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Friday, December 6, 2019 09:20 AM

Norjannah Lucman

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Bid Notice Abstract[Detail Tracking Report](#)**Request for Quotation (RFQ)**

Reference Number 6734492
Procuring Entity DEPARTMENT OF TOURISM
Title RFQ - Events Management Company in Papua New Guinea
Area of Delivery Metro Manila

 [Printable Version](#)

Solicitation Number:	2019-12-0362	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Events Management	Date Published	06/12/2019
Approved Budget for the Contract:	PHP 746,830.00	Last Updated / Time	06/12/2019 12:00 AM
Delivery Period:	4 Day/s	Closing Date / Time	09/12/2019 10:00 AM
Client Agency:			
Contact Person:	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

TECHNICAL SPECIFICATION
 Services of an Events Management Company

I. BIDDER: EVENTS MANAGEMENT COMPANY IN PAPUA NEW GUINEA

II. PROJECT TITLE: MEDICAL TRAVEL AND WELLNESS TOURISM ROADSHOW IN PAPUA NEW GUINEA

III. DATE OF IMPLEMENTATION: February 6 to 11, 2020 (inclusive of Travel Date/Time)

IV. OBJECTIVES

- To generate data bank on the Medical Travel and Wellness Tourism industry in Papua New Guinea (PNG) for the Philippines;
- To gather insights on consumer and patient demand, preferences and trends of the Papuan market;
- To increase the patients and consumers of medical and wellness services and treatments for the Philippines;
- To maintain the partnership of the private sector with the government.

V. MINIMUM REQUIREMENTS FOR THE EVENT MANAGEMENT COMPANY

- Must have experience and expertise in planning, implementing and managing events/activities in Papua New Guinea and has the capacity to engage the services of relevant venue contractor for the event implementation and design and set-up a stage, design and printing of an invitation;
- Must have at least 3 years of experience as marketing and communication arm of a National Organization preferable the Philippine Department of Tourism;
- Must have handled Philippine tourism promotions activities in Papua New Guinea;
- Must have capability to operate in Port Moresby, Papua New Guinea;
- Must have a team member or manager who will oversee the implementation of the complete activity/project;
- Must submit list of team members who will do the design, floor lay-out, ingress and egress of the stage and the whole venue;
- Must submit and present a project concept/scenario, creative proposal and implementation plan of the activity to be submitted before the bidding period;
- Must be willing to provide services on a send-bill arrangement
- Must be willing to advance payment for relevant suppliers in Papua New Guinea for the DOT activities.

VI. QUALIFICATIONS

The Events Management Company must have the following qualifications for its manpower supplement

A. Event Manager

- Bachelor's degree/college graduate, Masters degree is an advantage;
- Proficient in written and spoken English and Papua New Guinea local language;
- Visited Philippine destinations and Papua New Guinea destinations in the last 3 years.

B. Dedicated Staff to assist the Event Manager in the preparation and execution of the event

VII. SCOPE OF WORK AND DELIVERABLES

• Overall Event Management and Manpower Support

Manage the project components (sales blitz/direct networking, conference, Business-to-Business Meetings, Courtesy Call to the Philippine Embassy-Port Moresby and/or Port Moresby Ambassador and Post Event Dinner Reception from planning, preparation/coordination and execution of the complete activity:

1. Develop and implement an agreed upon budget;
2. Provide administrative support as follows:
 - a. Develop a work program with corresponding timeline and provide regular and timely feedback/status reports to DOT;
 - b. Coordinate with DOT on the overall execution plan for the event and budget allocation;
 - c. Handle documentation of all activities and maintain an efficient filing and referencing system for all documents;
3. Provide the services of one dedicated Project manager and full-time secretariat/working staff/crew per activity component to manage the preparation, planning, coordination and conduct of activities;

• Arrival and Departure of the Philippine Delegation (16 pax)

Date: February 7, 2020 (Arrival); February 11, 2020 (Departure)

1. Provide transportation for the Philippine delegation for the above activity;
2. Manage and coordinate the arrival and departure of the Philippine Delegation from airport-to-hotel-to-airport

• Sales Blitz/Direct Networking

Date: February 7, 9, 10, 2020

1. Provide list of potential establishments involved on medical, wellness and dental tourism to be invited and visited/inspected (minimum of 15 facilities);
2. Provide the services of one dedicated manager for the following tasks:
 - invite and coordinate the reply and confirmed participation of the invited potential establishments;
 - provide list of confirmed establishments to be visited and inspected;
 - coordinate, oversee, conduct the complete activity.
3. Provide the services of a tour guide (who is proficient in English and local language of Papua New Guinea) for the Philippine delegation during the whole activity;
4. Provide a transportation (2 vans with a minimum capacity of 9 pax/van) for the Philippine Delegation (16 pax);
5. Provide meals, menu and restaurant where the Philippine Delegation (16 pax) can have their meals (lunch, AM and PM snacks, and dinner)

• Conference, Presentation, B2B Activity

Date: February 8, 2020

- Provide the services of 1 dedicated Project Manager to oversee and manage the implementation of the complete activity for the day;
 - Provide the venue/banquet hall (capacity of 100-120 pax), stage with podium, the conceptualize design and lay-out/floor plan of the venue (divided into 3 areas for the conference, B2B, and buffet lunch and AM & PM snacks), stage with backdrop/wide screen) and 1 podium, long tables and chairs at the conference area, 5 tables with 2 chairs per table (4 tables for registration and 1 table for info counter) located at the entrance of the venue, 15 counters with 1 table (covered white linen) and 2 chairs per counter located at the B2B area, 2 long tables for the buffet meals at food area, equipments and electrical requirements (i.e. microphone per long table at the conference area, laptop, projector, and other materials/requirements) for the whole activity;
 - Devise program script for the conference including the DOT Official, 3 Head of the Health and Wellness Clusters (Medical, Wellness and Dental), Opening of the B2B/Direct networking and Buffet Lunch, and Closing/Success Dinner
 - Provide the service of a host/emcee for the whole activity;
 - Provide the services of working personnel (minimum of 10 pax) who will do the design, floor plan, conduct set-up/ingress & egress (both venue and the stage with backdrop/wide screen, podium), purchase of all the needed materials and equipments needed at the whole venue, conduct the ingress and egress needed at the whole venue;
 - Provide the services of 5 personnel to manage the registration booth with five counters for the registration and information for the pre-registered guests/VIPs/visitors, participants, walk-in visitors, buyers;
 - Main Stage
 - design, set-up of the backdrop, 1 unit wide LED wall (size depending on the size of the stage, 3 sets of ladder/staircase, 1 technical control booth (with staff who will manage)
 - podium with wireless microphone
 - 1 laptop, 1 projector
 - complete lights and sound system
 - all switches and connectors
 - Provide IEC materials (with DOT and It's More Fun in the Philippines Logo):
 - invitation card to 10-15 VIPs/Guests/Speakers
 - registration sheet
 - Identification card/pass for the Philippine Delegation (16 pax), 15-20 VIP's/Guests/Speakers, all employees (managers to staff) of the winning Event Management Company
 - Certificate of Participation to the Philippine Delegation and others who will make require
 - Provide a holding room for the VIPs, guests, speakers, visitors located near the venue/banquet hall
 - Business-to-Business (B2B) Meetings
 - Provide a design and lay-out of the activity for the set-up of 14 counters, including tables and chairs at the allocated area for the B2B activity;
 - Provide and procure the materials/requirement of the activity such as tables and chairs, table top name plate of the Philippine Delegation (14), complete electrical requirements,
 - Provide a Manager with staff and marshal to conduct the ingress and egress, manage the flow of buyers, visitors and implement the complete activity;
 - Provide a program, guidelines for the activity
 - Courtesy Call of the Philippine Delegation to the Philippine Embassy, Port Moresby and/or Official from the PNG Government (date is Feb. 10, 2020, afternoon) and Success Dinner with the Organizer (Feb. 10, 2020, evening)
 - Provide a venue, conceptualize and manage a simple program/meet and greet
 - Provide a Manager with staff to set-up the venue, oversee the activity implementation and other highlights
 - Provide a list of expected personalities during the courtesy call and the dinner
 - Arrange and coordinate with the respective Offices for the two activities
 - Provide meals and menu for the PM snack and Dinner to be served during the courtesy call and dinner
 - Other Activities
1. Provide photo and video documentation and comprehensive and detailed report of the 4-day activities (including the Sales Blitz/Direct Networking, Conference, B2B, Courtesy call to the Philippine Embassy-Port Moresby/Consul General and Success Dinner) from Feb. 7-10, 2020
 2. Provide a translator/interpreter, if necessary for the conduct of activities/meetings/visits of the Philippine delegation within Papua New Guinea

VII. CONTRACT OF SERVICE

The financial proposal of the 4-day activity by the event management company should cover all expenditures of its team to include:

1. Professional fees of host/voice over talent, artists and event organizing team
2. Site inspection, visit and rehearsals, including transport, accommodations and F&B costs of the event management team, including support and ground handlers
3. Transport and hotel accommodations during 4-day event proper
4. Daily subsistence allowance and transfers of the facilitating/consultancy/managing team members

VIII. TERMS OF PAYMENT:

The payment for the services shall be based on a send-bill arrangement, after certification by the end-user of satisfactory completion of services and will proceed upon receipt of the invoice.

Bid Price Ceiling is PHP 746,830.00 inclusive of all applicable taxes to cover the conceptualization, preparation, facilitation and closing, and manpower for the three-day roadshow including coverage photos, both print and digital copies.

Winning bid should be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid is within the approved budget allotted.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Events Management	Events Management Company in Papua New Guinea	1	Lot	746,830.00

Other Information

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)
5. Reply Slip

Created by Norjannah P Lucman

Date Created 05/12/2019

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