



# PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for  
Philippine Government  
Procurement Opportunities

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 4731695  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Events Management (5th Anilao Underwater Shootout)  
**Area of Delivery** Batangas

<b>Solicitation Number:</b>	2017-08-0229 (2nd)	<b>Status</b>	<b>Active</b>
<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 - General Support Services	<b>Document Request List</b>	0
<b>Category:</b>	Events Management	<b>Date Published</b>	16-Aug-2017
<b>Approved Budget for the Contract:</b>	PHP 207,500.00	<b>Last Updated / Time</b>	16-Aug-2017 00:00 AM
<b>Delivery Period:</b>	5 Day/s	<b>Closing Date / Time</b>	22-Aug-2017 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaoalmazan@yahoo.com.ph		

#### Description

##### TERMS OF REFERENCE

##### A. BIDDER

Events Management Company

##### B. PROJECT TITLE

Fifth (5th) Anilao Underwater Shootout

##### C. BACKGROUND

Date/ period covered: November 28 – December 2, 2017

Destination: Anilao, Mabini, Batangas

##### Description/Rationale:

Anilao was selected as the competition venue to take advantage of the destination's best season for macro diving (October-December) and footing as one of the richest macro diving destinations in the world. Around 150UW photographers, professional divers or dive fanatics and dive tour operators with media connections

and established social media and online following from identified dive markets (i.e., Korea, China, Japan, US and Europe, among others) will participate in the event.

Components:

- Registration and Welcome Cocktail Reception

Guests and participants would be welcomed with a grand cocktail reception complete with finger food, drinks, and music. This would be the perfect opportunity for the participants to gauge their competition and mingle and chat with fellow underwater photographers.

- Three-day Shootout Competition and Fun Dives

Participants are given the freedom to dive and explore the various dive sites of Mabini Batangas to photograph the rich flora and fauna of the area. Only the photos taken within the specified area during the three-day shootout would be accepted as competition entries

- Closing/Awarding Ceremony

The competition would be capped off by a grand awarding ceremony complete with food, music, and entertainment. Winners would be announced during the dinner while various other raffles prizes are given away to lucky participants.

As the event is on its 5th year, we are expecting a bigger event which would showcase the true characteristic of Filipino culture.

#### D. OBJECTIVES

1. To showcase the country as an excellent destination for UW macro photographers and entice them to engage their hobby in the Philippines
2. To sustain the gains achieved in the past three installments of the Anilao Competition (2013-2016) and ensure market penetration of the global UW photographers market segment
3. To reinforce standing of the Philippines as Asia's premier UW Macro Photography Destination through the multimedia platforms of invited world renowned UW photographers and international participants

#### E. MINIMUM REQUIREMENTS

1. Must be a Philippine company capable of providing the following services:
  - Special events conceptualization and management
  - Logistical requirements
2. Must have expertise in planning, implementing, and managing major events
3. Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);
4. Must be willing to provide services on send – bill arrangement
5. Must shoulder meals and accommodation expenses of production staff and crew for the duration of the event
6. Must shoulder transportation/vehicle for the production staff, crew and equipment for the duration of the event

#### F. SCOPE OF WORK

- Registration and Welcome Cocktail Reception

A laidback cocktail reception complete with finger food, drinks, and music will be organized for the participants and VIP judges, and selected media representatives.

Date: November 28, 2017

Target Number of Participants: 100-150 pax

Venue: Anilao, Mabini, Batangas (Resort – 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 to egress and other physical requirements,
  - Provide technical requirements as sound system, stage lay-out artist, and lighting facilities,
  - Coordinate logistical arrangements of the production,
3. Conceptualize and execute a Welcome Cocktail Reception program on the following:
  - Develop a program that will allow for the Regional Director to provide a speech
  - Provide emcee/host just for introducing performers, VIP guests and mentioning sponsors
  - Provide live band or artist to perform throughout the night (for a minimum of 2 hours).

- Closing Ceremony and Awards Night

This will be organized for the participants, VIP judges, government officials, and selected media representatives showcasing the Filipino brand of hospitality and revelry.

Date: December 2, 2017

Target Number of Participants: 200pax

Venue: Anilao, Mabini, Batangas (Resort – 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 to egress and other physical requirements,
- Provide technical requirements as sound system, stage lay-out artist, and lighting facilities,
- Coordinate logistical arrangements of the production,
- Coordinate with local government unit on VIP requirements and other performances

3. Conceptualize and execute an Awarding Night and Closing Dinner program on the following:

- Develop a program that will allow for the DOT Secretary and Undersecretary to deliver a brief talk and welcome guests
- Provide emcee/host (preferably someone who is a part of the scuba diving community)
- Provide two (2) production number incorporating a Philippine underwater theme
- Provide live band, preferably an 70's-80's cover band, to perform for a minimum of 45 minutes
- Provide assistance in collating awards and handing out the prizes.

#### G. BUDGET

The total working budget is Php 207,500 and should cover all requirements enumerated above.

In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total amount in the invoice.

#### H. PROJECT OFFICER/ CONTACT PERSON

Jam Concel (Dive-MDG)

Tel # 459-5200 loc. 520

Mobile: 09064136642

conceljamille@gmail.com

phdiveteam@gmail.com

Deadline for the submission of quotation: August 22, 2017 10:00 am.

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 & Company Name in a sealed envelope, addressed to Ms. Maria Alma Almazan at DOT Bldg., 4th Floor, 351 Sen. Gil Puyat Avenue, Makati City

#### PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1. Current Mayor's/Business Permit
2. Philgeps Registration Number
3. Latest Income/Business Tax Return
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

**Created by** Maria Alma O Almazan

**Date Created** 15-Aug-2017

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