



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10781399
Procuring Entity DEPARTMENT OF TOURISM
Title Services of an Events Management Company or tourism Marketing Company or Public Relations Company for the Arabian Travel Market (ATM) 2024

Area of Delivery

Solicitation Number:	RFQ NP-SVP No. 2024-04-0134	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	23/04/2024
Approved Budget for the Contract:	PHP 984,381.29	Last Updated / Time	23/04/2024 00:00 AM
Delivery Period:		Closing Date / Time	26/04/2024 11:00 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 nplucman@tourism.gov.ph		

Description

MINIMUM REQUIREMENTS

- Must be duly registered with the PhilGEPS
- Capable of planning and executing events and/or activities related to tourism marketing or public relations events and activities in UAE. Experience as a market representative for a tourism destination or national tourism organization (NTO) is an advantage.
- With work experience (minimum of 2 years) in the UAE travel and tourism industry, preferably in planning and executing tourism-related marketing events and/or activities of ASEAN country.
- A duly registered events management or tourism destination marketing company and/or PR company in the United Arab Emirates (UAE). Must provide proof of business in the said country like business registration, business permit etc. indication the location of the office.
- Must not be a travel agency, tour operator, and/or visa facilitating agency.
- Must be willing to provide services on send-bill arrangement.

SCOPE OF WORK

Pre-Event

- propose and book a meeting venue, food and beverage within or near the ATM exhibition grounds (preferably a hotel) to conduct the Listening Tour with UAE and Middle East stakeholders;
- Secure presentation technical requirements at the venue of the Listening Tour;
- Propose and secure VIP souvenir items for the approval of DIT (for 40 pax, Listening Tour guests/ attendees from UAE and ME)

- Submit to DOT a proposed program for the Listening Tour.
- Submit a list of invitees from the travel and tourism sector in UAE and Middle East (preferably those who have established offices in the UAE) - airline companies travel agencies, medical travel consolidators, MICE organizers, etc for DOT's vetting;
- Send out invitations and confirm of guests to the Listening Tour, and submit a confirmed list of attendees to DOT;
- Secure the services of a photographer for the Listening Tour;
- Secure an event permit for the Listening Tour;
- Invite and confirm UAE-based media representatives (Filipino or Middle East media organization) to cover the event; and
- Provide post-event press or photo releases regarding the Secretary's visit
- Assist in looking for, and booking accommodations in Dubai during the visit of the DOT delegation (payment for the accommodation will be provided by the respective DOT officials and officers upon their arrival in Dubai)

ACTUAL DAY OF THE LISTENING TOUR

- Provide a dedicated team to oversee and manage the conduct of the Listening Tour (e.g. registration of invited guests and officials, management of the event program, technical requirements, documentation and media management) together with DOT;
- Provide a master of ceremonies/event host for the Listening Tour

POST-EVENT

- submit of post-event report (event summary, list of attendees, event photos, all event-related invoices and supporting documents)

Other Information

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.

In addition to the FINANCIAL PROPOSAL/BID, the following are the REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

1. Current Mayor's/Business Permit/BIR Cert of Registration (Individual)
2. PhilGEPS' Registration Number or Cert of Platinum Membership in lieu of Mayor's Permit and PhilGEPS' registration number.
3. Latest annual Income Tax Return (For BAC's above PhP500K)
4. Original or certified true copy of notarized Omnibus Sworn Statement.

*Please indicate breakdown in presenting your financial bid; stating the amount in words and in figures. In case of discrepancies between: (a) bid prices in figures and in words, the latter shall prevail; (b) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail; (c) stated total price and the actual sum of prices of component items, the latter shall prevail; (d) unit cost in the detailed estimate and unit cost in the bill of quantities, the latter shall prevail.

Created by Norjannah P Lucman

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