



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6523428
Procuring Entity DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - REGION V
Title Hiring of events management service provider during the conduct of the DSWD Field Office V Regional General Assembly 2019 on December 20,2019
Area of Delivery Albay

Solicitation Number:	NF 1910-0554	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	05/10/2019
Approved Budget for the Contract:	PHP 110,000.00	Last Updated / Time	05/10/2019 00:00 AM
Delivery Period:	1 Day/s	Closing Date / Time	08/10/2019 08:00 AM
Client Agency:			
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Description

Hiring of events management service provider during the conduct of the DSWD Field Office V Regional General Assembly 2019 on December 20,2019

Minimum requirements:

- *Must be an organization capable of providing services, special events conceptualization and management, logistical requirements
- *Must have at least three (3) years of experience in organizing medium to large scale events (attach documentation of conducted events)

Deliverables:

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 10:00AM of the actual date)

Technical rehearsal

Venue ocular Visits

Venue Coordination (Venue, Food, and lights and sound)

2. Event proper (December 20,2019 @ 1:00 PM to 7:00PM)

Sound, lightning and video elements along with the event staging

Host and host spiel

Stage design (Bohemian themed)

Physical Arrangements with complete lights and sound system with LED Wall

Created by Nerichelle R Bobis

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