



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6046299
Procuring Entity DEPARTMENT OF TOURISM
Title Events Management Company in Middle East
Area of Delivery

Solicitation Number: 2019-02-0024	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	0
Category: Events Management	Date Published	23/02/2019
Approved Budget for the Contract: PHP 459,000.00	Last Updated / Time	23/02/2019 00:00 AM
Delivery Period:	Closing Date / Time	26/02/2019 15:00 PM
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 – Project Handling of Riyadh Travel Fair 2019 and Business Missions/Product Presentations in Kuwait City, Kuwait and Riyadh, Saudi Arabia

II. DATE OF IMPLEMENTATION:

- Business Mission/Product Presentation in Kuwait City, Kuwait = March 24, 2019
- Business Mission/Product Presentation in Riyadh, Saudi Arabia = March 26, 2019
- Riyadh Travel Fair 2019 = March 28 – 30, 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 Middle East market
- To sustain market presence as well as reinforce the interest of the Middle East market to the Philippines
- 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 Kuwait City, Kuwait and Riyadh, Kingdom of Saudi Arabia.

V. SCOPE OF WORK AND DELIVERABLES:

A. RIYADH TRAVEL FAIR

Date: March 28 - 30, 2019
Venue: Al Faisaliah Hotel, Riyadh, Saudi Arabia

Coordination with booth production company Booth design, set-up and dismantling
Procure souvenirs Water Bottle (500 pieces)
Back Pack (500 pieces)
*Design / final selection will be subject to final approval of the DOT
Engage with suppliers on the production of marketing materials

Get services of the following: Roll-up banner (6 pieces)
Destination Brochures
- Manila (2,000 pieces)
- Cebu/Bohol (2,000 pieces)
- Palawan (2,000 pieces)
- Omnibus Primer (2,000 pieces)
Vehicle Rental
Photographer
Interpreter
Performers

B. BUSINESS MISSIONS/PRODUCT PRESENTATIONS IN KUWAIT CITY, KUWAIT AND RIYADH, SAUDI ARABIA

Date: March 24 and 26, 2019
Venue: Kuwait City, Kuwait and Riyadh, Saudi Arabia

Coordinate with hotel with arrangements of venue, food, technical requirements, and photographer for the event
Kuwait City, Kuwait and Riyadh, Saudi Arabia leg
Handle invitations to travel trade partners in Riyadh, Jeddah, and Dammam
Get services: vehicle rental, interpreter and photographer Riyadh, Saudi Arabia leg
Handle invitations to travel trade partners in Kuwait.
Get services: vehicle rental and photographer Kuwait City, Kuwait leg

C. HOSTED LUNCH FOR BRIEFING/DEBRIEFING OF PRIVATE SECTORS, TRAVEL TRADE PARTNERS, AND PHILIPPINE EMBASSY

Date: March 27 and 31, 2019
Venue: Riyadh, Saudi Arabia

Identification and booking of venue
Provision of lunch
Get service of car rental Meals for 10 pax for 2 days

D. Provide a comprehensive report on the Philippine participation in the Riyadh Travel Fair 2019 / Product Presentations in Kuwait City, Kuwait and Riyadh, Saudi Arabia. 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 Philippine participation in the Riyadh Travel Fair 2019 / Product Presentations in Kuwait City, Kuwait and Riyadh, Saudi Arabia.

VI. BUDGET

Professional Fee:

OPMD – Middle East is allocating USD 8,500.00 or its Philippine Peso equivalent inclusive of travelling expenses. 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 2 459 5200 local 522
Email Address : dot.middleeastmarket@gmail.com

Conforme:

Dakila F. Gonzales
Head
Office of Product and Market Development – Middle East

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 or Certificate of Platinum Membership in lieu of Mayor's Permit and 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 26, 2019 at 3:00 pm

Created by John Paulo Samonte Francisco

Date Created 22/02/2019

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