



## **NOTICE OF DIRECT CONTRACTING And REQUEST FOR QUOTATION**

The Department of Tourism (DOT) wishes to inform that it will be procuring, through the alternative mode of Direct Contracting, the services of a United Kingdom-based Events Management Company, to handle the following:

- A. Overall event concept and flow of the Philippine event dubbed as the Philippine Country Showcase Event which will be held at the Potters Fields Park in London, UK, on August 12 to 15, 2016, including ingress and egress.
- B. Full Event Management Plan according to the event concept (Please refer to Section V of the event TOR) and Potters Fields Park guidelines.
- C. Implementation design and strategy concept with details and conformity to the overall specifications of the event.
- D. Facilitation of all necessary documents required by the Potters Fields Park Management Trust as per their Guide to Running Events 2015 Issue.
- E. Overall event management, production and services which includes processing of the venue permits, licenses (venue, suppliers, etc.), hiring workers / manpower / talents, logistical sub-contractors, supplying / sourcing of branded merchandise, and other pertinent pre and post event documentation required to facilitate the event. Exact specifications of event requirements are to be determined based on the approved event management plan and implementation design and strategy.
- F. Sourcing of sponsors for the event in the form of brand partnerships or providing thematic elements, physical set-ups, performances, etc., as maybe agreed upon with the PDOT.
- G. Event marketing, PR services to maximize the exposure and reach of the event to different audiences on different platforms.

This Philippine Country Showcase Event at the Potters Fields Park, is one of the projects under the Integrated Consumer Campaign for the UK tourist market for 2016.

The event is envisioned to be an experiential activation where DOT will feature local Philippine music, dances, food, furniture, indigenous sports and games, arts and crafts and holiday destination through performances, film showing, displays, showcases, interactive set-ups, sampling, merchandise distribution, etc. This will be done through setting up of themed experiential / interactive stations strategically located in the park.

The Approved Budget for the Contract (ABC) for the project is Sixteen Million One Hundred Thousand Pesos (PhP16,100,000.00) or its equivalent in British Pounds, inclusive of all applicable taxes.

Potters Fields Parks Management Trust has given the PDOT the names of three (3) production companies (from their list of recognized companies in their website) that have experience on running cultural festivals on the park similar to the event to be undertaken by PDOT, to wit:

1. M&C Saatchi LTD. – [www.mcsaatchi.com](http://www.mcsaatchi.com)
2. Sketch Events – [www.sketchevents.co.uk](http://www.sketchevents.co.uk)
3. Your Audience – [www.audience.co.uk](http://www.audience.co.uk)

The PDOT now invites the three (3) above mentioned production companies to submit their quotations / proposals addressed to Usec. Ma. Theresa I. Martinez, Chairperson PDOT Bids and Awards Committee (BAC) and submitted to PDOT-BAC Secretariat c/o Mr. Florencio S. Capati, Jr., 4<sup>th</sup> Floor, PDOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City, Philippines on or before 9:00 a.m. of June 30, 2016. Quotations / Proposals should be duly signed by the offeror or its duly authorized representative and must be initialed on each and every page thereof and should comply with the event TOR. Opening of Quotations / Proposals shall be held on July 1, 2016 at 10:00 a.m., local time, at the 3<sup>rd</sup> Floor Conference Room, PDOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City, Philippines.

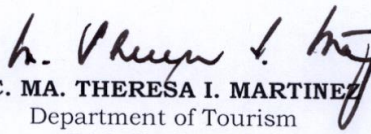
The TOR and other pertinent information regarding this project may also be downloaded at [www.tourism.gov.ph](http://www.tourism.gov.ph) (under About Us – Bidding Announcements – ITB / REI).

Other legal documents to be submitted are:

1. Company Profile
2. Company or business registration or license from the appropriate government agency
3. Tax registration or its equivalent
4. Audited financial statement or its equivalent

The DOT reserves the right to accept or reject any offer, to annul this Notice of Direct Contracting and Request for Quotation, to reject all offers at any time prior to contract award, or to waive any informality or minor defects, and to accept the most advantageous offer to the PDOT without thereby incurring any liability to the offeror(s).

The PDOT shall in no case be held responsible or liable for any and all costs incurred by the offeror associated in the implementation of the Direct Contracting mode of procurement regardless of its result.

  
**USEC. MA. THERESA I. MARTINEZ**  
Department of Tourism  
BAC Chairperson