



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5988778
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Events Management Company in Indonesia
Area of Delivery

Solicitation Number: 2019-01-0020	Status	Active
Trade Agreement: Implementing Rules and Regulations	Associated Components	3
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods	Document Request List	1
Category: Events Management	Date Published	31/01/2019
Approved Budget for the Contract: PHP 440,000.00	Last Updated / Time	31/01/2019 00:00 AM
Delivery Period:	Closing Date / Time	04/02/2019 10:00 AM
Client Agency:		
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

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 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 have the capability to operate in Jakarta, Indonesia
- Must be willing to do advance payment to relevant suppliers on reimbursement basis within the ceiling / cost parameter set by the DOT per component to be delivered

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's degree is an advantage.
2. Proficient in written and spoken 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 DINNER AND B2B SESSION FOR INDONESIA TRAVEL TRADE PARTNERS AND AIRLINES

Date: February 21, 2019 (Thursday)

Venue: Jakarta, Indonesia

Identification and booking of venue February 21, 16:00H-20:00H, exclusive of ingress and egress time
Venue must have space for dinner and B2B meeting with 4 dealing tables, 4 seats per table, and seats for the ones who are waiting

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

Dinner for 50 pax

Procurement of giveaways / souvenirs Pocket digital scale (50)

Tote 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 22-24, 2019

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

Coordination with booth production company Booth construction and design

Engage the services of buzzers (social media influencers) and talk show speakers for the Fair from the list to be provided by the DOT 5 social media influencers

2 talk show speakers

Procure souvenirs / giveaways / prizes / tokens for the Fair Foil printed black t-shirt (110)

Leather luggage tag (150)

Silicon water bottle (100)

Stainless reusable straws (50)

Pocket digital scale (20)

"Thank You" tokens for sponsors (3)

"Thank You" tokens for private sector partners (10)

Filipino finger food (900)

Dried Mango packs (150)

Ref Magnet (300)

Ecobag (600)

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

Engage with suppliers on the production of marketing materials Roll-up banner (10)

Double-sided flyer (10,000)

Omnibus brochure (500)

Interim brochures (400)

Destination Brochures

Manila (700)

Cebu/Bohol (700)

Boracay (700)

Palawan (700)

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

Date: February 25, 2019

Venue: Redtop Hotel, Jakarta, Indonesia

Coordinate with organizer to arrange for and reserve the participation of the PDOT Jakarta leg

Engage with suppliers on the production of marketing materials Standing banners (2)

Omnibus brochure (400)

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

VII. BUDGET

Professional Fee USD 8,000.00 (or its Philippine Peso equivalent)

Budget is to be sourced from the 2019 Submitted Work Program. Winning bid should be determined based on the compliance with the qualifications, technical requirement, and the proposal with 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.

VIII. CONTACT PERSON

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

Address : Office of Product and Market Development

5F, 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

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)/ its equivalent document (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 (or its equivalent document)
3. Latest Income/Business Tax Return (For ABCs above Php500K) (or its equivalent document)
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 4, 2019 at 10:00 am

Created by John Paulo Samonte Francisco

Date Created 30/01/2019

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