



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6911850  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Events Management in Doha, Qatar - Product Presentation and Sales Calls  
**Area of Delivery**

<b>Solicitation Number:</b>	2020-03-0041	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<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>	06/03/2020
<b>Approved Budget for the Contract:</b>	PHP 999,269.79	<b>Last Updated / Time</b>	06/03/2020 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	10/03/2020 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nplucman@tourism.gov.ph		

#### Description

##### TERMS OF REFERENCE

##### I. BIDDER:

Events Management Company in Middle East

##### II. DATE OF IMPLEMENTATION:

- Product Presentations and Sales Calls in Doha, Qatar = April 15 - 16, 2020
- Arabian Travel Market in Dubai, United Arab Emirates = April 19 - 22, 2020

##### III. OBJECTIVES

- To support partners from the GCC to push Philippine travel products direct to consumers;
- To sustain/renew linkages with strategic travel trade partners from GCC and generate market and product development leads that the Department can support to further its goals in the Middle East;
- To provide training on Philippine travel products and travel logistics to travel trade front-liners from Doha, Qatar and engage with untapped travel service providers with high potential to sell Philippine travel products in UAE;
- To maintain visibility and further harness the potential of the Philippine tourism sector in the defined source market.

##### IV. MINIMUM REQUIREMENTS FOR THE EVENTS MANAGEMENT COMPANY:

- A company capable of doing both marketing and PR functions including market intelligence and competitor analysis
- A company holding an office in the country market; Existence of permanent sub-office in other prominent cities is an advantage. (Must be able to assign dedicated staff who can communicate in the English and the language of the Country Market.)
- With extensive work experience (minimum 5 years) in the travel and tourism industry particularly in destination

management and marketing. Experience as a market representative for an NTO other than the Philippines is an advantage.

D. Must be a member of an international/local tourism association/organization.

E. Must not be a Travel Agency or similar line of business.

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, as follows:

1. Product Presentations and Sales Calls in Doha, Qatar (please see attached TOR/Reply Slip for the complete details)

2. Arabian Travel Market 2020

#### V. SCOPE OF WORK AND DELIVERABLES:

##### A. PRODUCT PRESENTATIONS AND SALES CALLS IN DOHA, QATAR

Date: April 15 - 16, 2020

Venue: Doha, Qatar

1. Handle invitations to travel trade partners in Doha, Qatar.
2. Coordination for the rental of audio visual setup.
3. Get services of vehicle rental for transport of supplies and materials.
4. Engage with suppliers on the production of giveaways.

##### B. Arabian Travel Market (ATM)

Date: April 19 -22, 2020

Venue: Dubai, United Arab Emirates

1. Engage with suppliers on the production of giveaways.

C. Provide a comprehensive report in the conduct of Product Presentations and Sales Calls in Doha, Qatar and Philippine participation in Arabian Travel Market.

D. Turn-over of contacts and business leads generated from the above mention events.

E. Other services that may be required in relation to the implementation of the Product Presentations and Sales Calls in Doha, Qatar and ATM 2020

#### VI. BUDGET

Professional Fee:

USD 10,625.00 or its Philippine Peso equivalent amounting to Five Hundred Sixty Eight Thousand Four Hundred Thirty Seven Pesos and Fifty Centavos (P568,437.50) inclusive of travelling expenses.

Project Fund for reimbursement:

USD 8,052.94 or its Philippine Peso equivalent amounting to Four Hundred Thirty Thousand Eight Hundred Thirty Two Pesos and Twenty Nine Centavos (P430,832.29) for payment of Main backdrop (projector-1, Screen with masking, Splitters, Laptop, Sound System with speakers, Handheld Mike/Cordless Mike/Podium Mike, Screen Projector, Helpers, Logistic & Management Fee, Stage), vehicle rental (transport of supplies and materials), and production of giveaways.

Total Budget: Php 999,269.79

Proposal will be evaluated based on the best offer and compliance with the requirements stated herein.

#### VII. DOCUMENTARY REQUIREMENTS TO BE SUBMITTED BY THE BIDDER

1. Valid Business Permit or its equivalent document in GCC countries;
2. Valid Business Name Registration or its equivalent in GCC countries;
3. Company Profile showing at least 3 years of experience in planning, implementing and managing international tourism events, and handling of Philippine tourism promotions activities;
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 : Mr. Dakila F. Gonzales / Mr. Juanito A. Sayo

Address : Office of Product and Market Development  
 5F, The New DOT Building  
 351 Sen. Gil Puyat Avenue, Makati City 1200 Philippines  
 Contact Number : +63 2 8459 5200 local 522  
 Email Address : dot.middleeastmarket@gmail.com

Conforme:

Dakila F. Gonzales  
 Head  
 Office of Product and Market Development – Middle East

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Events Management in Doha, Qatar	Events Management in Doha, Qatar - Product Presentation and Sales Calls	1	Lot	999,269.79

**Other Information**

Please read instruction as stated in the REPLY SLIP (attachment to this Posting).

**Created by** Norjannah P Lucman

**Date Created** 04/03/2020

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