



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11029992
Procuring Entity DEPARTMENT OF TOURISM
Title PROCUREMENT OF CONFERENCE INTEGRATOR FOR THE DEPARTMENT'S LAUNCHING OF CRUISE VISA WAIVER PROGRAM

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2024-07-0235	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	4
Category:	Events Management	Date Published	09/07/2024
Approved Budget for the Contract:	PHP 500,000.00	Last Updated / Time	09/07/2024 00:00 AM
Delivery Period:		Closing Date / Time	12/07/2024 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

Scope and Services

The conference integrator shall provide the following:

A. Event Management

1. Conceptualize design and execution of the launch of the visa cruise waiver program
2. Create a production and management team to ensure the smooth and seamless execution of the program and overall event flow, including but not limited to the following:
 - 2.1 Stage manager
 - 2.2 Technical director
 - 2.3 Assistant technical director
 - 2.4 Project coordinator
 - 2.5 Technical team
3. Manage and oversee all physical and creative details and execution
4. Coordinate with the approval of collaterals and event plans
5. Manage ingress and egress proceedings including coordinating with the official venue and other event requirements, as needed
6. Assist in the production of event collaterals such as event cards, title cards, etc.
7. Ingress date: 15 July 2024
8. Egress date: 16 July 2024
9. Official Venue: Ayuntamiento de Manila

B. Photo and video documentation with SDE (same-day edit)

1. Photo Documentation and coverage of the event
2. Video Coverage
 - 2.1 Full video recording of the launching
 - 2.2 Creative video shoot
3. Video and photo equipment
 - 3.1 Photo camera with appropriate lenses
 - 3.2 Mirrorless video camera with lenses (3)
 - a. main
 - b. creative
 - c. glider
4. Manpower
 - 4.1 Photographer
 - 4.2 Videographer (2)
 - 4.3 Same-day editor

C. Event Requirements

1. Registration Backdrop
 - 1.1 16" x 8" H Registration backdrop
 - 1.2 PVC Tarpaulin Graphics
 - 1.3 Backdrop Lighting
2. TV Prompter
 - 2.1 55" LED Monitor
 - 2.2 Floor TV Stand
 - 2.3 Power and signal cable
3. Presentation Clicker
 - 3.1 Perfect Cue System
 - 3.2 RF Signal Clicker

D. Logistics

1. Crew Meals
2. Transportation
3. Delivery Charges

E. Inclusion of miscellaneous fee and power consumption in the Ayuntamiento de Manila.

Other requirements

1. Must be Filipino-owned, operated and legally registered professional conference organizer/ production house / events management entity;
2. Must have at least three (3) years of experience in organizing events in the Philippines.
3. Must be DOT Accredited MICE Organizer.

Terms of Payment

Government Procedure / Send Bill Arrangement.

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. 2024-07-0235

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
5. DOT Accreditation Certificate (MICE)

Note: Kindly submit your quotations and/together with your eligibility requirements to nplucman@tourism.gov.ph on or before 12 July 2024, 11:00 AM. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 08/07/2024

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