



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11953407  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Services of an Events Management Company for the Salo-Salo: Taste the Flavor, Experience the Culture

#### Area of Delivery

<b>Solicitation Number:</b>	2025-04-0083	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<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>	4
<b>Category:</b>	Events Management	<b>Date Published</b>	08/04/2025
<b>Approved Budget for the Contract:</b>	PHP 976,174.00	<b>Last Updated / Time</b>	08/04/2025 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	11/04/2025 10:00 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

##### IV. BACKGROUND:

As part of the Department of Tourism's (DOT) ongoing commitment to promoting Cultural Tourism, efforts are being strategically aligned with various national government agencies, cultural institutions, academic organizations, regional and international offices, and local government units. These collaborations aim to enhance and showcase the rich cultural heritage of the Philippines, with a particular focus on its food and gastronomy.

In 2024, the DOT, through its Office of Product Development (OPD) Culture Team, took a significant step forward by spearheading the development of the Strategic Framework and Roadmap for Food and Gastronomy Tourism. This framework aims to elevate the culinary scene across the country by identifying key areas for growth and development. In parallel, the OPD crafted the Palengke Tourism Product Development Modules in collaboration with partner agencies, institutions, organizations, and tourism stakeholders. These modules outline a strategic action plan and comprehensive activities aimed at equipping tourism stakeholders with the necessary skills and knowledge to transform local markets into vibrant tourist attractions and develop market tour programs.

In commemoration of the Filipino Food Month 2025, the OPD will officially launch these foundational programs, providing a comprehensive approach to Food and Gastronomy Tourism. This initiative will offer a structured framework for all stakeholders, ensuring that product development efforts of these products across the country are aligned and implemented cohesively.

##### V. MINIMUM REQUIREMENTS

- Must be PHILGEPS Registered
- Must be willing to provide services on send – bill arrangement
- Must be a DOT-accredited establishment.
- Proposed program cost is within the approved budget.
- 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 for the total contract prize.

**VI. SCOPE OF WORK AND DELIVERABLES**

The EMC’s engagement will cover the following scope of work or services:

**Event Deliverables**

- Provision of program flow and script
- Provision of a production team
  - o Provide a production and management team headed by a professional production manager to ensure smooth and seamless execution and overall flow of the event.
  - Floor Director, Technical Director, Stage Manager, Spinner, Playback, Prod Manager, Script Writer, and Project Manager
  - Provide at least five (5) support staff/ushers for the event
  - o Manage and oversee all physical and creative details and execution of the activity that includes the following:
    - Handling and management of hybrid setup (provision for online participation)
    - Hybrid venue set-up/requirements
    - Technical run with the experts/speakers, and facilitator
    - Technical/logistical requirements of the onsite event
    - Conceptualize design including visuals for LED screen and execute the event
    - o Coordination with a cultural performance group to conduct cultural performances as a creative presentation during the program
- Provision of emcee/host
- Ingress and Egress
  - o Manage ingress and egress proceedings including coordinating with the official venue and other event requirements, as needed
- Meals for crew and production team
- Prepare post-event report with documentation

**Lights and Sound System**

- Provision of audiovisual/technical equipment:
  - o Lighting equipment
  - o High-end sound system
  - o Wireless microphones
  - o LED screen
  - o Laptop
  - o Extension cords
  - o Audio jacks
  - o Wi-Fi (can enable hybrid set-up)
  - o Registration table (outside)
  - o Place cards (for VIP tables, registration, etc.)

**Conference Kits**

Conceptualize and provide the collaterals to be used as food and gastronomy-related giveaways and conference kits during the event, subject to approval of the end-user, with the following specifications:

- 100 sets of conference kit
  - o Shopping Bag
    - Material : Canvas or similar
    - Size : Standard (12" x 14" x 5")
    - Design : Food and gastronomy icons from across the Philippines
    - Inclusion: Thank-you tag with event details and the LTP logo
  - o Program Flow Card
    - Size : A5 (5.8" x 8.3")
    - Color : 4/4 CMYK
    - Paper : C2S 140 LBS (Double-Sided Matte Lamination)
  - o Event Executive Summary Booklet
    - Size : A4 (8.3" x 11.7")
    - Color : 4/4 CMYK
    - Paper : C2S 140 LBS (Cover; Double-Sided Matte Lamination)
    - : C2S 100 LBS (Inside Pages)
    - Design : Printing and layout c/o the EMC
    - Binding : Stapled

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Services of an Events Management Company	Services of an Events Management Company for the Salo-Salo: Taste the Flavor, Experience the Culture	1	Lot	976,174.00

**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. 2025-04-0083

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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 Accreditation

Note: Kindly submit your quotations together with your eligibility requirements to nplucman@tourism.gov.ph on or before 11 April 2025 at 10:00 am. Late and unsigned quotations shall not be accepted.

**Created by** Norjannah P Lucman

**Date Created** 07/04/2025

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