



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6208224  
**Procuring Entity** DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - REGION V  
**Title** Hiring of Events Management Service Provider to conduct the CDD Congress in Legazpi City  
**Area of Delivery** Albay

<b>Solicitation Number:</b>	NF1902-0088	<b>Status</b>	<b>In-Preparation</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Events Management		
<b>Approved Budget for the Contract:</b>	PHP 150,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	2 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	23/05/2019
<b>Contact Person:</b>	Al Francis Alvarado Atractivo Program Procurement Officer, KC Magnolia St., PBN Buragwis, Legazpi City Albay Philippines 4500 63-52-4805670 aatractivo07@gmail.com	<b>Last Updated / Time</b>	22/05/2019 15:39 PM
		<b>Closing Date / Time</b>	27/05/2019 01:00 AM

#### Description

Hiring of Events Management Service Provider to conduct the CDD Congress in Legazpi City

Events Management

Minimum Requirements:

Must be an organization capable of providing services  
Special Events Conceptualization & Management, Logistical Requirements

Must have at least three (3) years of experience in organizing medium to large scale events

Must have expertise in planning, implementing, and managing major events

Deliverables:

Manage the events listed below from planning, preparation, to execution of the one major event and two fora components

1. Two breakout sessions
2. Awarding Ceremony - Stage Design, Materials and Props, Entertainers, Program Flow

Please see attached Terms of Reference for other deliverables

**Created by** Al Francis Alvarado Atractivo

**Date Created** 22/05/2019

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