



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6486566  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Product and Media Launch - Juan Fun Adventure  
**Area of Delivery**

<b>Solicitation Number:</b> 2019-09-0229 <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 1,000,000.00 <b>Delivery Period:</b> <b>Client Agency:</b>	<b>Status</b>	<b>Pending</b>
	<b>Associated Components</b>	5
	<b>Bid Supplements</b>	0
	<b>Document Request List</b>	0
	<b>Date Published</b>	21/09/2019
	<b>Last Updated / Time</b>	20/09/2019 15:22 PM
	<b>Closing Date / Time</b>	24/09/2019 14:00 PM
<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  
EVENTS AGENCY

I. Project Title  
Product and Media Launch – Juan Fun Adventure

#### II. Objectives

The shopping experience is a vital component of the tourism industry. In fact, the United Nations World Tourism Organization (UNWTO), has stated that shopping is now a “determinant factor affecting destination choice, an important component of the overall travel experience and, in some cases the prime travel motivation.” Whether it’s in the posh shopping districts, or the discount havens, there are great deals just waiting to be found in the Philippines, from bargain finds to high-end merchandise. This year, the Department will have an event launch in select malls that will amplify the message “Malling is More Fun in the Philippines” where shoppers will have a glimpse of the top destination in the Philippines.

Another effort that DOT wants to highlight this year is the sustainable tourism campaign, SOS. An AVP introducing the campaign will be launched in the event.

#### III. Scope of Work, Deliverables and Budget Allocation

1. The Approved Budget of Contract (ABC) for the project is One Million Philippine Pesos (Php 1,000,000.00) inclusive of all applicable taxes, commissions, bank charges, and other fees as may be incurred in the process;
2. The budget is inclusive of all edit-downs/resizing, printing fees, costs for photography and/or stock photos, computer graphics, talent and soundtrack fees, and all agency service fees in no case shall exceed 12% of the production fees;
3. The breakdown of the production budget, including the number of the materials, may be modified upon recommendation of the winning agency.

Scope of Work Deliverables

The Agency is expected to produce the identified booths needed for the event. Agency is also is tasked to:

- Coordinate with DOT events committee for details and requirements;
- Execute and operation of all technical equipment;
- Arrangement/Coordination of program activities from ingress, actual program to egress;
- And production of collateral and designs. Date: October 15, 2019

Venue: SM City San Lazaro

Requests:

- (6) Thematic booth set up

Please refer to the designs attached or request the designs from the identified project officer.

- o 13ft x 6ft floor area
- o 10ft high
- o Backdrop c/o DOT
- o Identified equipment for the booth setup

- (20) Die-cut icons

Please refer to the designs attached or request the designs from the identified project officer.

- Photowall

- o 13ft x 10ft
- o Sticker wrap

- Lights

Subject to change depending on the agency's recommendation and alignment with client.

#### IV. Minimum Required Personnel

Required Personnel

1. Project Manager
2. Senior Planner/ Event Supervisor
3. Event Director
4. Stage Manager
5. Runner
6. Registration Team
7. Photographer
8. Event spinner
9. FA Artist
10. Creative Director

Note: Bidders may recommend additional personnel deemed fit for the Team

#### V. Contact

Floyd Esguerra

+63 2 459 5200 loc. 302

floydesguerra@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) (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
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 September 24, 2019 at 2:00 pm

**Created by** John Paulo Samonte Francisco

**Date Created** 20/09/2019

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