



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6055360  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** ASEAN Tourism Standards Awarding Ceremony  
**Area of Delivery**

<b>Solicitation Number:</b> 2019-02-0025 <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 900,000.00 <b>Delivery Period:</b> <b>Client Agency:</b>	<b>Status</b>	<b>Active</b>
	<b>Associated Components</b>	3
	<b>Bid Supplements</b>	0
	<b>Document Request List</b>	4
	<b>Date Published</b>	28/02/2019
	<b>Last Updated / Time</b>	28/02/2019 00:00 AM
	<b>Closing Date / Time</b>	04/03/2019 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  
(Event Organizer)

PROJECT: ASEAN TOURISM STANDARDS AWARDING CEREMONY

BACKGROUND:

A. Target Participants: DOT Officials and Regional Directors

OTSR Staff & Accreditation Officers

Industry Stakeholders, Tourism Associations, Partner Agencies

B. No. of Participants: 200 pax

C. Date: March 22, 2019

D. Time: 8:30 AM – 2:00 PM

OBJECTIVES:

- To recognize/incentivize tourism service providers who meet the minimum requirements of the ASEAN Tourism Standards – ASEAN Homestay, ASEAN Community Based Tourism, ASEAN Public Toilet and ASEAN Spa Services Standards
- To allow service providers see the bigger picture and product of their undertakings
- To motivate other stakeholders to strive for excellence
- To encourage tourism establishments to improve their services and be accredited with the Department of Tourism

Minimum Requirements for Bidders

- Must be an event organizer firm for at least 4 years
- Must have experience in handling big tourism events, e.g. ceremonies, awarding, summit, conferences or travel fairs, etc
- Must have handled DOT events for the past two years
- Must be willing to provide services on a send bill arrangement

Scope of Work

- a. Event Concept, Guide and Details
  - Creative concept and design of the venue, stage and registration
  - Creative concept and design for event styling and collaterals
  - Meet with the DOT Secretariat Team for the preparation and discuss the program flow
  - Coordinate with the winning bidder for the event venue
  - Conduct briefing for all staff involve before the event proper
  - Oversee overall flow of the event
  
- b. Collateral/Creative Design of the Collaterals
  - Stage Backdrop/Standee Tarpaulins, Hashtag Standee, and other displays
  - Opening AVPs (Invocation National Anthem, Intermission AVPs)
  - Event Teaser/Opening Video
  - Awardees'AVP (pictures to be provided by DOT)
  - Program Design, Layout and Printing
  - Welcome Arc, Registration Backdrop, Photo wall backdrop
  
- c. Entertainment
  - Performers/Entertainment showcasing Filipino talents for the opening, intermission and lunch.
  
- d. Technical Requirements
  - Video LED Wall for Video Playback and presentations, complete with switcher, playback laptop, technician and cables
  - Fabrication, installation and assembly of LED wall backdrop framing
  - Teleprompter for video monitor with presenter clicker
  - Sound system for 200 pax
    - Professional speaker system
    - Complete signal and power cables
    - Speaker stands
    - Subwoofer
    - Digital audio mixer
    - Laptop for audio playback
    - Sound Engineer
    - Four (4) wireless microphones
    - Four (4) wired microphones
    - Technical Rider for Performers
  
- e. Lighting System
  - Stage lighting with frontals
  - Follow spot
  - Mood lightings
  - Stage backdrop lighting
  - Photo wall uplights
  - Registration backdrop lighting
  - Welcome arc lighting
  
- f. Event Styling
  - Fabrication, installation and dismantling of the following:
    - Welcome Arc with graphics
    - Registration backdrop with graphics
    - Photo wall backdrop with graphics
  - Onsite styling and arrangement
  
- g. Tokens for the Attendees
  - 200 tokens made of eco-friendly/local materials (Design to be approved by DOT prior to mass production and please see attached design)
  
- h. Plaques for the Awardees
  - 36 Plaques (design and material to be approved by DOT)
  
- i. Certificates of Attendance
  - 250 pcs. ( layout of the proposed certificates to be presented and approved by DOT prior to production)
  
- j. Execution and On the Day Coordination and Facilitation (March 22, 2019)
  - Ingress and Egress Management
  - Venue Physical Set-up
  - Program Directing /Management and Script Writing
  - Provision of technical staff and event management staff to coordinate with DOT and Venue
  - Photo and Video Documentation of the event
  
- k. Event Management Staff
  - Project Manager (1)
  - Project Director (1)
  - Stage Manager and Technical Staff (3)
  - Emcees/Moderator (2)
  - Script Writer (1)
  - Utility Runner (2)
  - Registration Staff (4, to assist DOT Secretariat team)

I. Post Event Documentation

- Photo Video Copy (both raw and final files) in USB and/or CD to be submitted to DOT not more than 1 week after the event
- Post Event Report to be submitted to DOT not more than 1 week after the event

m. Logistics

- Communications
- Transportation
- Staff meals
- Meeting expenses
- Supplies and Materials
- Delivery, ingress and egress manpower

Note: Tentative event date is March 22, 2019, final date is subject to the availability of the DOT Officials.

Budget Estimate

Nine Hundred Thousand Pesos only (P 900,000.00)

\*The winning bid however, 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.

Terms of payment : Government Procedure (Send- bill Arrangement)

Contact Persons : Ms. Marissa C. Claustro/ Ms. Sharlemagne Valdez  
459-5200 loc. 224  
otsr.standards@gmail.com/mariz.claustro@gmail.com

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 or Certificate of Platinum Membership in lieu of Mayor's Permit and 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 4, 2019 at 10:00 am

**Created by** John Paulo Samonte Francisco

**Date Created** 27/02/2019

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