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Award Notice Abstract (Ref No.: 3359574)

Status: Updated

Reference Number: 8200210 Control Number: RFQ No. 2021 - 11 - 0179 Bid Notice Title: Procurement of Events Management Company for the Conduct of PDOT-WTTC Safe Travels Forum Approved Budget: Php999,000.00 Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) Classification: Goods Category: Events Management Applicable Procurement Rules: Implementing Rules and Regulations Funding Source: Government of the Philippines (GOP) Funding Instrument: General Appropriations Act Area of Delivery: Delivery Period: 1 Day/s Contact Person: John Paulo Francisco Created By: John Paulo Francisco	DEPARTMENT OF TOURISM 351 Sen. Gil Puyat Avenue Makati City Metro Manila, NCR, Philippines Events Management Awardee : TOTAL EXHIBIT AND EXPO SOLUTIONS INC. Address : #7 Sunshine Lane Rodriguez Drive, Brgy. Baesa, Quezon City Metro Manila, NCR, Philippines Contact Person : John Paul Cunanan Alarilla Designation : President <table border="1"> <thead> <tr> <th colspan="3">Line Item</th></tr> <tr> <th>#</th><th>Product/Service/Project Name</th><th>Budget</th></tr> </thead> <tbody> <tr> <td>1</td><td>Events Management, Procurement of Events Management Company for the Conduct of PDOT-WTTC Safe Travels Forum, 80141607, 1, Lot</td><td>Php999,000.00</td></tr> </tbody> </table> Reason for Award : Lowest Calculated and Responsive Bid (LCRB)	Line Item			#	Product/Service/Project Name	Budget	1	Events Management, Procurement of Events Management Company for the Conduct of PDOT-WTTC Safe Travels Forum, 80141607, 1, Lot	Php999,000.00	Award Type: Award Notice Contract Amount: Php797,000.00 Award Date: 23-Nov-2021 Publish Date: 05-Dec-2021 Date Last Updated: 17-Feb-2022 Contract Number: 21-00223 Proceed Date: 25-Nov-2021 Contract Effectivity Date: 26-Nov-2021 Contract End Date: 26-Nov-2021 Created By: John Paulo Samonte Francisco Date Created: 05-Dec-2021 Approver: View Documents: 4
Line Item											
#	Product/Service/Project Name	Budget									
1	Events Management, Procurement of Events Management Company for the Conduct of PDOT-WTTC Safe Travels Forum, 80141607, 1, Lot	Php999,000.00									

21-00223

SERVICE CONTRACT

Events Management

KNOW ALL MEN BY THESE PRESENTS:

That this Agreement, made and entered into this 25 November 2021 in the City of Makati, Philippines, by and between

The **DEPARTMENT OF TOURISM (DOT)**, a government agency with principal office address at the New DOT Building, 351 Sen. Gil Puyat Avenue, Makati City, Philippines 1200 represented by its OIC-Undersecretary for Tourism Development, **VERNA ESMERALDA C. BUENSUCESO**, of legal age, Filipino and hereinafter referred to as the **FIRST PARTY**;

and

The **TOTAL EXHIBIT AND EXPO SOLUTIONS, INC.** is a private entity existing and duly registered under the laws of the Philippines, with office address at #7 Sunshine Lane, Rodriguez Drive, Brgy. Baesa, Quirino Highway, Quezon City and represented by its President, **MR. JOHN PAUL ALARILLA** and hereinafter referred to as the **"SECOND PARTY"**;

Each a Party, collectively, the **PARTIES**.

WITNESSETH:

WHEREAS, the **FIRST PARTY** is the primary planning, programming, coordinating, implementing and regulatory government agency in the development and promotion of the tourism industry, both domestic and international;

WHEREAS, in September 2020, the Philippines became the 100th destination to receive the World Travel and Tourism Council Safe Travels Stamp (WTTC STS) recognizing the alignment of the country's Health and Safety Guidelines for tourism-related sectors to that of the council's and the emergence of local tourism destinations which are opening up for domestic tourists with no quarantine requirement;

WHEREAS, the **FIRST PARTY** has been given the opportunity to assume the role of a Safe Travels Ambassador to the stakeholders, advocating the implementation of the Safe Travels protocols and the uptake of the Safe Travels stamp to subsidiary public sector authorities and/or private sector organization and ensure their ongoing compliance with the protocols and Terms & Conditions;

WHEREAS, as part of its continuing efforts to pursue safe travels and sustainable tourism, the **FIRST PARTY** will co-organize a hybrid forum entitled *PDOT-WTTC Safe Travels Forum (the "Event")* with the theme: Tourism Industry: Emerging from the Crisis and Gearing Up for a Sustainable Future for Tourism which aims to discuss the importance of crisis preparedness in the tourism industry, the experiences of WTTC STS destinations in advocating for Safe Travels and the lessons learnt from the pandemic in gearing up for a sustainable future of tourism;

WHEREAS, the **FIRST PARTY** is in need of the services of an events management company to handle the onsite and online physical and technical requirements for the conduct of the Event on 26 November 2021 in Boracay;

WHEREAS, the requirement was processed in compliance with the procedure on **Negotiated Procurement-Small Value Procurement**, pursuant to Section 53.9 of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act);

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21-00223

WHEREAS, the **SECOND PARTY**, a duly registered member of the Philippine Government Electronic Procurement System (PhilGEPS) who possesses the necessary skills, experience and expertise in providing the required services, has offered to undertake the project;

WHEREAS, the Bids and Awards Committee (BAC) of the DOT, through **BAC Resolution No. 2021- 221**, has declared the **SECOND PARTY** to be the bidder with the *Lowest Calculated and Responsive Bid (LCRB)* as its quotation was found to be compliant and responsive to the specifications indicated in the Terms of Reference (TOR);

NOW, THEREFORE, based on the foregoing, the **PARTIES** hereby agree as follows:

1. **SERVICES.** The **SECOND PARTY** hereby agrees to:
 - i. **Pre-Event**
 - a. Conceptualize, manage and implement the overall program scenario for the forum;
 - b. Form an Event Management Team that will execute, oversee and manage the required onsite and online physical & technical requirements of the event;
 - c. Source and hire a conference program officer, and a session moderator to facilitate the panel discussion and Q&A, wrap-up and synthesize the conference highlights;
 - d. Provision of delegate kits and antigen testing for twenty-five (25) onsite delegates;
 - e. Provide the other general requirements.
 - ii. **On-Site**
 - a. Over-all venue décor/execution and construction including Stage design / decoration, Venue styling, Printing of Banner, Signage, Title Card, and Registration Counter;
 - b. Provide the requirements for the hybrid Forum and coordinate with the technical team of the venue for the set up and installation of all physical and technical requirements;
 - iii. **Online**
 - a. Provision and management of an online event/webinar platform that can accommodate at least 500 to 1000 online users/viewers and can be integrated and streamed live in Facebook;
 - b. Create and manage a Registration System of the Forum Conference.
- Details of the above including the other responsibilities of the **SECOND PARTY** are indicated in the attached **Terms of Reference**, which forms an integral part of this contract.
2. **EFFECTIVITY AND TERM.** This Agreement shall be effective from date of execution until **26 November 2021**.
3. **COMPENSATION.** By way of compensation for its services, the **FIRST PARTY** shall pay the **SECOND PARTY** the total amount indicated in the Statement of Account, which shall be based on actual expenses incurred, but not to exceed **Seven Hundred Ninety-Seven Pesos (PhP797,000.00)**, for the total actual cost of services rendered inclusive of VAT and other taxes.
4. **PAYMENT.** The above consideration will be paid by the **FIRST PARTY** after presentation of the required Statement of Account and other necessary documents, subject to the usual accounting and auditing rules and regulations by the **SECOND PARTY**. It is understood, however, that payment shall only be made after it has fully and satisfactorily rendered its undertaking under this agreement, and as indicated below:
5. **LIQUIDATED DAMAGES.** When the **SECOND PARTY** fails to satisfactorily render the services under this Agreement within the specified schedule, the **SECOND PARTY** shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed services scheduled for delivery for every day of delay. The **FIRST PARTY** need not prove that it has incurred actual damages to be entitled to liquidate damages. Such amount shall be deducted

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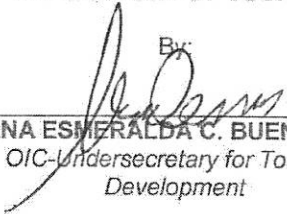
from any money due or which may become due to the **SECOND PARTY** or collected from any securities or warranties posted by the **SECOND PARTY**, whichever is convenient to the procuring entity concerned. In no case shall the total sum of liquidated damages exceed ten percent (10%) of the total contract price, in which event the **FIRST PARTY** concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

6. **FREE AND HARMLESS.** The **SECOND PARTY** shall hold the **FIRST PARTY** free and harmless from, and hereby binds and obligates itself to indemnify the **FIRST PARTY** for any and all liabilities, losses, damages, injuries, including death, claims, demands, suits, proceeding, judgments, awards, fines, penalties and all expenses, legal or otherwise of whatever kind or nature arising from and by reason of this Agreement, due to the fault, negligence, act, act omission, delays, conduct, breach of trust, or non-observance or violation of this Agreement, or any of its stipulation and warranties by the **SECOND PARTY** and/or any of its employees, agents, representatives, or sub-contractors.
7. **DISPUTE RESOLUTION.** If any dispute shall arise between the **FIRST PARTY** and the **SECOND PARTY** in connection with this Agreement, the Parties shall make every effort to resolve such dispute amicably. Should such dispute not be resolved, the same will be referred for arbitration in accordance with RA No. 876 or the *Arbitration Law* and RA No. 9285 or the *Alternative Dispute Resolution Act of 2004*.
8. **ELECTRONIC SIGNATURES.** The parties shall be entitled to sign and transmit this Agreement with an electronic signature whether by facsimile, e-mail, or other electronic means, which signature shall be binding on the Party whose name is contained therein. Any Party providing an electronic signature agrees to promptly execute and deliver to the other parties an original signed Agreement upon request.
9. **COMPLETENESS OF AGREEMENT.** This Agreement, along with the select provisions in the annexes made integral parts hereof, contains the complete understanding of the Parties and may not be modified or amended except through another Agreement in writing duly executed by the parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement through their authorized representatives on the date stated above.

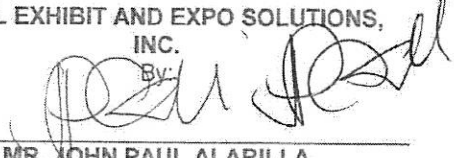
DEPARTMENT OF TOURISM

By:

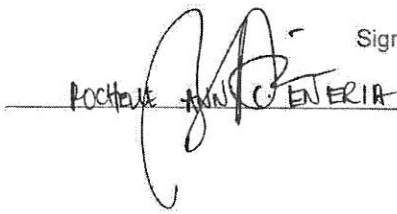

VERNA ESMERALDA C. BUENSUCESO
OIC-Undersecretary for Tourism
Development

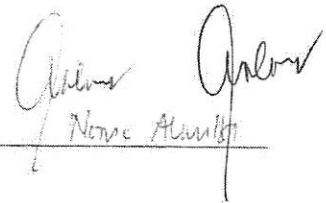
TOTAL EXHIBIT AND EXPO SOLUTIONS,
INC.

By:


MR. JOHN PAUL ALARILLA
President


Signed in the presence of:


ROCHELLE ANN C. ENTERIA


NENE ALARILLA

21-00223

FUNDS AVAILABLE:



Mr. ROMAN G. BERSAMIRA
Chief Accountant, Accounting Division,
DOT

ACKNOWLEDGEMENT

Republic of the Philippines) S.S
City of Makati)

On this 17th day of December, 2021 personally appeared before me, a Notary Public in
and for the City of Makati, the following persons:

Name	Government ID	Date Issued	Place Issued
Verna Esmeralda C. Buensuceso	Passport No. 50015361A	22 May 2019	DFA Manila
John Paul Alarilla	Passport P7967778A	17 July 2018	DFA Manila


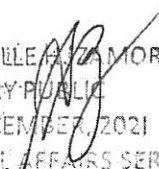
all known to me to be the same person who executed the foregoing Agreement and
acknowledgement that the same is an act of their free and voluntary will and deed and of the entity
that they respectively represent.

IN WITNESS WHEREOF, I hereunto sign this document and affix my seal of office on this date and
place aforementioned.

NOTARY PUBLIC

Doc. No. 214
Page No. 43
Book No. III
Series of 2021

ATTY: AUDELLE B. ZAMORA
NOTARY PUBLIC
UNTIL DECEMBER, 2021
PENTHOUSE, LEGAL AFFAIRS SERVICE, DOT BLDG
PTR NO. 8144622 - 1/15/20 - MAKATI CITY
IBP LIFETIME MEMBER 046167 MAKATI CITY
ROLL NO. 64115 MCLE 040064149





**BAC Resolution Declaring Lowest Calculated and Responsive Bid (LCRB)
and Recommending Award for the Procurement of Services of
Events Management Company for the Conduct of Philippine Department
of Tourism World Travel and Tourism Council Safe Travels Stamp Forum
(RFQ No. 2021 - 11 - 0179)**

Resolution No. 2021 - 221

WHEREAS, the Department of Tourism (DOT), through the Procurement Management Division (PMD), posted the Request for Quotation (RFQ) for the Procurement of Services of Events Management Company for the Conduct of Philippine Department of Tourism World Travel and Tourism Council Safe Travels Stamp Forum on 26 November 2021, in the PhilGEPS website and DOT website continuously for at least six (6) calendar days, starting on 17 November 2021, and the deadline for the submission of quotations was set on 22 November 2021. The Approved Budget for the Contract (ABC) is Nine Hundred Ninety-Nine Thousand Pesos (PhP999, 000.00). A copy of the PhilGEPS posting is hereto attached, marked as **Annex "A"**, and made an integral part hereof;

WHEREAS, three (3) known service providers were invited to join by sending Request for Quotation (RFQ) via e-mail and to submit their quotation via e-mail using the same method, in compliance with the procedure on Negotiated Procurement - Small Value Procurement pursuant to Section 53.9 of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (R.A. 9184);

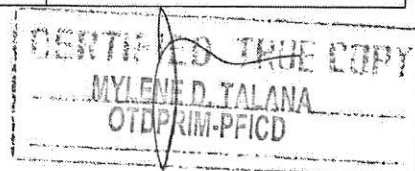
WHEREAS, in response to the said posting and invitation, four (4) bidders submitted their quotations within the set deadline for the submission of quotations on 22 November 2021;

WHEREAS, upon evaluation, below are the findings;

Name of Bidder	Bid Amount (As Read)	Findings
Total Exhibit and Expo Solutions, Inc.	PhP797, 000.00	Eligible
Masaya Studio, Inc.	PhP882, 000.00	Eligible
Post Ad Ventures Incorporated	PhP990, 662.40	Eligible
Nicatto Events and Marketing Dynamics Corporation	PhP999, 000.00	Eligible

WHEREAS, the detailed evaluation of the quotations resulted in the following:

Name of Bidder	Bid Amount (As Calculated)	Ranking
Total Exhibit and Expo Solutions, Inc.	PhP797, 000.00	Lowest Calculated Bid (LCB)
Masaya Studio, Inc.	PhP882, 000.00	2 nd LCB
Post Ad Ventures Incorporated	PhP990, 662.40	3 rd LCB
Nicatto Events and Marketing Dynamics Corporation	PhP999, 000.00	4 th LCB



WHEREAS, upon due evaluation and careful examination of the quotation submitted by **TOTAL EXHIBIT AND EXPO SOLUTIONS, INC.**, being the bidder with the *Lowest Calculated Bid (LCB)*, its quotation has been found to be complying and responsive to the technical specifications as stated in the Terms of Reference (TOR). A copy of the Abstract of Quotations and the submitted quotations are hereto attached, marked as **Annexes "B" and "C"**, respectively, and are made integral parts hereof;

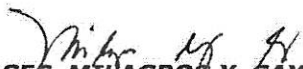
NOW, THEREFORE, foregoing premises considered, WE, the Members of the DOT Bids and Awards Committee, hereby **Resolve**, as it is hereby **Resolved**:

- a) To adopt Negotiated Procurement – Small Value Procurement under Section 53.9 of the revised Implementing Rules and Regulations (IRR) of the Republic Act No. 9184 for the Procurement of Services of Events Management Company for the Conduct of Philippine Department of Tourism World Travel and Tourism Council Safe Travels Stamp Forum on 26 November 2021; and
- b) To declare **TOTAL EXHIBIT AND EXPO SOLUTIONS, INC.** as the **Single Calculated and Responsive Bid (SCRB)** and to award the contract for the Procurement of Services of Events Management Company for the Conduct of Philippine Department of Tourism World Travel and Tourism Council Safe Travels Stamp Forum on 26 November 2021, in the total amount of **SEVEN HUNDRED NINETY-SEVEN THOUSAND PESOS (Php797, 000.00)**, inclusive of all applicable taxes;
- c) To recommend for approval by the Secretary of Tourism the foregoing findings.

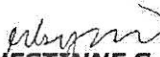
Resolved this 22nd day of November 2021.


Recommending Approval:


OIC - USEC. REYNALDO L. CHING
BAC Chairperson


OIC - ASEC. MILAGROS Y. SAY
BAC Vice Chairperson

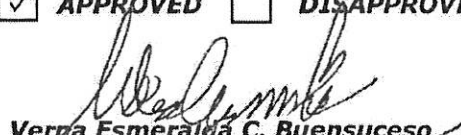

MR. RAYMUND GLEN A. AGUSTIN
Member


MS. ERNESTINNE S. DEMACLID
BAC Member


ATTY. JENNIFER A. OLBA
BAC Member

By Authority of the Secretary
(Department Order No. 2021-077)

☒ **APPROVED** ☐ **DISAPPROVED:**


Verna Esmeralda C. Buensuceso
OIC - Undersecretary, Tourism Development

