



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6854569  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Events Management Company in Middle East  
**Area of Delivery**

<b>Solicitation Number:</b> 2020-02-0017 <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 995,380.34 <b>Delivery Period:</b> <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>	12/02/2020
	<b>Last Updated / Time</b>	11/02/2020 14:59 PM
	<b>Closing Date / Time</b>	17/02/2020 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

REQUEST FOR QUOTATION  
 Date: 11 February 2020  
 RFQ No: 2020 - 02 - 0017  
 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 in Middle East 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 in Middle East

#### II. DATE OF IMPLEMENTATION:

- Product Presentations in United Arab Emirates = February 23 - 24, 2020
- Jeddah International Travel and Tourism Exhibition (JTXX) = February 26 - 28, 2020

#### III. OBJECTIVES

- To provide training on Philippine travel products and travel logistics to travel trade front-liners from the GCC region,

- To support partners from the GCC/KSA to push Philippine travel products direct to consumers;
- To sustain/renew linkages with strategic travel trade partners from the GCC specifically in KSA and UAE and generate market and product development leads that the Department can support to further its goals in the Middle East;
- To maintain visibility in the defined source market.
- 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 United Arab Emirates and in Jeddah, Kingdom of Saudi Arabia.

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, as follows:

##### 1. Product Presentation in United Arab Emirates

Particulars/Components Amount in US\$ Amount in PhP

Main Backdrop, Projector-1, Scree with masking, Splitters, Laptop, Sound System with speakers, Handheld Mike/Cordless Mike, Screen Projector, Helpers, Logistic & Management Fee, Stage @ AED 4,1944 +5%

1,197.81

64, 082.84

Total 64, 082.84

##### 2. Jeddah International Travel and Tourism Exhibition (JTTX)

Particulars/Components Amount in US\$ Amount in PhP

JTTX 2020

Vehicle rental (transport of supplies and materials) @ AED 798 for 5day + 5% 799.11 42, 752.39

Production of giveaways @ AED\*250 = 17, 500 + 5% 4,998.00 267, 393.00

Courier Charges – Sending promotional materials to Jeddah from Dubai @ 3,450 + 5% 985.32 52, 714.62

Total 362, 860.01

#### V. SCOPE OF WORK AND DELIVERABLES:

##### A. PRODUCT PRESENTATIONS IN UNITED ARAB EMIRATES

Date: February 23 - 24, 2020

Venue: United Arab Emirates

1. Handle invitations to travel trade partners in United Arab Emirates
2. Coordination for the procurement of back drop

##### B. JEDDAH INTERNATIONAL TRAVEL AND TOURISM EXHIBITION (JTTX)

Date: February 26 - 28, 2020

Venue: Convention Center - Jeddah Hilton, Kingdom of Saudi Arabia

1. Engage and coordinate with organizer of integrated exclusive Philippine pavilion for JTTX 2020
2. To engage and assist locally based (GCC) travel partners participating in the integrated exclusive Philippine pavilion for JTTX regarding consolidation of Philippine product offerings.
3. Engage with suppliers on the production of giveaways and courier company
4. Get services of vehicle rental for transport of supplies and materials.

C. Provide a comprehensive report in the conduct of Product Presentation in United Arab Emirates and Philippine participation in Jeddah International Travel and Tourism Exhibition (JTTX).

D. Turn-over of contacts and business leads generated from the above mention events.

E. Other services that may be required in relation to the implementation of the Product Presentation in United Arab Emirates and Jeddah International Travel and Tourism Exhibition (JTTX).

##### . BUDGET

Professional Fee:

USD 10,625.00 or its Philippine Peso equivalent amounting to Five Hundred Sixty Eight Thousand Four Hundred Thirty Seven Pesos and Fifty Centavos (P568,437.50) inclusive of travelling expenses.

Project Fund for reimbursement:

USD 7,980.24 or its Philippine Peso equivalent amounting to Four Hundred Twenty Six Thousand Nine Hundred Forty Two Pesos and Eighty Four Centavos (P426,942.84) for payment of Main backdrop (projector-1, Screen with masking, Splitters, Laptop, Sound System with speakers, Handheld Mike/Cordless Mike/Podium Mike, Screen Projector, Helpers, Logistic & Management Fee, Stage), vehicle rental (transport of supplies and materials), production of giveaways, and courier charges

Total Budget: Php995,380.34

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.

#### 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

#### A. PRODUCT PRESENTATIONS IN UNITED ARAB EMIRATES

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**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 10:00 am. 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** 11/02/2020

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.