



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6725630  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** 2019 DOT Year End Celebration  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 2019-12-0356 <b>Trade Agreement:</b> Implementing Rules and Regulations <b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9) <b>Classification:</b> Goods <b>Category:</b> Events Management <b>Approved Budget for the Contract:</b> PHP 995,000.00 <b>Delivery Period:</b> 1 Day/s <b>Client Agency:</b>	<b>Status</b>	Pending
	<b>Associated Components</b>	3
	<b>Bid Supplements</b>	0
	<b>Document Request List</b>	0
	<b>Date Published</b>	05/12/2019
	<b>Last Updated / Time</b>	04/12/2019 08:53 AM
	<b>Closing Date / Time</b>	09/12/2019 10:00 AM
<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

TECHNICAL SPECIFICATIONS  
 EVENTS MANAGEMENT COMPANY

I. Project Title  
 YEAR-END CELEBRATION ON 17 DECEMBER 2019

#### II. Objectives

The 2019 DOT year-end celebration is a great opportunity to showcase the accomplishments of the Department of Tourism for the year 2019. It is also a venue wherein the DOT officials and employees of the Department can meet and mingle with people they do not normally get to interact. Such celebration will also serve as a venue for giving high recognition to our valued loyal employees by receiving the plaque of recognition.

As such, the DOT now seeks to work with experienced events agency that will help design, organize, and execute the 2019 DOT Year-End Celebration.

#### III. Scope of Work, Deliverables, and Budget Allocation

1. The approved Budget of the Contract (ABC) for the Project is Nine Hundred Ninety-Five Thousand Philippine Pesos (PhP995,000.00) inclusive of all applicable taxes, bank charges, and other fees as may be incurred in the process;
2. The budget is inclusive of all edit-downs/resizing, printing fees, cost for photography and/or stock photos, computer graphics, talent and soundtrack 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;
- The manpower/team complement must be able and capable to handle the total target of 1,000 pax I. Requirements
  - Event Management Team
    - o Welcoming committee
    - o Production committee
    - o Technical committee
    - o Program committee
  - Technical Requirements
    - o Backline equipment
    - o LED Wall System
    - o Audio System
    - o Lighting System
    - o Live Feed
  - Artist Booking and Management (Subject to DOT approval)
    - o Host
    - o Comedian
    - o Performers (4)
    - o Dance choreographer
  - Creative Production
    - o Event design
    - o Red carpet photo backdrop
  - Content Design
    - o Artist greetings AVP
    - o LED Visual Design
  - Documentation
    - o Photo Coverage
    - o Video Coverage

II. Total Budget : PhP995,000.00

III. Terms of Payment : Government Procedure

IV. Contact Person : Allan B. Baculi  
Human Resource Division/459-5200 loc. 408

**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.

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 December 09, 2019 at 10:00 am

**Created by** John Paulo Samonte Francisco

**Date Created** 04/12/2019

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