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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6459233
Procuring Entity DEPARTMENT OF TOURISM
Title ASEAN Tourism Committee Meetings on 06-12 October 2019, Boracay Island, Philippines
Area of Delivery

Solicitation Number: 2019-09-0211	Status	Active
Trade Agreement: Implementing Rules and Regulations	Associated Components	3
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods	Document Request List	0
Category: Events Management	Date Published	12/09/2019
Approved Budget for the Contract: PHP 1,000,000.00	Last Updated / Time	12/09/2019 00:00 AM
Delivery Period:	Closing Date / Time	16/09/2019 14:00 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

ASEAN TOURISM COMMITTEE MEETINGS
06-12 October 2019, Boracay Island, Philippines

Terms of Reference

Requirement: Conference Integrator

Background:

The Association of Southeast Asian Nations (ASEAN) is an intergovernmental organization aimed primarily at promoting economic growth and regional stability among its members.

The ASEAN National Tourism Organizations (NTOs) aims to develop, coordinate and implement work programs/plans to enhance cooperation in tourism, provide a mechanism to promote participation from the private or business sector and non-government organizations, and establish working groups to assist in the development and implementation of the policies and work programs/plans.

The overall implementation of the ASEAN Tourism Strategic Plan (ATSP) following the implementation guidelines and timelines will be the responsibility of the following committees:

1. ASEAN Tourism Competitiveness Committee (ATCC);
2. ASEAN Sustainable and Inclusive Tourism Development Committee (ASITDC),
3. ASEAN Tourism Resourcing and Monitoring Evaluation Committee (ATRMEC);
4. ASEAN Tourism Professional Monitoring Committee (ATPMC).

The committees will be responsible for implementing the programs and activities based on the action guidelines provided in the ATSP, establishing the sub-committees to implement the activities, arranging, resourcing and establishing the monitoring and evaluation system through the ATRMEC, supervising the implementation of the activities by the sub-committees, and presenting the results to the NTOs Secretariat and Ministers.

The ASEAN Tourism Committee Meetings are held twice a year and hosted by the ASEAN NTOs to implement the two-year work plan of the ATSP rotationally and alphabetically among the ASEAN Member States.

In line with this, the DOT is in need of a Conference Integrator that will execute the requirements needed for the hosting of the ASEAN Tourism Committee Meetings.

Scope of Services:

The Conference Integrator is expected to provide the following:

1. DATES: 05-12 October 2019 - DOT Secretariat Room

Provision of the following requirements during the hosting of the ASEAN Tourism Committee Meetings:

- a. Six (6) Units of laptops
 - Preferably the Latest Window Software
 - MS Office and Google Chrome
 - Units must have no existing documents
- b. One (1) heavy duty photocopier/printer with preferred specifications
 - An engine speed for A4: Max. 31/26 ppm
 - An engine speed for A3: Max. 17/15 ppm
 - Control panel display of 7.0-inch colour LCD touchscreen
 - Paper size of maximum A3, minimum A6
 - Paper capacity with a standard of 1,100 sheets
 - Machine must be able to print, photocopy and scan
- c. Six (6) flat screen LED TV monitors
 - 52' flat screen TV monitors
 - Connectors and adaptors
 - Control System with display switcher

2. DATES: 07-11 October 2019 - Meeting Venue

Provision of the following requirements during the hosting of the ASEAN Tourism Committee Meetings:

- One Full LED Screen
- Control system with display switcher
- Stage/Riser
- Meeting Venue Design (Beach or Island Theme)
- Wireless presenter / clicker with brand new battery and spares
- Extension Power Cords
- Six (6) LCD Monitors
- Six (6) pcs of Directional Signage Poster
- Two (2) pcs 30" x 40" Event Poster Board with easel stand
- Thirty (30) Goose Microphones
- Wireless Microphones
- Sound System and Lights
- Voice Recording
- Photo and Video Documentation with Same Day Edit
- IT personnel on Standby
- Conference Kit: Locally made Bag, Sustainable Notebook and Pen, Philippine Delicacy Products (100pcs)
- Provision of extra bandwidth internet access for paper light meetings.
- Provision of ID and Leis

3. DATES: 07 October 2019 and 10 October 2019 - Hosted Dinners

- Venue design and set-up (thematic)
- Lights and Sound System

4. PERFORMERS

- Everyday People Boracay (Hosted Dinner)
- The Mentalist (Welcome Dinner)
- Boracay Reggae Performer for the Welcome Dinner (Kokoi Baldo)

5. DOCUMENTATION

- Photographer with full HD Digital Camera for the whole duration of the meetings.
- Videographer with full HD digital video for the whole duration of the meetings.
- Audio recording of the meeting.
- Deliverables: Full event AVP (150 to 240 seconds), and 2-minute recap video of activities during Day 1 to be shown during the hosted dinner. Full event AVP must be delivered within 7 days of project implementation.
- Files: photo and video files, both raw and edited to be submitted to the project secretariat on a 1TB external hard drive within 7 days of project implementation.
- All photos and audio will be transferred to the DOT.

6. OTHERS

- Purchase of Thirty (30) Nameplates
- Purchase of Twenty (20) Indoor Flags and Flagpoles and Desk Flags
- Production of DOT Logo for placement in the podium
- Supplies: Thirty (30) flash drives, ten (10) reams of Paper, Paper Clips
- Two (2) Dinner Tokens (Locally made products)

Note: All energy and service charges beyond what is provided by the venue is to be covered by the conference integrator. The meals and service fees of all contracted personnel in the installation, setup and provision of necessary services as indicated within this TOR is to be covered by the conference integrator.

7. OTHER REQUIREMENTS

- Must be Filipino-owned, operated and legally registered professional conference organizer/ production house / events management entity
- Must have experience in organizing international 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 as well as list of proposed artists to ensure compliance with the requirements.
- Provide sample of conference kit, notebook and pen and tokens and design of the collaterals.

TOTAL BUDGET: Php 1,000,000.00

PAYMENT: Government Procedure

CONTACT DETAILS:

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PREPARED BY:

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Note: The winning bid shall be determined based on the proposal with the most advantageous financial package cost provided that the amount of the bid does not exceed the above total budget.

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & your Company Name in a SEALED ENVELOPE, addressed to Mr. John Paulo S. Francisco at DOT Bldg., 4th Floor, Procurement Management Division, 351 Sen. Gil Puyat Avenue, Makati City

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1. Current Mayor's/Business Permit/BIR Certification of Registration (Individual)
(In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the Official Receipt (renewal) shall be accepted.
2. Philgeps Registration Number
3. Latest Income/Business Tax Return (For ABCs above Php500K)
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Deadline for the submission of Quotation: on or before September 16, 2019 at 2:00 pm

Created by John Paulo Samonte Francisco

Date Created 11/09/2019

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