Oman = April 25, 2019
- Arabian Travel Market = April 28 – May 1, 2019

##### III. OBJECTIVES

- To further raise awareness and understanding of the Philippines as a top-of-mind-destination
- To gather insights on consumer trends and preferences of the Middle East market
- To sustain market presence as well as reinforce the interest of the Middle East market to the Philippines
- To increase Philippine arrivals from the Middle East

##### IV. MINIMUM REQUIREMENTS FOR THE EVENTS MANAGEMENT COMPANY:

Full service of Events Management Company or Public Relations Agency with the capacity to operate in Muscat, Oman and Dubai, United Arab Emirates.

## V. SCOPE OF WORK AND DELIVERABLES:

### A. BUSINESS MISSIONS/PRODUCT PRESENTATIONS IN DUBAI, UNITED ARAB EMIRATES AND MUSCAT, OMAN

Date: April 23 and 25, 2019

Venue: Dubai, United Arab Emirates and Muscat, Oman

1) Coordinate and secure hotel arrangements of venue, food, technical requirements, and photographer for the event.

- Dubai, United Arab Emirates and Muscat, Oman leg

2) Procure souvenirs as suggested or it's equivalent: Water Bottle (100 pieces); Back Pack (100 pieces);

\*Design / final selection will be subject to final approval of the DOT

- Dubai, United Arab Emirates and Muscat, Oman leg

3) Engage with suppliers on the production of marketing materials Destination Brochures

- Manila (100 pieces)

- Cebu/Bohol (100 pieces)

- Palawan (100 pieces)

- Omnibus Primer (100 pieces)

Dubai, United Arab Emirates and Muscat, Oman leg

4) Handle invitations to travel trade partners

Get services: vehicle rental

- Dubai, United Arab Emirates and Muscat, Oman leg

### B. HOSTED DINNER FOR PHILIPPINE CONSULATE IN DUBAI AND OMAN

Date: April 23 and 25, 2019

Venue: Dubai and Oman

Identification and booking of venue; Provision of lunch; Get service of vehicle rental

- Meals for 5 pax for 2 days

C. Provide a comprehensive report on the Product Presentations in Muscat, Oman and Dubai, United Arab Emirates. Turn-over of contacts and business leads generated from the above mention events.

D. Other services that may be required in relation to the implementation of the Product Presentations in Muscat, Oman and Dubai, United Arab Emirates.

## VI. BUDGET

Professional Fee:

OPMD – Middle East is allocating USD 8,500.00 or its Philippine Peso equivalent inclusive of travelling expenses. Proposal will be evaluated based on the best offer and compliance with the requirements stated herein.

## VII. DOCUMENTARY REQUIREMENTS TO BE SUBMITTED BY THE BIDDER

1. Valid Business Permit or its equivalent document in GCC countries;
2. Valid Business Name Registration or its equivalent in GCC countries;
3. Company Profile showing at least 3 years of experience in planning, implementing and managing international tourism events, and handling of Philippine tourism promotions activities;
4. Curriculum Vitae of the assigned Event Manager and Dedicated Staff to assist the Event Manager

\*Other documentary requirements may be provided by the DOT-Bids and Awards Committee.

## VIII. CONTACT PERSON

Project Officer : Mr. Dakila F. Gonzales / Mr. Juanito A. Sayo

Address : Office of Product and Market Development

5F, The New DOT Building

351 Sen. Gil Puyat Avenue, Makati City 1200 Philippines

Contact Number : +63 2 459 5200 local 522

Email Address : dot.middleeastmarket@gmail.com

### Other Information

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.

### REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

1. Current Mayor's / Business Permit/BIR Certificate of Registration (Individual)
2. PhilGEPS Registration Number or Platinum Membership
3. Latest Annual Income or Business Tax Return (for ABC's above Php500,000.00)
4. Duly Notarized Omnibus Sworn Statement (original or certified true copy)

Kindly submit your quotation for the above requirement in a sealed envelope (indicating the solicitation number) enclosed with the required valid documents addressed to Mr. John Paulo Francisco at the Department of Tourism Building, # 351 Sen.Gil Puyat Avenue, Makati City.

**Created by** John Paulo Samonte Francisco

**Date Created** 14/03/2019

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