



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6857525
Procuring Entity DEPARTMENT OF TOURISM
Title Events Management Company Based in Indonesia
Area of Delivery

Solicitation Number: 2020-02-0019 Trade Agreement: Implementing Rules and Regulations Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) Classification: Goods Category: Events Management Approved Budget for the Contract: PHP 963,000.00 Delivery Period: Client Agency:	Status	Pending
	Associated Components	3
	Bid Supplements	0
	Document Request List	0
	Date Published	13/02/2020
	Last Updated / Time	12/02/2020 14:00 PM
	Closing Date / Time	17/02/2020 10:00 AM
	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

REQUEST FOR QUOTATION
 Date: 12 February 2020
 RFQ No: 2020 - 02 - 0019
 Name of Individual/Company:
 Address:
 Contact No:
 Email Address:
 TIN:
 PhilGEPS Registration No:

The Department of Tourism – Office of Product and Market Development (OPMD), thru its Bids and Awards Committee (BAC), intends to procure services of an Events Management Company Based in Indonesia through Small Value Procurement (SVP) under Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the procurement project is indicated in the table below:
 Technical Specifications

I. BIDDER: EVENTS MANAGEMENT COMPANY BASED IN INDONESIA

II. DATE OF IMPLEMENTATION: February 19-23, 2020

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 Indonesian market
- To sustain market presence as well as reinforce the interest of the Indonesia market to the Philippines
- To increase the Indonesian arrivals to the Philippines

IV. MINIMUM REQUIREMENTS FOR THE EVENTS MANAGEMENT COMPANY

- Must be a company capable of engaging the services of relevant contractors for the implementation of the event and production of marketing and promotional materials for the event
- Must have at least 3 years of experience in planning, implementing and managing international tourism events
- Must have handled Philippine tourism promotions activities
- Must be based and have the capability to operate in Jakarta, Indonesia
- Must be willing to do advance payment to relevant suppliers within the ceiling/cost parameter set by the DOT per component to be delivered and accept payment on send bill arrangement.

V. QUALIFICATIONS:

The Events Management Company must have the following qualifications for its manpower supplement:

A. Event Manager

1. Bachelor's degree/college graduate. Master degree is an advantage.
2. Proficient in written and spoken in English and Bahasa language.
3. Must have visited Philippine destinations in the last 5 years.

B. Dedicated Staff to assist the Event Manager in the preparation for and execution of the event.

VI. SCOPE OF WORK AND DELIVERABLES

A. HOSTED LUNCH AND B2B SESSION FOR INDONESIA TRAVEL TRADE PARTNERS AND AIRLINES

Date: February 20, 2020

Venue: Jakarta, Indonesia

Identification and booking of venue February 20, 10:00H – 14:00H, exclusive of ingress and egress time
Venue must have space for lunch and B2B meeting with 4 dealing tables, 4 seats per table, and assets for the ones who are waiting.

Provision of snacks and dinner at the same venue Coffee/Tea/Juice and Snacks for 50 pax lunch

Lunch for 50 pax

Procurement of giveaways/souvenirs Silicon water bottle (50)

Shopping Bag (50)

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

Provision of logistical requirements for the event Laptop, projector, projector screen and sound system

B. ASTINDO TRAVEL FAIR

Date: February 21-23, 2020

Venue: Jakarta Convention Center (JCC), Jakarta, Indonesia

Coordination with booth production company Coordination with the organizer for PDOT participation and with the designated booth contractor for booth construction and design.

Payment to the organizer and contractor shall be made directly by PDOT to the respective employees

Procure souvenirs/giveaways/prizes/tokens for the Fair T-shirt with silver foil (150)

Stainless reusable straws (75)

Pen (300)

Powerbank (50)

Filipino finger food (50)

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

Engage with supplier on the production of marketing materials Roll-up banner (6)

Double-sided flyer (500)

Omnibus brochure (600)

Interim brochure (600)

Destination brochure

Metro Manila (600)

Cebu/Bohol (600)

Boracay (600)

VII. BUDGET

Events Management Professional Fee: USD 8,000.00

Provisions for the Components : USD 10, 000.00

Total : USD 18, 000.00

The amount of Eighteen Thousand US Dollars (USD 18, 000.00) or its Philippine Peso Equivalent shall be paid to the winning bid. Budget is to be sourced from 2020 Work and Financial Plan of OPMD – Indonesia. Winning bid should be determined based on the compliance with the qualifications, technical requirements, and the proposal with the most advantageous financial package cost, provided that the amount of bid is within the approved budget allotted for the contract.

VIII. DOCUMENTARY REQUIREMENTS TO BE SUBMITTED BY THE BIDDER

1. Valid business permit or its equivalent document in Indonesia
2. Valid Business Name Registration or its equivalent in Indonesia
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

Eligibility Requirements:

1. Latest Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Latest Income/Business Tax Return for ABC's above PhP500, 000.00
4. Original or Certified True Copy of Notarized Omnibus Sworn Statement for ABC's above PhP50, 000.00

Note:

In case of recently expired Mayor's/Business Permit, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government.
For individuals engaged under Section 53.9 – Small Value Procurement of IRR of R.A 9184 only the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit.

In the case of foreign bidders, the eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines.

After having carefully read and accepted the Terms of Reference (TOR) herein attached, I/we submit our proposal/s for the item as follows:

Services Quantity Total Offered Quotation

Identification and booking of venue

February 20, 10:00H – 14:00H, exclusive of ingress and egress time

Venue must have space for lunch and B2B meeting with 4 dealing tables, 4 seats per table, and assets for the ones who are waiting.

Provision of snacks and dinner at the same venue

Coffee/Tea/Juice and Snacks for 50 pax lunch

Lunch for 50 pax

Procurement of giveaways/souvenirs

Silicon water bottle (50)

Shopping Bag (50)

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

1 Lot

Provision of logistical requirements for the event

Laptop, projector, projector screen and sound system

Coordination with booth production company

Coordination with the organizer for PDOT participation and with the designated booth contractor for booth construction and design.

Payment to the organizer and contractor shall be made directly by PDOT to the respective employees

Procure souvenirs/giveaways/prizes/tokens for the Fair

T-shirt with silver foil (150)

Stainless reusable straws (75)

Pen (300)
Powerbank (50)
Filipino finger food (50)
Design/final selection will be subject to final approval of the DOT.

Engage with supplier on the production of marketing materials

Roll-up banner (6)
Double-sided flyer (500)
Omnibus brochure (600)
Interim brochure (600)
Destination brochure
Metro Manila (600)
Cebu/Bohol (600)
Boracay (600)

TERMS AND CONDITIONS

1. The bidders shall provide correct and accurate information required in this form.
2. The price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
3. The quotations exceeding the Approved Budget for the Contract (ABC) shall be disqualified.
4. The award of contract shall be made to the Lowest Calculated and Responsive Bid (LCRB) in case of Goods and Infrastructure Projects or Highest Rated and Responsive Bid (HRRB) in case of Consulting Services which complies with the minimum technical specification and other terms and conditions stated herein.
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representatives.
6. The services shall be delivered according to the requirements specified in the Technical Specifications.
7. In case of two or more bidders are determined to have submitted the Lowest Calculated and Responsive Bid (LCRB), the DOT-PMD shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with the GPPB Circular 06-2005.
8. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay.
9. Must be willing to provide services on a send-bill arrangement.

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. Failure to comply with any of the mandatory requirements will disqualify your quotations.
4. Failure to follow these instructions will disqualify your entire bid.
5. Kindly submit your eligibility requirements together with your quotations in a SEALED ENVELOPE and indicate the following at the back of it:

RFQ No:

Company Name:

Address to: Mr. John Paulo S. Francisco

Address: DOT Bldg., 4th Floor, Procurement Management Division, 351 Sen. Gil Puyat Avenue, Makati City

6. Deadline for the submission of quotations is on or before February 17, 2020 at 3:00 pm. Late bids shall not be accepted and unsigned quotation will be disqualified.

Note: This template is not mandatory. The bidders can create their own quotation.

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address

Created by John Paulo Samonte Francisco

Date Created 12/02/2020

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