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Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8058715
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of a Conference Integrator in connection with the Philippines' virtual participation to the ASEAN Tourism Committees and Related Meetings

Area of Delivery

Solicitation Number:	RFQ No. 2021 - 10 - 0124	Status	Pending
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	07/10/2021
Approved Budget for the Contract:	PHP 150,000.00	Last Updated / Time	06/10/2021 11:13 AM
Delivery Period:	1 Day/s	Closing Date / Time	11/10/2021 10:00 AM
Client Agency:			
Contact Person:	John Paulo Samonte Francisco Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 jsfrancisco@tourism.gov.ph		

Description

Terms of Reference for the required Conference Integrator in connection with the Philippines' virtual participation to the ASEAN Tourism Committees and Related Meetings
 14 October 2021, Department of Tourism
 Requirement: Conference Integrator

Rationale

The Department of Tourism will participate virtually to the ASEAN Tourism Committees and Related Meetings hosted by the Vietnam National Administration for Tourism on 14 October 2021 from 10AM to 06PM (Manila Time).

Legal Basis

Pursuant to Section 12(I) of Republic Act No. 9593 (Tourism Act), the Office of Tourism Development Planning, Research and Information Management (OTDPRIM) under the Tourism Development (TD) Sector is mandated to pursue the Department's interests in multilateral, international and regional tourism cooperation, agreements and treaties. With the Philippines as a Member State of the ASEAN, the Department of Tourism represent the Philippines in the ASEAN National Tourism Organizations.

In this regard, the DOT needs a Conference Integrator that will assist in the implementation of conduct and virtual attendance of the Philippines in the ASEAN Tourism Committees and Related Meetings as this is a combination Senior and Technical Officials' level meeting. Likewise, the Philippines is the incoming chairperson of the ASEAN Tourism Resource and Monitoring Evaluation Committee.

Venue: The Project Officers as well as Officials will report to the Department of Tourism for the said meeting due to the internet access and connectivity, therefore, the winning bidder will be requested to report to the DOT subject for

discussion on the number of personnel as well as observance of health and safety protocols.

Scope of Services

The Conference Integrator is expected to provide the following:

- 1) Integrated Sound System with monitors and connectivity for online conferencing
- 2) High Resolution Video Camera, for video input;
- 3) Three (3) TV Monitor (Preferably 55") for the viewing of the entire participants during the meeting
- 4) Three (3) Goose Microphone
- 5) Online documentation and recording of the meetings;
- 6) Photo documentation of the preparation as well as during the meetings;
- 7) Provision of Meals:

Date

No. of Pax

Meals

14 October 2021

7 Pax

AM, PM Snacks, Lunch and Dinner

8) Provision of RT-PCR (Pre and Post) Test for Seven (7) DOT Officials and Officers.

9) Tablecloth for the tables during the meeting.

10) Personnel who will be assisting onsite for technical matters and must undergo RT-PCR Test.

Other Requirements

- Must be Filipino-owned, operated and legally registered professional conference organizer/ production house / events management entity.
- Must have experience in organizing international and online events in the Philippines. Bidder to submit company profile and events previously handled related to tourism.
- To ensure the proper execution of the meetings, the DOT requires the submission of the breakdown of the bidder's proposal and listing for the production management that shall be deployed in the Department of Tourism.

Budget Estimate: The project costs Php 150,000 (Inclusive of all fees and taxes).

Payment: Government Procedure

Prepared By and Contact Persons:

Mr. Jaime Victor S. Bayhonan

OIC-Chief

International Relations Division

jsbayhonan@tourism.gov.ph / ird@tourism.gov.ph

Ms. Jem Micaiah M. Turla

Senior Tourism Operations Officer

International Relations Division

jmturla@tourism.gov.ph / ird@tourism.gov.ph

Approved By:

Mr. Warner M. Andrada

OIC-Director

Office of Tourism Development Planning,
Research and Information Management

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Events Management	Procurement of Services of a Conference Integrator in connection with the Philippines' virtual participation to the ASEAN Tourism Committees and Related Meetings	1	Lot	150,000.00

Other Information

Eligibility Requirements

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above Php500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 11 October 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco
Date Created 06/10/2021

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