



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10785544
Procuring Entity DEPARTMENT OF TOURISM
Title Events Management Company for the Thailand Dive Expo (TDEX) 2024
Area of Delivery

Solicitation Number:	RFQ-NP-SVP 2024-04-0137	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	3
Category:	Events Management	Date Published	24/04/2024
Approved Budget for the Contract:	PHP 999,990.00	Last Updated / Time	24/04/2024 00:00 AM
Delivery Period:		Closing Date / Time	29/04/2024 14:00 PM
Client Agency:			
Contact Person:	MAITA SUMOGAD DANTE AA III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 msdante@tourism.gov.ph		

Description

TECHNICAL SPECIFICATIONS

I. BIDDER : Events Management Company
 II. PROJECT TITLE : Thailand Dive Expo (TDEX) 2024

III. PROJECT DATE : May 14 to 19, 2024
 May 16 to 19, 2024 (TDEX Proper)

IV. BACKGROUND

- TDEX is an annual four-day expo established in 2004 to support the growth of the scuba diving industry and showcase activities and equipment related to dive tourism.
- The show is one of the most recognized scuba diving expos in Asia and is marketed as "The Real Business Hub for the Diving Industry," registering more than 80,000 visitors and more than 250 booths from local and international dive companies including dive certifying schools, dive equipment manufacturers, underwater photographer equipment manufacturers, underwater photographers, dive resort operators and dive enthusiasts.

V. OBJECTIVES

- To provide a platform for DOT and the private sector to establish or renew linkages with dive industry partners in Thailand;
- To generate market development leads that the Department can utilize to further its goals in the marketplace; and
- To heighten the market presence and readiness of the Philippines among Thai divers in Thailand and make it a preferred destination for a dive holiday as the country reopened its borders.

VI. MINIMUM REQUIREMENTS

- Must be accredited by the Philippine Government Electronic Procurement System (PhilGEPS);
- Must have handled events management services for at least 6 international and local dive exhibitions or events in the last 5 years (must show proof; attach the projects' Certificate of Satisfactory Performance);
- Must have experience in handling B2B meetings for Dive Stakeholders;
- Must be able submit a terminal report and documentation; and
- Must be willing to provide services on a send-bill arrangement.

VII. SCOPE OF WORK AND DELIVERABLES

B2B Networking and Product Presentation Program

1. Facilitate reservation and rental of function room within the Queen Sirikit National Convention Center on May 17, 2024, from 8:00 AM to 3:00 PM, following below venue set up requirements:

- a. 15 x work stations with 1 IBM table and 2 chairs each;
- b. 1 x waiting/holding area with 30 chairs;
- c. 15 x table top signage on acrylic stands printed with company names of participating sellers;
- d. 1 x 55 inch television set or projector screen;
- e. 2 x wireless microphone;
- f. 1 x speaker system (appropriate for function room size);

2. Organize program based on below schedule:

TIME ACTIVITY REMARKS

8:00 to 8:30 AM Registration
8:30 to 8:40 AM Welcome Remarks DOT
8:40 to 8:50 AM Airline Presentation PAL / 5J
8:50 to 9:10 AM Dive Philippines Presentation DOT
9:10 to 9:30 AM Airline Presentation PAL / 5J
9:30 to 9:50 AM New Dive Destination Presentation DOT
9:50 to 10:00 AM AM Snacks / Coffee Break For Buyers and Sellers
10:00 to 10:10 AM Presentation of B2B Mechanics EMC
10:10 to 12:10 PM B2B Networking Session 1
12:10 to 1:30 PM Lunch Break For Buyers and Sellers
1:30 to 3:00 PM B2B Networking Session 2
3:00 to 3:10 PM Closing Remarks DOT
3:10 to 3:30 PM PM Snacks / Coffee Break For Buyers and Sellers

3. Generate shortlist of Thai buyers composed of at least 40 dive tour operators/agents/club leaders, to be screened and approved by the end-user;

4. Facilitate invitation and confirmation of at least 40 Thai buyers to participate in the B2B;

5. Generate schedule of B2B meetings between 15 Philippine sellers and 40 Thai buyers;

6. Provide the following meal arrangements for 60 participants:

- a. Free-flowing coffee, tea, and water;
 - b. AM and PM snacks
 - c. Buffet lunch inclusive of rice, 1 pasta dish, 1 chicken dish, 1 beef dish, salad, and soup;
7. Hire the services of 10 Thai/English interpreters to assist during the B2B meetings between Philippine sellers and Thai buyers;

Product and Market Development Activities at the Philippine Booth

1. Propose and implement interactive consumer activation activities (at least two per day) to encourage foot traffic to the booth and allow more visitors to connect with Philippine exhibitors; and

2. Hire the services of three (3) Thai interpreters to act as brand ambassadors, assist in the conduct of consumer activation activities, and provide translation services at the Philippine booth.

Exhibition Main Stage Program

Implement an appropriate budget to invite, engage, and hire the professional services of two (2) resource speakers based in Thailand to deliver one (1) 20 to 30-minute product presentation each at the exhibition main stage (proposed resource speaker must be a key opinion leader in the Thai dive market with Philippine diving experience);

Post Event Activities:

Prepare terminal report (in collaboration with the end-user) with relevant show statistics.

VIII. BUDGET

The total budget for the B2B networking event, venue rental with morning snacks and lunch or dinner, three Thai translators, networking program, dive resource speaker for 2 days, and the events management company fee is NINE HUNDRED NINETY-NINE THOUSAND NINE HUNDRED NINETY PESOS (P 999,990.00).

The total working budget must be inclusive of taxes and other applicable fees. Financial proposal should allow modifications in stand and layout and design according to the needs and requirements of the end user and organizer.

IX. CONTACT PERSON

Contact Person : Patricia Betina D. Javier
Office : Office of Product and Market Development
Contact Number : Loc. 510/ 0917-891-9375
Email Address : pdjavier@tourism.gov.ph

Other Information

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 msdante@tourism.gov.ph on or before 29 April 2024 at 2:00 P.M. Late and unsigned quotations shall not be accepted.

Created by MAITA SUMOGAD DANTE

Date Created 23/04/2024

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