



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6919755  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Events Management Company for the Ceremonial Signing of Joint Administrative Order  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 2020-03-0044	<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>	07/03/2020
<b>Approved Budget for the Contract:</b> PHP 110,000.00	<b>Last Updated / Time</b>	06/03/2020 16:38 PM
<b>Delivery Period:</b> 1 Day/s	<b>Closing Date / Time</b>	10/03/2020 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

I. BIDDER : Events Management Company

II. PROJECT TITLE : Ceremonial Signing of Joint Administrative Order of the National Technical Working Group of the Philippine Medical Travel and Wellness Tourism Program

##### III. BACKGROUND/OBJECTIVES

The Philippine Medical Travel and Wellness Tourism Program (PMTWTP) was established in 2004 by virtue of the Executive Order 372. In 2013, the National Technical Working Group for the Medical Travel and Wellness Tourism Programs (NTWG-MTWT) was formulated and is composed of 8 different government agencies, which are the following: Department of Health (DOH), Department of Tourism (DOT), Board of Investments – Department of Trade and Industry (BOI-DTI), Department of Foreign Affairs (DFA), Tourism Infrastructure and Enterprise Zone Authority (TIEZA), Philippine Economic Zone Authority (PEZA), Manila International Airport Authority (MIAA) and Bureau of Immigration (BI).

Aims to establish a working arrangement between and among the member agencies to collaborate for an effective development of the Medical Travel and Wellness Tourism industry in the Philippines.

##### IV. MINIMUM REQUIREMENTS:

A. Must be a Philippine company capable of providing the following services:

1. Special events conceptualization and management
2. Logistical requirements

B. Must have extensive experience and expertise in planning, implementing, and managing major events in Philippine government

- C. Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS)
- D. Must be willing to provide services on send – bill arrangement
- E. Must shoulder meals, accommodation and transportation/vehicle for the production staff, crew and equipment for the duration of the event
- F. Must submit a detailed concept plan upon bidding
- G. Quality of proposal is subject for end user's comments and approval

#### V. SCOPE AND WORK DELIVERABLES:

##### A. Registration and Ceremonial Signing of JAO

This will be organized for the 8 government agencies and their officials who are members of the NTWG-MTWT, Health and Wellness Stakeholders and selected media representatives.

Date: April 02, 2020 (Tuesday)

Target Number of Guest Lists: 108 pax (maximum 120 pax)

Venue: City of Manila (Hotel – TBA)

1. Conceptualize and manage the program flow, set up and staging requirements and other event highlights;
2. Handle venue and supplier coordination, as follows:
  - Facilitate ingress and egress and other physical requirements,
  - Provide technical requirements as sound system, stage lay-out artists and lighting facilities,
  - Coordinate logistical arrangements of the production
3. Conceptualize and execute the ceremonial signing program on the following:
  - Develop a program that will allow the Officials of the NTWG-MTWT members to deliver a brief talk and welcome remarks
  - Provide emcee/host (preferably someone who is knowledgeable in the Medical Travel and Wellness Tourism industry)
  - Provide entertainment

#### VI. BUDGET

The total working budget is PHP110,000.00 and should cover all requirements enumerated above.

#### VIII. CONTACT PERSON

Contact Person : MS. MIAH E. ADAO / MS. REGIELYN C. DAYAG

Address : Medical Travel and Wellness Tourism

Office of Product and Market Development

5F The New DOT Building

351 Sen Gil Puyat Avenue

Brgy. Bel Air, 1200 Makati City

Contact Number: 8 459-5200 local 508/526

Email Address : miahadao@gmail.com or regiecarreon2015@gmail.com

NOTE: The winning bid however, shall be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

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 March 10, 2020 at 10:00 am

**Created by** John Paulo Samonte Francisco

**Date Created** 06/03/2020

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