



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7795163
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of a Conference Integrator in connection with the Philippines' virtual participation to the 54th ASEAN National Tourism Organisations and Related Meetings
Area of Delivery Metro Manila

Solicitation Number:	2021 - 06 - 0061	Status	Pending
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	25/06/2021
Approved Budget for the Contract:	PHP 200,000.00	Last Updated / Time	24/06/2021 16:23 PM
Delivery Period:	2 Day/s	Closing Date / Time	28/06/2021 12:00 PM
Client Agency:			
Contact Person:	John Paulo Samonte Francisco Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 psfrancisco.logistics@yahoo.com		

Description

Terms of Reference for the required Conference Integrator in connection with the Philippines' virtual participation to the 54th ASEAN National Tourism Organisations and Related Meetings 07-08 July 2021, Department of Tourism
 Requirement: Conference Integrator
 Rationale

The ASEAN National Tourism Organisations (NTOs) and Related Meetings is the bi-annual meeting of the Senior Officials of the ASEAN Tourism Sector. Hosting of the event is being rotated annually among the 10 ASEAN Member States to provide an opportunity for the NTOs to showcase their new destinations, products, and services to the global community.

For this year, the Philippines' participation to the 54th ASEAN NTOs and Related Meetings 07-08 July 2021 will be virtual and is hosted by the Ministry of Tourism and Creative Economy of Indonesia.

Legal Basis

Pursuant to Section 12(I) of Republic Act No. 9593 (Tourism Act), the Office of Tourism Development Planning, Research and Information Management (OTDPRIM) under the Tourism Development (TD) Sector is mandated to pursue the Department's interests in multilateral, international and regional tourism cooperation, agreements and treaties. With the Philippines as a Member State of the Association of South East Asian Nations-National Tourism Organizations (ASEAN-NTOs), the Department of Tourism is mandated to represent the Philippines in the ASEAN-NTOs.

In this regard, the DOT is in need of a Conference Integrator that will assist in the implementation of conduct and virtual attendance of the Philippines in the 54th ASEAN NTOs and Related Meetings as this is a Senior Officials' level meeting.

Venue: The Project Officers as well as Officials will report to the Department of Tourism for the said meeting due to the internet access and connectivity, therefore, the winning bidder will be requested to report to the DOT subject for discussion on the number of personnel as well as observance of health and safety protocols.

Scope of Services

The Conference Integrator is expected to provide the following:

- 1) Rental of Integrated Sound System with monitors and connectivity for online conferencing
- 2) Rental of High Resolution Video Camera, for video input;
- 3) Rental of Three (3) TV Monitor (Preferably 55") for the viewing of the entire participants during the meeting
- 4) Rental of Three (3) Goose Microphone
- 5) Online documentation and recording of the meeting;
- 6) Photo documentation of the preparation as well as during the meetings;
- 7) Purchase of 2 Philippine and 2 ASEAN Indoor and table flags.
- 8) Provision of AM, PM Snacks, Lunch and Dinner for the DOT Officials and Officers
 - a. 7 Pax from 07-08 July 2021
 - b. 5 Pax on 06 July 2021
- 9) Provision of Saliva RT-PCR Test for Five (5) DOT Officials and Officers.
- 10) Provision of tablecloth for the tables during the meeting.
- 11) Ingress and Technical Run on 06 July 2021.
- 12) Personnel who will be assisting onsite for technical matters and must undergo RT-PCR Test.

Other Requirements

- ☐ Must be Filipino-owned, operated and legally registered professional conference organizer/ production house / events management entity.
- ☐ Must have experience in organizing international and online events in the Philippines. Bidder to submit company profile and events previously handled related to tourism.
- ☐ To ensure the proper execution of the meetings, the DOT requires the submission of the breakdown of the bidder's proposal and listing for the production management that shall be deployed in the Department of Tourism.

Budget Estimate: The project costs Php 200,000 (Inclusive of all fees and taxes).

Payment: Government Procedure

Prepared By and Contact Persons:

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Approved By:

Mr. Warner M. Andrada

OIC-Director

Office of Tourism Development Planning,
Research and Information Management

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Events Management	Procurement of Services of a Conference Integrator in connection with the Philippines' virtual participation to the 54th ASEAN National Tourism Organisations and Related Meetings	1	Lot	200,000.00

Other Information

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: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 28 June 2021 at 12:00 pm. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco
Date Created 24/06/2021

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