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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7426931
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Conference Integrator for the conduct of ASEAN Tourism Forum on 02 - 05 February 2021
Area of Delivery Metro Manila

Solicitation Number: 2021 - 01 - 0006	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	4
Category: Events Management	Date Published	23/01/2021
Approved Budget for the Contract: PHP 500,000.00	Last Updated / Time	23/01/2021 00:00 AM
Delivery Period: 4 Day/s	Closing Date / Time	26/01/2021 10:00 AM
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 ASEAN Tourism Forum 2021

2-5 February 2021, Department of Tourism

Requirement: Conference Integrator

Rationale

The ASEAN Tourism Forum is the biggest and most important travel and tourism event in the ASEAN region since 1981. Hosting of the event is being rotated annually among the 10 ASEAN Member States to provide an opportunity for the National Tourism Organizations (NTOs) to showcase their new destinations, products and services to the global community.

The ATF has three (3) components:

- (1) Government Meetings - an annual meeting of the ASEAN Tourism Ministers and its Senior Officials and Other Tourism Leaders. The objective of the meetings is to render decisions on the recommendations/outcomes of the ASEAN Tourism Committees;
- (2) ASEAN Tourism Conference - to discuss the current tourism trends and opportunities within ASEAN and is participated in by government officials and tourism stakeholders;
- (3) Travel Exchange (TRAVEX) - the longest-running annual ASEAN leisure travel trade event that is attended by international buyers and sellers as well as foreign and local media, including investors and product developers. The Philippine Tourism Promotions Board handles the TRAVEX.

For this year, the Philippines' participation to the ASEAN Tourism Forum (ATF) 2021 on 2-5 February 2021 will be virtual and is hosted by the Ministry of Tourism of Cambodia.

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 ASEAN Tourism Forum 2021.

Venue: The Project Officers 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) Integrated Sound System with monitors and connectivity for online conferencing
- 2) High Resolution Video Camera, for video input;
- 3) Three (3) TV Monitor (Preferably 55") for the viewing of the entire participants during the meeting
- 4) Three (3) Goose Microphone
- 5) Online documentation and recording of the meeting;
- 6) Photo documentation of the preparation as well as during the meeting;
- 7) Provision of two (2) Onsite Background during the meeting (Design and layout c/o Conference Integrator).
- 8) Purchase of 2 Philippine and 2 ASEAN Indoor Flags.
- 9) Provision of AM, PM Snacks and Lunch for the DOT Officials and Officers (8 Pax from 1-5 February 2021).
- 10) Provision of RT-PCR Test for 8 DOT Officials and Officers.
- 11) Tablecloth for the tables during the meeting.
- 12) Ingress and Technical Run on 01 February 2021.
- 13) 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 a breakdown of the bidder's proposal and listing for the production management.

Budget Estimate: The project costs Php 500,000 (Inclusive of all fees and taxes).

Payment: Government Procedure

Prepared By and Contact Persons:

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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 26 January 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 22/01/2021

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