



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11655206

Procuring Entity DEPARTMENT OF TOURISM

Title Services of a Conference Integrator for the Hosting of the Philippine Night in preparation to the Hosting of the ASEAN Tourism Forum 2026

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2025-01-008	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Events Management		
Approved Budget for the Contract:	PHP 1,000,000.00	Document Request List	9
Delivery Period:			
Client Agency:		Date Published	12/01/2025
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	Last Updated / Time	12/01/2025 00:00 AM
		Closing Date / Time	15/01/2025 09:00 AM

Description

SCOPE AND SERVICES

The Conference Integrator shall provide the following:

1. Provide the following requirements for the Philippine night for the setup and installation of all physical and technical requirements, to include, but not be limited to the following:

- Audio-Visual and Lighting Systeme (speakers, microphones, etc)
- LED wall screen W 4M X 2.5M H, backdrop, stage/setup design
- LED projector and screen (as needed)
- Microphones (wireless)
- Amplifiers
- 1 laptop (Mac or Windows)
- Appropriate cables and video adapters (VGA, HDMI, etc.)
- Lights and sounds
- Ingress on 19 January 2025
- Egress on 19 January 2025

2. Talents

- One (1) voice over artist
- Performers for the opening number and entertainment during the dinner (may include festival dancers, singers in group or solo and violinist)

3. Human Resource Assistance

- Layout Artist
- Photographer

4. Documentation Team and Overall Management of the Event

- Additional Requirements
- Must be the official conference integrator of TRAVEX in Malaysia for the ATF 2025.
- Must be Filipino-owned company based in the Philippines
- Must be DOT-MICE Accredited

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Events Management	Events Management	1	Lot	1,000,000.00

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. 2025-01-008

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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

5. DOT-MICE Accreditation

6. Other documents required by the Technical Specifications

Note: Kindly submit your quotations together with your eligibility requirements to nplucman@tourism.gov.ph on or before 15 January 2025 at 9:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 11/01/2025

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