



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6365761
Procuring Entity DEPARTMENT OF TOURISM
Title UNWTO General Assembly 2019
Area of Delivery

Solicitation Number: 2019-08-0172 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 610,000.00 Delivery Period: Client Agency:	Status	Pending
	Associated Components	3
	Bid Supplements	0
	Document Request List	0
	Date Published	02/08/2019
	Last Updated / Time	01/08/2019 17:13 PM
	Closing Date / Time	05/08/2019 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 REFERNECE FOR THE REQUIRED SERVICES OF AN EVENTS MANAGEMENT PROVIDER FOR THE PHILIPPINES' BID CAMPAIGN TO HOST THE WORLD TOURISM ORGANIZATION (UNWTO) GENERAL ASSEMBLY IN 2021
 07 August 2019 | Manila

BACKGROUND

The Department of Tourism (DOT) and the Tourism Promotions Board (TPB), are spearheading the Philippines' bid to host the UNWTO General Assembly (GA) in 2021.

Held every two years, the General Assembly (GA) is the supreme organ of the UNWTO. It is considered as the most important tourism meeting of the global tourism industry since the decisions of the GA shape the current and future work programs and policies of the UNWTO, its Members and the global tourism community. It is attended by more than 1,500 foreign delegates from 158 Member States, six (6) Associate Members, and 500 Affiliate Members from the private sector.

The country delegation is led by the Tourism Minister or equivalent official with at least five (5) to ten (10) members. Officials from the UN and other international organizations, as well as experts from various fields and foreign media do attend as well to participate in various fora, meetings, exhibitions and discussions during the eight (8) days of the GA.

The Philippines' Bid

In a letter dated 8 March 2019, the Philippines has formally submitted to UNWTO its intent to host the General Assembly in 2021.

From among the bidders who have secured the sponsorship of at least 16 countries, Member States will cast their votes during the General Assembly this September.

Bidding States for the 2021 UNWTO General Assembly

Apart from the Philippines, the Republic of Kenya and the Kingdom of Morocco have likewise expressed their intention to bid.

UNWTO Bidding Process

There are two things that the Philippines needs to accomplish in order to win the hosting rights and bring the UNWTO General Assembly to the country in 2021:

Qualify for the first phase of the bidding process.

In order to qualify for the first round of the bidding process, the Philippines has to secure the sponsorship and support of at least 16 UNWTO Member States (10% of 159 countries).

The Secretary-General will then transmit to the Member States the list of countries who have qualified in the first round by July 2019.

Secure votes the Member States during the 23rd Session of the UNWTO General Assembly.

From among the bidding countries which received the support and sponsorship from at least 16 Member States, the General Assembly will vote for the host destination of the next session in 2021. Voting will take place this year in St. Petersburg, Russia on 9-13 September 2019.

The DOT/TPB's hosted lunch for UNWTO-Member Foreign Embassies in Manila will help the Philippines achieve the abovementioned targets.

The country needs to build friendly relationships with the voting Members of the UNWTO to qualify in the first round of bidding and increase the chances of securing the votes in this year's General Assembly.

In view of the above, the DOT-TPB is in need of an events management company venue for the aforementioned hosted lunch.

SERVICE REQUIREMENTS. The Events Management Provider shall provide the following:

1) Provision for Food and Beverages. The specifics are the following:

- Must be able to provide a menu selection of Filipino food for pass around for the pre-function activity good for 150 Pax.
- Beverage for the pre-function activity and wine for the toast ceremony.
- Must include the following services and amenities during the lunch function:
 - Waiter service on stand-by for each table
 - Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.).
 - Must be able to provide uniformed and well-trained banquet service personnel.

2) Physical and technical set-up. The specifics are the following:

- Construction of stage
- Provision of centerpieces
- Payment for the Rental and Electricity of Ayuntamiento de Manila

3) Provision for Entertainment.

- Live performers preferably Ms. Isay Alvarez and Mr. Robert Sena

4) Other Requirements are the following:

- Must be willing to accept send-bill-arrangements with the DOT
- Must have previous business engagement catering to government functions with international guests and foreign dignitaries
- Any other requirements that may be mutually agreed upon by the DOT and the supplier

Total Budget inclusive of all government taxes: Php 610,000.00

BUDGET BREAKDOWN

Venue, styling and food and beverage Php 430,000.00

Entertainment Php 180,000.00

Php 180,000.00

TOTAL Php 610,000.00

Contact Persons:

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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 August 5, 2019 at 2:00 pm

Created by John Paulo Samonte Francisco

Date Created 01/08/2019

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