



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6645384  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Production House/Company for the 2019 Marketing Workshop Requirements  
**Area of Delivery**

<b>Solicitation Number:</b> 2019-11-0303 <b>Trade Agreement:</b> Implementing Rules and Regulations <b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9) <b>Classification:</b> Goods <b>Category:</b> Events Management <b>Approved Budget for the Contract:</b> PHP 990,000.00 <b>Delivery Period:</b> <b>Client Agency:</b>	<b>Status</b>	<b>Pending</b>
	<b>Associated Components</b>	3
	<b>Bid Supplements</b>	0
	<b>Document Request List</b>	0
	<b>Date Published</b>	13/11/2019
	<b>Last Updated / Time</b>	12/11/2019 14:40 PM
	<b>Closing Date / Time</b>	18/11/2019 10:00 AM
<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

##### A. BIDDER

Production House/Company which would handle 2019 Marketing Workshop Requirements

##### B. PROJECT TITLE

2019 Marketing Workshop

##### C. BACKGROUND

Date/ period covered: November 25-26, 2019 and December 2-6, 2019

Time: 0800H-0700H

Destination: Manila

##### D. MINIMUM REQUIREMENTS

- Must be PhilGEPS Registered
- Must be willing to provide services on send – bill arrangement
- Production House must have minimum of 3 years' experience in organizing large-scale events and conferences/workshops, must submit list of local events handled in the past and list of current ongoing/forthcoming projects;
- Should be able to deliver scope of work and provide a program that meets the objectives;
- Proposed program cost is within the approved budget.

##### E. TECHNICAL SPECIFICATIONS

- Must have expertise in the conceptualization and in the direction of workshops;
- Must have the necessary skills and manpower support to implement the project;
- Facilitators must have proof of knowledge on strategic planning, market and product development planning, tourism marketing, tourism planning, and innovation strategy at the national and international levels;

## F. SCOPE OF WORK

### I. Conference Integrator

- o Provision of the following equipment(lease)/supplies:
  - o Three (3) Units of Laptop:
    - At least Intel Core i5
    - Preferably with latest Windows Software and MS Office
    - Units must have no existing documents
    - Pre-installed printer set-up
  - o One (1) heavy duty photocopier/printer with preferred specifications:
    - Machine must be able to print, photocopy and scan
    - Ink (Black and Colored)
  - o Printed Nametags
    - 100 pieces (for all participants)
    - Print: Its More Fun Logo
  - o Notebooks
    - 100 pieces
    - Print: Its More Fun Logo

### II. Facilitators

- o Provide workshop facilitator (1-2 pax) specializing on Marketing and Tourism
- Note: Bidder may submit their proposed facilitator subject to approval of the DOT

#### Scope of Work of consultant-facilitators:

1. Advise and agree with the DOT workshop organizers on the process to be applied in the conduct of the workshop
2. Design the appropriate process/modules for the seminar-workshop leading to the desired outputs
3. Presentations to include theories, benchmarks, and models
4. Workshop facilitation
5. Produce the workshop summary/terminal report in hard copies and electronic format.

- o The facilitators will be supported by a Secretariat of six (6) people to assist in the conduct of the seminar-workshop proceedings and preparation of the seminar-workshop report:

1. Time keeper – one staff
2. Attendance – one staff
3. Technical booth – one staff
4. Documentation and training support – two staff
5. Photographer – one staff

- o Expected output from facilitator:

1. Design and Monitoring Framework for measuring achievement of program goals, objectives and outputs
2. Final output from participants that will reflect the strategic activities to support the results of prioritization of market-product matching program;
3. Workshop report summarizing the process, main outcomes and evaluation made by participants

## G. CONTRACT OF SERVICE

The financial proposal of the Production House should cover all expenditures of the production team to include:

- o Professional fees of secretariat
- o Transport and hotel accommodations (if necessary) during event proper
- o Daily subsistence allowance of production team

## H. BUDGET ESTIMATE:

Total estimated budget is PHP 990,000

## I. PROJECT OFFICERS/CONTACT PERSON:

Ms. Jammille Concel  
459-5200 local 502

Note: The winning bid shall be based on the proposal with the most advantageous package cost, provided that the amount of the bid does not exceed the above total budget. The winning bid must be willing to wait at least 90 days for the government payment facilitation process.

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 November 18, 2019 at 10:00 am

**Created by** John Paulo Samonte Francisco

**Date Created** 12/11/2019

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