



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6632011
Procuring Entity DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - REGION V
Title Hiring of events management service provider to conduct the DSWD Field Office V Regional General Assembly 2019 on December 19,2019
Area of Delivery Albay

Solicitation Number:	NF 1911-0610	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	0
Category:	Events Management	Date Published	09/11/2019
Approved Budget for the Contract:	PHP 110,000.00	Last Updated / Time	09/11/2019 00:00 AM
Delivery Period:	1 Day/s	Closing Date / Time	12/11/2019 17:00 PM
Client Agency:			
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Description

Hiring of events management service provider to conduct the DSWD Field Office V Regional General Assembly 2019 on December 19,2019

Inclusions:

Rental of Lights and Sound System - 1 set
with at least five (5) microphones to cover the whole duration of the activity 1:00-7:00PM
*lights and sounds must be assembled at the venue

Stage and Venue design – 1 set
Physical Arrangement must have the cohesive Bohemian theme
*Table set up for 1 Presidential table for 5 guests
*130 table center piece (bohemian themed)

Bohemian themed Photobooth/Photo Area - 1 set
Bohemian themed Photobooth/Photo Area which can accommodate up to 15 persons at a time

Event Organizer
Manage the Regional General Assembly (RGA) from planning, preparation to execution of the one-day activity

1. Pre-event (at least from the day prior up to 10:00 AM of the actual date)
*Technical rehearsal
*Venue Ocular Visits
*Venue Coordination (Lights and Sounds)

2. Event proper (Dec. 19,2019 @ 1:00 PM to 7:00PM)
*Sound, lighting, and with event staging
*Stage design (bohemian themed)
*Physical Arrangements with complete lights and sound system

Created by Nerichelle R Bobis

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