



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10755966  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Services of an Events Management Company (EMC) for the Health and Sales Mission in Middle East

#### Area of Delivery

<b>Solicitation Number:</b> 2023-04-0119	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b> Goods	<b>Document Request List</b>	1
<b>Category:</b> Events Management	<b>Date Published</b>	16/04/2024
<b>Approved Budget for the Contract:</b> PHP 989,057.37	<b>Last Updated / Time</b>	16/04/2024 00:00 AM
<b>Delivery Period:</b>	<b>Closing Date / Time</b>	19/04/2024 11:00 AM
<b>Client Agency:</b>		
<b>Contact Person:</b> Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425  nplucman@tourism.gov.ph		

#### Description

Project Date: 23-26 April 2024

Venue: Abu Dhabi and Dubai, United Arab Emirates (UAE)

#### MINIMUM REQUIREMENTS:

- A. Must be PhilGEPS registered
- B. Must have capacity to operate in Abu Dhabi and Dubai, UAE and Riyadh, Kingdom of Saudi Arabi (KSA) to enable coordination with suppliers;
- C. Must have minimum of 6 years' experience in planning, implementing, and managing similar travel trade projects in Middle East, and has the capacity to engage the services of similar contractors for the implementation of the event;
- D. Must have the experience in dealing with National Tourism Organizations preferably in the ASEAN and Middle East Region;
- \* must have a certificate of satisfactory performance from 5 previous clients or projects
- \* must have in-depth knowledge of the Philippines
- \* Must have an established network in tourism- experience in conducting related B2B events in UAE with satisfactory rating from contracting party with corresponding certification;
- E. Must be willing to do advance payment to relevant suppliers within the cost parameter set by the PDOT and approval of the project component;
- F. Manpower complement: 1 event manager and 2 dedicated staff member
- G. Bidders must submit their quotation with cost breakdown to differentiate the amount of service fee and amount to

be earmarked for the payment to the third parties or other proprietors. Otherwise tax withheld will be credited from the contract price.

#### SCOPE OF WORK AND DELIVERABLES

A. Health and Sales Mission in Middle East in Abu Dhabi and Dubai, UAE on April 24 and April 25, 2024, respectively.

1. Organize a Business-to-Business (B2B) meeting and networking at a 5-star property near Al Muroor Road area in Abu Dhabi and near Deira City Centre in Dubai to be rented for the Health and Sales Mission event to include the following:
  - a. At least 170-190 sqm. room area with additional pre-function area
  - b. Reception table and 4 chairs in the entrance with logbook, pen and calling card tray
  - c. Can accommodate 30-40 participants set up for the product presentation and to have meeting tables for all stakeholders for B2B meetings
  - d. Presentation setup
2. Develop a buyers list and invite travel buyers to the B2B; handle invitation and confirmation of attendance of at least 20 to 25 agents per city. Prepare and send invitation/confirmation of attendance of UAE agents for the sales mission and B2B to compose of Middle East buyers, government, travel agents, and medical integrators.
3. Secure approval of an appropriate government clearance/business permits relative to the holding of trade event and similar activities for all sellers and buyers. Approximately 5-6 hours per venue.
4. Audio-visual requirement (for both venue) such as but not limited to: 1 large (8 ft. or above) projector screen, 2 podiums with 1 microphone each and 2 microphones to go around during Q&A, good sound system, technical crew, and minimal stage décor per sales mission. The program script, PPT speeches, necessary graphics and content for the seminar will be provided by the PDOT.
5. Secure appropriate F&B requirement and venue rental (if applicable) near Al Muroor Road area in Abu Dhabi on April 24, 2024, from 9:00 AM to 2:00 PM - inclusive of two (2) coffee breaks with snacks and one (1) Lunch; (Minimum of 20 pax)
6. Secure appropriate F&B requirement and venue rental (if applicable) near Deira City Centre in Dubai on April 25, 2024, from 9:00 AM to 2:00 PM - inclusive of two (2) coffee breaks with snacks and one (1) Lunch; (Minimum of 20 pax)
7. For purposes of event documentation, provide 1 event photographer for the Abu Dhabi and Dubai health sales mission.
8. Over all coordination, management and supervision during preparation & events proper including provision of an event manager and event host who must be proficient in English.

#### POST EVENT ACTIVITIES

Prepare terminal report (in collaboration with the end-user) with relevant statistics, analysis and recommendations, as well as proper documentation.

#### **Other Information**

THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION  
Department of Tourism  
Makati City

with details such as:

Name of the Bidder/Company:  
Address of the Bidder/Company:  
Title of the Project:  
RFQ No. 2022-10-158

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In addition to the Proposal/Quotation, kindly submit the following 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: Kindly submit your quotations together with your eligibility requirements to nplucman@tourism.gov.ph on or before 19 April 2024 at 11:00 am. Late and unsigned quotations shall not be accepted.

**Created by** Norjannah P Lucman

**Date Created** 15/04/2024

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