



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6865523
Procuring Entity DEPARTMENT OF TOURISM
Title Events Management Company in Middle East in Jeddah, Kingdom of Saudi Arabia and Riyadh Travel Fair

Area of Delivery

Solicitation Number: 2020-02-0023 Trade Agreement: Implementing Rules and Regulations Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) Classification: Goods Category: Events Management Approved Budget for the Contract: PHP 913,257.85 Delivery Period: Client Agency:	Status	Pending
	Associated Components	3
	Bid Supplements	0
	Document Request List	0
	Date Published	15/02/2020
	Last Updated / Time	14/02/2020 16:43 PM
	Closing Date / Time	19/02/2020 14:00 PM
	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 Middle East

II. DATE OF IMPLEMENTATION:

- Product Presentations and Sales Calls in Jeddah, Kingdom of Saudi Arabia = March 23 - 24, 2020
- Riyadh Travel Fair = March 26 - 28, 2020

III. OBJECTIVES

- To support partners in KSA to push Philippine travel products direct to consumers;
- To sustain/renew linkages with strategic travel trade partners from KSA and generate market and product development leads that the Department can support to further its goals in the Middle East;
- To provide training on Philippine travel products and travel logistics to travel trade front-liners from Jeddah, KSA and engage with untapped travel service providers with high potential to sell Philippine travel products in Saudi Arabia;
- To maintain visibility and further harness the potential of the Philippine tourism sector in the defined source market.

IV. MINIMUM REQUIREMENTS FOR THE EVENTS MANAGEMENT COMPANY:

Full service of Events Management Company or Public Relations Agency with the capacity to operate in Riyadh and 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 Presentations and Sales Calls in Jeddah, Kingdom of Saudi Arabia

2. Riyadh Travel Fair 2020

V. SCOPE OF WORK AND DELIVERABLES:

A. PRODUCT PRESENTATIONS AND SALES CALLS IN JEDDAH, KINGDOM OF SAUDI ARABIA

Date: March 23 - 24, 2020

Venue: Jeddah, Kingdom of Saudi Arabia

1. Handle invitations to travel trade partners in Jeddah, Kingdom of Saudi Arabia
2. Get services of vehicle rental for transport of supplies and materials.
3. Provision of snacks for 15 pax
4. Engage with suppliers on the production of brochures and giveaways

B. RIYADH TRAVEL FAIR (RTF)

Date: March 26 - 28, 2020

Venue: Riyadh International Convention (RICEC), Riyadh, Kingdom of Saudi Arabia

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

C. Provide a comprehensive report in the conduct of Product Presentations and Sales Calls in Jeddah, Kingdom of Saudi Arabia and Philippine participation in Riyadh Travel Fair.

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 Presentations and Sales Calls in Jeddah, Kingdom of Saudi Arabia and RTF 2020

VI. 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 6,445.24 or its Philippine Peso equivalent amounting to Three Hundred Forty Four Thousand Eight Hundred Twenty Pesos and Thirty Five Centavos (P344,820.35) for payment of vehicle rental (transport of supplies and materials), food (snacks for product presentation), printing of brochures and production of giveaways.

Total Budget: Php 913,257.85

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.

VIII. CONTACT PERSON

Project Officer : Mr. Dakila F. Gonzales / Mr. Juanito A. Sayo

Address : Office of Product and Market Development

5F, The New DOT Building

351 Sen. Gil Puyat Avenue, Makati City 1200 Philippines

Contact Number : +63 2 8459 5200 local 522

Email Address : dot.middleeastmarket@gmail.com

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 February 19, 2020 at 2:00 pm

Created by John Paulo Samonte Francisco

Date Created 14/02/2020

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