



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6591666
Procuring Entity DEPARTMENT OF TOURISM
Title ASEAN Gender and Development Tourism for all Forum on 14-15 November 2019
Area of Delivery

Solicitation Number: 2019-10-0278	Status	Pending
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	26/10/2019
Approved Budget for the Contract: PHP 800,000.00	Last Updated / Time	25/10/2019 15:12 PM
Delivery Period:	Closing Date / Time	29/10/2019 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
 Professional Conference Organizer
 ASEAN GENDER AND DEVELOPMENT TOURISM FOR ALL FORUM
 14-15 November 2019 | Manila, Philippines

I. Background

The Philippine Department of Tourism (PDOT), in its continuous effort in upholding and mainstreaming the crucial role of gender equality and women empowerment, is organizing the ASEAN Gender and Development (GAD) Tourism for All Forum on 14-15 November 2019 (exclusive of travel time) in Manila, Philippines. The forum, with its theme "Tourism and Jobs, Equal Access and Opportunities for All to a Brighter Future," is also in line with the international organization's themes for 2019: APEC's "Connecting the people, building the future" and UNWTO's "Tourism and Jobs: A Better Future For All". The forum aims for inclusive growth, where everyone benefits from integration and process, especially women and small and medium-enterprises (SMEs). The forum is a two-day event and designed to unite the ASEAN Member States (AMS) to fight gender disparity and encourage economic empowerment on women through participatory discussion and gender mainstreaming in the tourism industry. The program aims to develop the ASEAN Gender and Development Work Plan which will be used in the adaption and implementation of the ASEAN GAD Framework in Tourism.

II. ITEMS / SERVICES

A. Physical / Technical Requirements (14 - 15 November 2019)

Meeting / Function Room

- Conference Lights and Sound System
- Control system with display switcher
- 16 feet x 12 feet stage/riser setup
- 2 units Hi-specs Laptop (at least Intel i5 5th Generation, 4gb RAM or equivalent)

- 1 large LED Wall (approximately 6 x 3 modules)
- 2 units LED TV (52 inches) for front-facing duplicate screen and time keeping
- 4 Wireless Microphones
- Wireless Presenter / Clicker with brand new battery and spares
- Extension Power Cords
- 1 pc. 30" x 20" Event Poster Board for Rostrum
- HD Video Recording at least 1080p (stationary) linked to the display/s

Foyer Area / Registration Area

- 1 pc. 50" x 40" Event Poster Board with easel stand – to show title and details of the event
- 1 unit laptop and 1 unit colored printer

B. Event Host (14-15 November 2019)

- Voice-Over Talent – includes the drafting of VO's script for approval of the end-user

C. Performers (14-15 November 2019)

- Performer (Welcome Dinner – 14 November 2019) – choices can be acoustic artist, instrumentalists, and/or sing and dance performer for approval of the end-user.
- Opening Performer (15 November 2019) – choices can be dance troupe, instrumentalists, choir, or sing and dance performer for approval of the end-user.

D. Supplies (14-15 November 2019)

- 150 pcs. "Maging Responsableng Manlalakbay" notebooks with pen.
- 150 pcs. Personalized Travel Kit and Tumbler as Token for the participants and ASEAN Delegates
- 150 pcs. Specialty Paper for printing of Certificates

F. Others (14 – 15 November 2019)

- Lay-out and Design of Conference Theme, Programme, and Certificates to be designed by the PCO
- Facilitator, moderator, document team, and ushers who will facilitate the entire program and workshop.

Note: All energy and service charges beyond what is provided by the venue is to be covered by the PCO. 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 PCO.

III. TOTAL AMOUNT FOR THE PROJECT: Php 800,000.00

IV. OTHER REQUIREMENTS:

1. Must be Filipino-owned, operated and legally registered professional conference organizer / production house / events management entity.
2. Must have 4 years experience in organizing international events in the Philippines. Bidder to submit company profile and events previously handled.
3. To ensure the proper execution of the conference, the DOT requires the submission of a breakdown of the bidder's proposal and listing for the production management team as well as list of proposed artists to ensure compliance with the requirements.

V. PAYMENT: Government Procedure

VI. CONTACT DETAILS:

Ms. Mylene D. Talana/Ms. Jem Micaiah M. Turla
 Policy Formulation and International Cooperation Division
 Contact No.: 0966-614-3948 | 459-5200 to 30 local 514
 Email Address: pdot.pficd@gmail.com | mdtalana@tourism.gov.ph

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 October 29, 2019 at 10:00 am

Created by John Paulo Samonte Francisco

Date Created 25/10/2019

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