



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6375882
Procuring Entity DEPARTMENT OF TOURISM
Title Events Management Company in Vietnam
Area of Delivery

Solicitation Number: 2019-08-0173 Trade Agreement: Implementing Rules and Regulations Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) Classification: Goods Category: Events Management Approved Budget for the Contract: PHP 384,000.00 Delivery Period: Client Agency:	Status	Pending
	Associated Components	3
	Bid Supplements	0
	Document Request List	0
	Date Published	07/08/2019
	Last Updated / Time	06/08/2019 15:56 PM
	Closing Date / Time	13/08/2019 15:00 PM
	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

I. BIDDER: EVENTS MANAGEMENT COMPANY IN VIETNAM

II. DATE OF IMPLEMENTATION: September 4 – 8, 2019

III. OBJECTIVES

- To sustain market presence as well as reinforce the interest of the Vietnamese market to the Philippines
- To gather insights on consumer trends and preferences of the Vietnamese market
- To increase the Vietnamese arrivals to the Philippines

IV. MINIMUM REQUIREMENTS FOR THE EVENTS MANAGEMENT COMPANY:

- Must have experience and expertise in planning, implementing and managing tourism projects in Vietnam and has the capacity to engage the services of relevant booth contractors for the implementation of the event and productions of marketing and promotion materials for the project.
- Must have at least 5 years of experience as marketing and communication arm of a National Tourism Organization preferable the Philippine Department of Tourism
- Must have handled Philippine tourism promotions activities in Vietnam
- Must be capability to operate in Ho Chi Minh City (HCMC), Vietnam
- Must be willing to do advance payment to relevant suppliers on reimbursement basis within the ceiling / cost parameter set by the DOT per component to be delivered

V. QUALIFICATIONS:

The Events Management Company must have the following qualifications for its manpower supplement:

A. Event Manager

1. Bachelor's degree/college graduate. Master's degree is an advantage.
2. Proficient in written and spoken English and Vietnamese language.

3. Must have visited Philippine destinations in the last 5 years.
- B. Dedicated Staff to assist the Event Manager in the preparation for and execution of the event.

VI. SCOPE OF WORK AND DELIVERABLES:

A. Coordination with International Travel Expo (ITE) 2019 organizers for DOT's booth space reservation and Philippine participation;

B. Identification and coordination with booth production company that would provide the design, set-up, installation and dismantling of booth.

(Note: Booth design and activities for three days will be subject to final approval of the DOT. Also, cost of the logistical requirement to be charged as reimbursement and not to exceed project cost)

C. Coordination for the Provision of Host/MC Entertainment & stage logistic requirements

(Note: Program/entertainers must have Philippine culture semblance if hired locally. Also, cost of the entertainment to be charged as reimbursement and not to exceed project cost)

D. Coordination for the procurement of five-day coaster/van rental for the Philippine delegation including airport-hotel transfers

(Note: Cost of the logistical requirement to be charged as reimbursement and not to exceed project cost)

E. Coordination for the procurement of souvenirs / giveaways / prizes / tokens for the 3-day Fair including the following:

- "Thank You" tokens for VIPs (3)
- "Thank You" tokens for private sector partners (6)
- Travel bags / organizers (100)

(Note: Design / final selection will be subject to final approval of the DOT. Also cost of the production to be charged as reimbursement and not to exceed project cost)

F. Engage with suppliers on the production of marketing materials

- Roll-up banner (10)
- Omnibus brochure (2,000)
- Destination Brochures in Vietnamese language
 - i. Manila (1,000)
 - ii. Cebu/Bohol (1,500)
 - iii. Boracay (1,000)
 - iv. Palawan (1,500)

G. Provision of terminal report with photos and highlights of the event

H. Coordination with Philippine Consulate Office in HCMC for a courtesy call on September 4 and for sales calls with top Travel Agents based in HCMC

VII. BUDGET

Professional Fee amounting to SEVEN THOUSAND FIVE HUNDRED DOLLARS (USD 7,500.00 or its Philippine Peso equivalent) inclusive of taxes which will be paid upon presentation of accomplishment report to DOT.

Budget is to be sourced from the 2019 Approved OPMD Work Program. Winning bid should be determined based on the compliance with the qualifications, technical requirement, and the proposal with most advantageous financial package cost, provided that the amount of bid is within the approved budget allotted for the contract.

VIII. DOCUMENTARY REQUIREMENTS TO BE SUBMITTED BY THE BIDDER

1. Valid Business Permit or its equivalent document in Vietnam,
2. Valid Business Name Registration or its equivalent in Vietnam,
3. Company Profile showing at least 5 years of experience in planning, implementing and managing Philippine tourism activities and handling of Philippine tourism promotions events in Vietnam
4. Curriculum Vitae of the assigned Event Manager and Dedicated Staff to assist the Event Manager

*Other documentary requirements may be provided by the DOT-Bids and Awards Committee.

VIII. CONTACT PERSON

Project Officer : Ms. Gwendolyn S. Batoon
Office of Product and Market Development
Address : 5F, The New DOT Building
351 Sen. Gil Puyat Avenue, Makati City
Brgy. Bel Air, 1200 Makati City
Contact Number : +63 02 459 5200 local 524
Email Address : gsbnorthasia3@yahoo.com.ph

For Foreign Bidders, the foregoing documents may be substituted by the appropriate equivalent documents in English, if any, issued by the country of the bidder concerned. Otherwise, it must be accompanied by the translation of the documents in English issued by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines

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 August 13, 2019 at 3:00 pm

Created by John Paulo Samonte Francisco

Date Created 06/08/2019

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