



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5982496  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Events Management Company in Indonesia  
**Area of Delivery**

<b>Solicitation Number:</b> 2019-01-0015	<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>	1
<b>Category:</b> Events Management	<b>Date Published</b>	29/01/2019
<b>Approved Budget for the Contract:</b> PHP 440,000.00	<b>Last Updated / Time</b>	29/01/2019 00:00 AM
<b>Delivery Period:</b>	<b>Closing Date / Time</b>	01/02/2019 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

I. BIDDER : EVENTS MANAGEMENT COMPANY IN INDONESIA

II. DATE OF IMPLEMENTATION: February 21-25, 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 Indonesian market
- To sustain market presence as well as reinforce the interest of the Indonesian market to the Philippines
- To increase the Indonesian arrivals to the Philippines

##### IV. MINIMUM REQUIREMENTS:

A. Must be a company capable of providing the following services:

1. Engage the services of a booth contractor
2. Engage the services of a printing press company
3. Logistical requirements

B. Must have experience and expertise in planning, implementing and managing major events

C. Must have the capability to operate in Jakarta, Indonesia

D. Must have experience dealing with National Tourism Organizations

E. Must have in-depth knowledge of the Philippines

F. Must be willing to do advance payment to relevant suppliers on reimbursement basis.

##### V. QUALIFICATIONS:

The Events Management Company for Indonesia must have the following qualifications and

manpower supplement:

A. Event Manager

1. Bachelor's degree/college graduate. Master's degree is an advantage.
2. Must be of good character and reputation.
3. Citizen or permanent resident or a legal immigrant of Indonesia and must have resided in Indonesia for a minimum of 3 years prior to his/her hiring.
4. Proficient in written and spoken English and Bahasa language.
5. Must have knowledge on the Philippines; having visited Philippine destinations is an advantage.

B. Dedicated staff

1. Bachelor's degree/college graduate; master's degree is an advantage.
2. Must be of good character and reputation.
3. Citizen or permanent resident or a legal immigrant of Indonesia and must have resided in Indonesia for a minimum of 3 years prior to his/her hiring.
4. Proficient in English and Bahasa language.
5. Must have knowledge on the Philippines.

VI. SCOPE OF WORK AND DELIVERABLES:

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

Date: February 21, 2019 (Thursday)  
Target Number of Participants: 40-50 pax  
Venue: Jakarta, Indonesia

B. ASTINDO TRAVEL FAIR EVENT

Date: February 22-24, 2019  
Venue: Jakarta Convention Center (JCC), Jakarta, Indonesia

C. 30TH TIARA TUNGGAL CEMERLANG (TTC) TRAVEL MART

Date: February 25, 2019  
Venue: Redtop Hotel, Jakarta, Indonesia

VII. BUDGET

Professional Fee USD 8,000.00 x PHP55.00 = PHP 440,000.00

Budget is to be sourced from the 2019 Submitted Work Program. Winning bid should be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid is within the approved budget allotted.

VIII. CONTACT PERSON

Project Officer : Ms. Buena Carla F. Zaldivia / Ms. Jeremiah E. Adao

Address : Office of Product and Market Development  
5/F, The New DOT Building  
351 Sen. Gil Puyat Avenue, Makati City  
Brgy. Bel Air, 1200 Makati City  
Contact Number : +63 02 459 5200 local 502 / 524  
Email Address : bfzaldivia.dot@gmail.com / jeadao@tourism.gov.ph

Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.

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 or Certificate of Platinum Membership in lieu of Mayor's Permit and 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 February 1, 2019 at 10:00 am

**Created by** John Paulo Samonte Francisco

**Date Created** 28/01/2019

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