



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6398610  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** 52nd ASEAN Founding Anniversary: Philippine Tourism Forum  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 2019-08-0180	<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>	16/08/2019
<b>Approved Budget for the Contract:</b> PHP 400,000.00	<b>Last Updated / Time</b>	15/08/2019 16:36 PM
<b>Delivery Period:</b> 1 Day/s	<b>Closing Date / Time</b>	19/08/2019 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

Events Management / Conference Integrator  
 52nd ASEAN Founding Anniversary: Philippine Tourism Forum  
 One Region, One ASEAN: Partners for Sustainable Development  
 29 August 2019 | Manila, Philippines

##### I. Background

The Association of Southeast Asian Nations, or ASEAN, was established on 8 August 1967 in Bangkok, Thailand, with the signing of the ASEAN Declaration (Bangkok Declaration) by the Founding Fathers of ASEAN, namely Indonesia, Malaysia, Philippines, Singapore and Thailand. Brunei Darussalam then joined on 7 January 1984, Viet Nam on 28 July 1995, Lao PDR and Myanmar on 23 July 1997, and Cambodia on 30 April 1999, making up what is today the ten Member States of ASEAN.

The ASEAN aims to promote economic, social and cultural development of the region through the development and implementation of programs that shall safeguard political and economic stability and serve as a forum to resolve intra-regional differences.

On 31 July 2017, Presidential Proclamation 282 declared the month of August of every year as "ASEAN Month" recognizing the need to further promote and heighten awareness of the importance, value and meaning of ASEAN in achieving regional peace and sustainable development. The said proclamation enjoined National Government Agencies (NGAs) to initiate programs and activities to raise understanding on ASEAN.

The Department of Tourism through the Office of Tourism Development Planning, Research and Information (DOT-OTDPRIM) is committed to provide relevant information and update key stakeholders on developments not only in the country but in the international platforms as well, including the ASEAN region. In this regard, the DOT-OTDPRIM will organize a Philippine Tourism Forum in celebration of the 52nd Founding Anniversary of ASEAN on 29 August 2019 in Manila, Philippines.

## II. ITEMS / SERVICES

### A. Physical / Technical Requirements – 29 August 2019

#### 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
- 8 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 speakers and moderators
- 1 unit laptop and 1 unit colored printer

### B. Event Host

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

### C. Performers

- Children's Choir to sing Philippine National Anthem and ASEAN Hymn. Choir must wear ASEAN countries' national costume.

### D. Supplies

- 250 pcs. Garment Folder with "It's More Fun in the Philippines" branding.
- 250 pcs. "Maging Responsableng Manlalakbay" notebooks.
- 25 pcs. Personalized calligraphy photos in a frame with box for speakers and moderators
- 25 pcs. Certificates with frame for speakers and moderators
- 250 pcs. Specialty Paper for printing of Certificates

### F. Others

- Lay-out and Design of Conference Backdrop, Programme, Title Cards, and Certificates
- Development of a 1-minute introductory video per session (reference videos to be provided by end-user)
- Sign language interpretation for deaf and mute participants.

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

## III. TOTAL AMOUNT FOR THE PROJECT: Php 400,000.00

## IV. OTHER REQUIREMENTS:

1. Must be Filipino-owned, operated and legally registered professional conference organizer / production house / events management entity.
2. Must have 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. Rochelle Ann C. Eneria  
Tourism Operations Officer I  
Policy Formulation and International Cooperation Division  
459-5200 to 30 local 514  
pdot.pficd@gmail.com / rceneria@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 August 19, 2019 at 10:00 am

**Created by** John Paulo Samonte Francisco

**Date Created** 15/08/2019

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