



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6934757
Procuring Entity DEPARTMENT OF TOURISM
Title Events Management Company in Thailand
Area of Delivery

Solicitation Number: 2020-03-0051 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 989,750.00 Delivery Period: Client Agency:	Status	Pending
	Associated Components	3
	Bid Supplements	0
	Document Request List	0
	Date Published	13/03/2020
	Last Updated / Time	12/03/2020 15:13 PM
	Closing Date / Time	17/03/2020 10:00 AM
	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. PROJECT EVENTS MANAGEMENT COMPANY IN THAILAND

II. DATE OF IMPLEMENTATION Thailand Dive Expo (TDEX) – June 2020

III. OBJECTIVES

- To provide a platform for the Department and the private sector to meet, establish, and renew linkages with dive industry partners in Thailand.
- To generate marketing and promotions leads that the Department can support to further its goals in the marketplace.
- To heighten the market presence of the Philippines among Thai divers and make it a preferred destination for a dive holiday

IV. MINIMUM REQUIREMENTS

A. Must be a company capable of providing the following services:

1. Engage the services of a booth contractor
 2. Engage the services of a printing press company
 3. Logistical requirements
- B. Must have experience and expertise in planning, implementing and managing major events in Thailand
 C. Must have handled similar projects/requirements in the past
 D. Must have the capability to operate in Bangkok, Thailand
 E. Must have experience in dealing with National Tourism Organizations preferably the Philippine Department of Tourism

F. Must have in-depth knowledge of the Philippines

G. Must be willing to do advance payment to relevant suppliers on reimbursement basis

V. SCOPE OF WORK AND DELIVERABLES

I. Thailand Dive Expo (TDEX) – June 4 to 7, 2020

- A. Business-to-Business (B2B) Meeting and Networking Dinner with Thai Dive Agents/Operators/Clubs
 - 1. Handle invitation/confirmation of attendance of 15 to 20 Thai dive agents
 - 2. Arrange for venue of the B2B Meeting (preferably in a restaurant) and Networking Dinner for 50 pax
 - 3. Schedule appointments between Philippine sellers and Thai buyers
 - 4. Prepare/Implement program for the B2B and Networking Dinner
- B. Activities at the Philippine Booth
 - 1. Come up with fun activities, gimmicks, etc. at the Philippine Booth to attract expo visitors
 - 2. Hire services of Thai interpreters (at least 2 to 3) to help man and do translations at the Philippine Booth for the duration of the show
- C. Philippine Presentation
 - 1. Facilitate payment for Thai diver influencer who will present about diving in the Philippines
 - 2. Invite expo goers to attend the Philippine presentation
- D. Dive Map/Brochure and Giveaways
 - 1. Produce/Print dive maps/brochures (3,000 copies) in Thai language
 - 2. Produce giveaways 500 pieces (i.e, Dive Philippines tote bags)

II. Preparatory Works for Business Mission and Mega Familiarization Trip

- I. Develop invitation list for B2B and Mega Fam Trip (June 22 to 30, 2020)

VI. BUDGET

Total estimated budget: \$ 18,500.00 or Php 989,750.00

A. Events Management Company: \$10,000.00 of Php 561,750.00

B. Professional fee: \$8,000.00 or Php 428,000.00

The winning bid will be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

VII. PAYMENT TERMS

Send bill arrangement, government terms

VIII. CONTACT PERSON

Contact Person : Katherine D. Patawaran

Office : Office of Product and Market Development (OPMD) - Dive

Contact Number : 8459 5200 local 509

Email Address : kpatawaran@tourism.gov.ph

divephilippines@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 March 17, 2020 at 10:00 am

In the case of foreign bidders, the eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines.

Created by John Paulo Samonte Francisco

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