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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5177761
Procuring Entity DEPARTMENT OF TOURISM
Title Conference Integrator (2nd ASEAN Tourism Marketing Partnership Working Group March 11-14, 2018)

Area of Delivery

Solicitation Number: 2018-02-0054	Status	Active
Trade Agreement: Implementing Rules and Regulations		
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification: Goods	Bid Supplements	0
Category: Events Management		
Approved Budget for the Contract: PHP 995,000.00	Document Request List	4
Delivery Period:		
Client Agency:		
Contact Person: TERESITA ANDRIN ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-8900189 63-2-8900189 t_romanesh@yahoo.com.ph	Date Published	23-Feb-2018
	Last Updated / Time	23-Feb-2018 00:00 AM
	Closing Date / Time	27-Feb-2018 14:00 PM

Description

Second ASEAN Tourism Marketing Partnership Working Group Meeting
11-14 March 2018, Makati City, Philippines

TERMS OF REFERENCE
For the Services of a Conference Integrator

Background:

The Philippines will be hosting the Second ASEAN Tourism Marketing Partnership Working Group (ATMP-WG) Meeting from 11-14 March 2018 in Makati City, Philippines. The 2nd ATMP-WG aims the following:

1. Serve as a platform for the convening of the first and second chambers of the ATMP;
2. Address various concerns and issues on marketing the ASEAN as a competitive single tourism destination; and
3. Develop an integrated framework for AMS and partners based on the ATMS 2017 – 2020.

In this regard, the Department of Tourism is in need of a Conference Integrator to provide the necessary physical and technical equipment, talents/ manpower and all that is necessary for the successful conduct of the 2nd ATMP-WG Meeting.

A.) Requirement: Conference Integrator

The Conference Integrator shall provide the following equipment/materials for the 2nd ATMP-WG Meeting:

1.) Meeting Room Requirements:

- One (1) Back Projection Screen
- Four (4) LCD Monitors
- Thirteen (13) Goose Microphones
- Wireless Microphones
- Sound System
- Voice Recording
- Photo and Video Documentation with Same Day Edit
- Photo Wall

• Twenty Seven (27) Wood Table Name Plates with black text:

Name Number of Pieces

Chairperson 1

Vice-Chairperson 1

Co-Chairperson 2

Brunei Darussalam 1

Cambodia 1

Indonesia 1

Lao PDR 1

Malaysia 1

Myanmar 1

Philippines 1

Singapore 1

Thailand 1

Viet Nam 1

China 1

Japan 1

Republic of Korea 1

India 1

Russian Federation 1

UNWTO 1

PATA 1

ASEANTA 1

SEATGA 1

WTTTC 1

ASEAN Secretariat 1

ASEAN Tourism Marketing Coordinator 1

Observers 1

TOTAL 27

- One (1) Laptop
- One (1) Desk Printer
- Eleven (11) Indoor Flag Poles
- One Hundred (100) Meeting Kits
- IT Personnel on stand-by
- HDMI and Macbook Connectors

2.) Secretariat Room Requirements:

- Three (3) Laptops
- One (1) Heavy Duty Photocopier/ Printer (sample photo attached)
- Two (2) desk printer
- Ten (10) reams A4 paper
- IT Personnel on stand-by
- (100 pcs.) binder clips
- (100 pcs.) paper separator
- Other Technical Requirements:

B.) Other Requirements:

1. Create a Production Management Team to manage, coordinate, oversee the pre-, during and post-production operations, audiovisual requirements, stage set up, physical and technical requirements, program flow and other elements and requirements for the meeting.

2. Produce and execute necessary and appropriate video presentations, or graphical designs to complement the whole meeting in consultation with the DOT.

3. Prepare the script and detailed program scenario based on the over-all concept as approved by the DOT.

4. Preferably must have an experience in hosting ASEAN Related events/meetings.

C.) Total Budget: Php 995,000.00

D.) Payment: Government Procedure

Contact Persons:

Rochelle Ann Eneria (Ms.)

Tel. No. (632) 459-5200 to 30 local 514 or 506

Fax No. (632) 890-0544

Email: rceneria@tourism.gov.ph | rochelleanncatamora@gmail.com