



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6758747  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Philippine Blue Tourism Summit  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 2019-12-0383	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	3
<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>	0
<b>Category:</b> Events Management	<b>Date Published</b>	14/12/2019
<b>Approved Budget for the Contract:</b> PHP 900,000.00	<b>Last Updated / Time</b>	13/12/2019 15:18 PM
<b>Delivery Period:</b> 1 Day/s	<b>Closing Date / Time</b>	17/12/2019 10:00 AM
<b>Client Agency:</b>		
<b>Contact Person:</b> 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

##### PHILIPPINE BLUE TOURISM SUMMIT

##### EVENT ORGANIZER

(Schedule: MARCH 12, 2020)

##### Objectives

To organize and facilitate the conduct of Philippine Blue Tourism Summit.

##### Specific Objectives

1. To gather insights from industry and academe experts for the purpose of developing the tourism standards and guidelines for coastal destinations

##### Minimum Requirements for Bidders

- Must be an event organizer firm for not less than 5 years
- Must have experience and proven track record in handling large scale international tourism events (e.g. ASEAN summit, International conventions).
- Must be willing to provide services on a send bill arrangement

##### Scope of Work

##### a. Event Concept, Guide and Details

- Creative concept and design of the venue, stage and registration
- Program development and flow organization subject to discussion with the DOT Secretariat Team
- List of invitees in coordination with DOT
- Invitation of participants and speakers
- Coordination with the winning bidder for the Event Venue
- Conduct of briefing for all staff involved before the event proper

b. Collaterals/Creative Design of the Collaterals

- Invitation Design
- E-backdrop/LED Displays
- Opening AVPs (Invocation, National Anthem, Intermission AVPs)
- Program Design, Layout and Printing
- Stage Backdrop Layout Design
- Event Styling Elements for the venue

c. Participants Kits (200 kits)

- Notebooks and pens

d. Certificates of Appreciation with Holders/Unique Frames (20pcs, layout of the proposed certificates to be presented to DOT prior to production)

e. Certificates of Attendance (200 pcs, layout of the proposed certificates to be presented to DOT prior to production)

f. Honorarium and Tokens for Speakers (to be presented and approved by DOT)

g. Technical Requirements

- Professional Audio Equipment
- Digital Audio Mixing Console
- 4 units Active Loud Speakers
- 2 units Active Speaker Monitor
- 2 units Active Subwoofers
- 1 Lot Complete Signal and Power Cables
- 1 Lot Mic Stands
- Audio Spinner
- Playback Laptop with Virtual DJ
- Professional Lighting
- Digital Lighting Console
- LedPAR Lighting RGB, RGBW
- LedPAR Lighting Amber White
- Follow Spot
- Complete Signal and Power Cables
- Signal Splitter
- Moving Heads
- LedBAR Uplights
- Audience Blinder
- LED Wall
- 9' x 12' Video LED Wall
- Complete signal and power cables
- Power distribution box
- LED Wall Riser
- Digital HD Video Mixer (Roland V40HD)
- Laptop for Playback
- Teleprompter
- 1 unit LED TV monitor
- 1 Set support back brace with bracket
- HDMI Signal Cable
- Presentation Clicker with extender
- Event Styling Components
- Photo Wall
- Welcome Arc
- Registration Counter

h. Execution and On-the-Day Coordination and Facilitation

- Ingress and Egress Management
- Venue Physical Set-up
- Program Directing/Management and Script Writing
- Provision of technical staff and event management staff to coordinate with DOT and Venue
- Photo Video Documentation of the event
- Registration System

i. Event Management Staff

- Project Manager (1)
- Project Director (1)
- Stage Manager and Technical Staff (3)
- Emcees/Moderator (2)
- Script Writer (1)
- Utility/Runner (2)
- Registration Staff (4, to assist DOT Secretariat team)

j. Post Event Documentation

- Photo-Video Copy in USB and/or CD
- Post Event Report

Note: Tentative event date is March 12, 2020, final date is subject to the availability of the DOT Officials.  
Budget Estimate

Nine Hundred Thousand Pesos only (P900,000.00)

\* The winning bid however, 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.

Terms of Payment : Government Procedure (Send-bill Arrangement)

Contact Person/s : Joyce Anne Obispo/Dale Gorospe  
oastrcrg.rcb@gmail.com  
459-5200 local 208

**Other Information**

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 December 17, 2019 at 10:00 am

**Created by** John Paulo Samonte Francisco

**Date Created** 13/12/2019

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