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Friday, December 20, 2019 09:14 AM

Norjannah Lucman

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**Reference Number** 6769405  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Events Management Company/ PR Agency - Indonesia Road Show/Sales Mission  
**Area of Delivery** Metro Manila

 [Printable Version](#)

<b>Solicitation Number:</b>	2019-12-0390	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<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>	0
<b>Category:</b>	Events Management	<b>Date Published</b>	19/12/2019
<b>Approved Budget for the Contract:</b>	PHP 640,000.00	<b>Last Updated / Time</b>	19/12/2019 12:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	23/12/2019 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 norjannahlucman@gmail.com		

**Description**

I. BIDDER: Events Management Company / PR Agency

II. PROJECT TITLE: Indonesia Roadshow/Sales Mission and Business-to-Business Meetings

III. MINIMUM REQUIREMENTS FOR THE EVENTS MANAGEMENT COMPANY

- A Philippine-based OR international events management company / PR Agency (Indonesia-based or otherwise)
- Must be PhilGEPS registered events management company / PR Agency
- Must be capable of operating in Manado, Indonesia
- Must be capable of engaging services of relevant contractors for the implementation of the project.
- Must have at least 3 years of experience in planning, implementing, and managing tourism events.
- Must have handled tourism promotions activities
- Must be willing to provide services on send-bill arrangement

IV. OBJECTIVES

- To promote the Philippines as a must-visit tourist destination of the Indonesian market within the growth cooperation region of Maritime Silk Road and Davao Region as the gateway of Mindanao for possible opportunities on areas such as agriculture, trade, and tourism, along with other regions of Southern Philippines;
- To provide awareness to the Indonesian tourists that Southern Philippines (Mindanao, thru Davao Region) has the wide range of tourism products best to be explored and experienced by the Indonesian tourists;
- To create a synergy among tourism-related institutions and organizations to improve the promotion of Indonesia - Mindanao's tourism highway, the sustainability of Davao Region's air connectivity to China, and partnership for tourism professional study exchange to develop its skills and knowledge and enrichment of cultural understanding.

V. QUALIFICATIONS

The Events Management Company must have manpower complement sufficient to render the services required. provide the following minimum manpower with the have the following qualifications for its manpower supplement:

A. Events Manager

- Bachelor's degree/college graduate. Master's is an advantage.
- Proficient in written and spoken English language
- Must have visited Philippine destinations in the last five years

VI. SCOPE OF WORK

A. Hosted Business -To Business Session for Indonesia Travel Trade Partners and Airlines  
Date: February 18, 2020

Venue: Manado, Indonesia

Time: 3:00 PM – 8:00 PM, exclusive of ingress and egress time

- Invitation to 50 tourism key players (Indonesia-based) such as local tour operators, hotel sales managers, destination managers, etc.
- Identification and booking of venue
- Rental of basic sound system, and other logistical requirements
- Arrangement of free-flowing drinks (coffee/tea/juices/water), snacks, and dinner during the event (60 pax)
- Provision of emcee during the event (able to handle the B2B and proficient in English language)
- Program management
- Documentation (video production and HR photos)
- Drafting of terminal report during the event

**B. PR and Branding**

- Printing of brochure
  - Graphic design
  - 8 inches x 9 inches
  - Cutting
  - Back to Back Printing (full color)
  - Glossy paper
  - 1,000 copies
- Printing of posters and flyers
  - Graphic design
  - A3 – 11 inches x 16.53 inches
  - One Side Print Only (full color)
  - Glossy paper
  - 500 copies
- Fabrication and designing of interactive promotional standees at the airport (2 standees)
  - Graphic Design
  - Tarp Printing
  - Mechanism & Installation
  - Placement fee at the airport (if needed)

Design must be within the Department of Tourism standard branding requirements and subject for approval by the Branding and Marketing Communication and Route Development

**VII. BUDGET**

Total budget for this project is SIX HUNDRED FORTY THOUSAND PESOS (PHP 640,000.00) only.

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Events Management	Events Management Company - Indonesia Road Show/Sales Mission	1	Lot	640,000.00

**Other Information**

Kindly submit your quotation by using the attached REPLY SLIP for the purchase of the above requirement, indicating our Solicitation Number & your Company Name in a SEALED ENVELOPE, addressed to Ms. Norjannah P. Lucman at Procurement Management Division, 4/F DOT Bldg., Sen. Gil Puyat, Makati City

**ELIGIBILITY REQUIREMENTS:**

- a. Registration certificate from Securities and Exchange (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives; and
- b. Mayor's/Business permit issued by the city or municipality where the principal place of business of the perspective bidders is located, or the equivalent for Exclusive Economic Zones or Areas; and
- c. Philgeps Registration Number
- d. Latest Income/Business Tax Return (For ABCs above Php500K)
- e. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

**Created by** Norjannah P Lucman  
**Date Created** 18/12/2019

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