

INVITATION TO BID/ EXPRESSION OF INTEREST
Hiring of a UAE-Based Culinary Management Company
for the Thanksgiving Dinner Reception for the Filipino Community
on 1 October 2021
Philippines @ Expo 2020 Dubai

1. The Department of Trade and Industry (DTI), through the Tourism Promotions Board 2021 Corporate Operating Budget transferred to DTI for Expo 2020 Dubai, intends to apply the sum of **Php 995,000 or AED 71,071** being the approved budget for the Contract (ABC) for the Hiring of a Culinary Management Company.
Note: rate used AED 1=Php 14 (but prevailing exchange rate as of the date of the opening of bids will be used)
2. **Please note that Bids received in excess of the ABC for the total Contract amount shall be automatically rejected at the Bid opening.**
3. The Department of Trade and Industry(DTI), now calls for bid proposals **for the hiring of a Culinary Management Company** which will manage and execute the Thanksgiving Dinner Reception for the Filipino Community on 1 October 2021
4. The Eligibility documents, Technical and Financial proposals of interested bidders must be duly received by the Authorized Representative in Dubai for the Philippine Bids and Awards Committee on or before **20 September 2021** addressed to :

ROSARIO T. LIWANAG

Pavilion Director

The Republic of the Philippines Pavilion

c/o the Philippine Trade and Investment Center (PTIC)- Dubai

Room 3712, 37th Floor, Churchill Executive Towers

Business Bay, Dubai, UAE

Email: rosariotanadaliwanag@dti.gov.ph

Mobile: _ +971-56 301 2086.

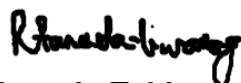
Note : please submit your bid proposals between 10:00 a.m. to 4:00 p.m. only

5. This shall undergo the Overseas Procurement procedure as specified in the **Resolution No. 28- 2017** (Approving Guidelines for the Procurement of Goods and Services, Infrastructure Projects, and Consulting Services to be procured and performed overseas) and will undergo an evaluation of the submitted work portfolio to be conducted by the Authorized Representative in Dubai for Philippine Bids and Awards Committee;

OFFICE OF THE ALTERNATE COMMISSIONER GENERAL

6. Bidding is open to all interested bidders registered in Dubai UAE subject to the conditions for eligibility as contained in the attached Terms of Reference.
7. The *Department of Trade and Industry (DTI)*, reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
8. Upon evaluation of the bids, winning bidder will be notified
9. For further information, contact the undersigned in the address indicated above.

13 September 2021



Rosario T. Liwanag

Pavilion Director

The Republic of the Philippines Pavilion

PLOT C:84 WBS-483, EXPO 2020 DUBAI, UAE

Email: rosariotanadaliwanag@dti.gov.ph

www.dti.gov.ph

TERMS OF REFERENCE
HIRING OF A CULINARY MANAGEMENT COMPANY (CMC)
to organize a Thanksgiving Dinner Reception for the Filipino Community
on 1 October 2021
PHILIPPINES @ EXPO 2020 DUBAI

I. BACKGROUND AND RATIONALE

The Government of the Philippines will participate in the **EXPO 2020 Dubai**, UAE from 1 October 2021 to 31 March 2022. Under the theme: “**Connecting Minds, Creating the Future**,” the Expo event provides an excellent opportunity to enhance the country’s presence in a global scale, promote the Philippines’ commercial and public interest in the Middle East, Africa, and South Asia (MENASA) regions, and benefit from new and sustainable solutions and transformative concepts that are product of the collaboration of ideas and experiences of various nations.

The Department of Trade and Industry (DTI) which has been designated by the Office of the President as lead implementing agency for this activity by virtue of Administrative Order # 17 is tasked to plan, execute and supervise the National Pavilion, including all commercial activities within the pavilion (i.e. restaurants, souvenir shops), business programs, events, cultural presentations of the Philippines in EXPO 2020 Dubai.

Relative to the Philippines Pavilion and all activities therein, DTI will organize a Thanksgiving Dinner Reception in Dubai in appreciation of the Filipino Community Leaders’ support and assistance in the preparations and mobilization of the Filipino Communities all over the United Arab Emirates.

The Tourism Promotions Board (TPB), designated by the Department of Tourism as Vice Chair of the Philippines Organizing Committee, offered to host several events for the Philippines Participation @ Expo 2020 Dubai, among which, are dinner receptions as indicated in their letter dated 07 September 2021 (see attached).

II. SPECIFIC DELIVERABLES

Date: 1 October 2021

Venue: To Be Determined

Expected Guests: 200 pax

- UAE- based Filipino Community Leaders, Businesses and Professionals
- Philippines Embassy and Consulate Officials

CMC Tasks:

1. Arrange and provide a Thanksgiving Dinner Reception for the UAE-based Filipino Community on 1 October 2021;

2. Handle and provide all the necessary logistical requirements (venue/ physical and technical equipment/ food & beverage, invitations/ programme etc.) plus manpower and all other necessary arrangements for the reception as follows:

a. Oversee and provide all the necessary arrangements for the event venue:

- Select/reserve /prepare/set-up venue for the event
- Stage, rostrum, design, décor and dismantling
- Materials for venue styling
- Table/chairs
- Sound equipment (microphones)
- AV equipment
- Special effects (as needed)
- Registration table/ guest book/badges
- Signage
- Other physical and technical requirements necessary

b. Provide the following manpower requirements as follows:

- Master of Ceremonies
- Project Coordinator
- Event Coordinator
- Liaison Officer
- Five (5) Chefs- plan and execute a special Bangkota Menu for the Dinner Reception
- One (1) Mixologist

c. Coordinate with the Venue for all F&B requirements

- Menu planning
- Food & Beverage service (halal food -buffet with live cooking stations)
- Table arrangement (with center piece, menu card with programme details)

d. Oversee and supervise the Program flow for the event, in coordination with the Philippines Organizing Committee Secretariat and the Filipino Community Leaders;

e. Provide the following for smooth program flow:

- Program & Technical Scenarios/ Script
- MC Spiel
- List of Acknowledgements

g. Provide Music, and Ambient Sound

h. Coordinate the Invitation and registration with the Philippine Trade and Investment Center PTIC- Dubai

i. Provide high quality photography/ Video Production and Documentation Services

III. TECHNICAL ELIGIBILITY

- Must be a licensed company in the UAE.
- Must have a track record of providing culinary events services for the past 3 years to various high-level events, organizations, and companies held in the UAE.
- Team members must have a minimum of 3-years' experience in organizing culinary events in the UAE.
- Must have an existing database and demonstrated ability to collaborate with strategic partners in Dubai, UAE relative to the project. Such as experience in partnering with hotels, Filipino Chefs, and F&B logistics industries and should be able to negotiate preferential rates and terms.
- Must be willing to adhere to the Payment Terms of the Philippine Government.

IV. TERMS OF ENGAGEMENT/ PAYMENT

Approved budget for the contract is **NINE HUNDRED NINETY- FIVE THOUSAND PESOS (Php 995,000)** inclusive of all applicable taxes.


The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the abovementioned contract price.

Invoices and Payments must be issued/ payable to the **Republic of the Philippines Pavilion - Expo 2020 with license no. EXP-01-46**

Payment will be output based, subject to applicable Philippines/Dubai government laws and regulations and payable in tranches and upon submission of deliverables/ accomplishment report based on the indicative payment scheme is as follows:

Deliverables	% of Payment
Upon presentation and approval of the comprehensive event plan and financial proposal	15% of contract fee
Upon booking of the venue for the Dinner Reception and approval of the menu selection, program of activities, venue set up, list of invitees and confirmation in writing.	45% of contract fee
Upon complete submission of all deliverables and submission of a final report on the dinner reception.	40% of contract fee
Total	100% of contract fee

Prepared by:


MARIA CRISTINA G. FLORES
Special Events Officer
Philippines @ Expo 2020 Dubai

Approved by:


ASEC. ROSVI C. GAETOS
Alternate Commissioner General
Philippines @ Expo 2020 Dubai



PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER.

DEPARTMENT OF TRADE AND INDUSTRY

FINANCIAL BID FORM

PRICES MUST BE INCLUSIVE OF VAT, DELIVERED DUTIES PAID AND/OR ALL APPLICABLE TAXES

Procurement of a Dubai based Culinary Management Company for the 1 October 2021 Thanksgiving Dinner Reception for the Filipino Community Expo 2020 Dubai

Description	Quantity	ABC (PhP/ USD)	Financial Bid (PhP/ USD)
		Total Price	Total Price
Procurement of a Dubai based Culinary Management Company for the 1 October 2021 Thanksgiving Dinner Reception for the Filipino Community based on the Provided Terms of Reference	1 lot	PHP 995,000 or AED 71,071.43 Rate used : AED1.00=Php14.00	

TOTAL BID PRICE (Amount in Words):

Notes:

- The financial bid is inclusive of all taxes, inclusive of all applicable taxes in the UAE upon delivery of completed requirement
- The bidder shall assume all risks until goods and services have been delivered at the site and accepted by DTI

BIDDER'S UNDERTAKING

I/We, the undersigned bidder, having examined the Bidding Documents including Bid Bulletins, as applicable hereby OFFER to (supply/deliver/perform) the above described items.

I/We undertake, if our bid is accepted, to deliver the goods and services in accordance with the terms and conditions contained in the bid documents.

Until a formal contract/order confirmation is prepared and signed, this Bid is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

Name and Designation (in print)

Date



ANNEX A. TEMPLATE FOR LIST OF ONGOING AND COMPLETED CONTRACTS

FOLLOW THE TABLE PROVIDED BELOW FOR THE LIST OF ONGOING AND COMPLETED CONTRACTS / ACTIVITIES RELATED TO VIP CORPORATE GIVEAWAYS UNDERTAKEN FOR THE PAST 2 YEARS	
PROJECT NAME:	
LOCATION/ COUNTRY:	
PROJECT DURATION:	
CONTRACT COST:	INSERT IN AED and USD
SCOPE OF WORK:	
PROJECT NAME:	
LOCATION/ COUNTRY:	
PROJECT DURATION:	
CONTRACT COST:	INSERT IN AED and USD
SCOPE OF WORK:	
PROJECT NAME:	
LOCATION/ COUNTRY:	
PROJECT DURATION:	
CONTRACT COST:	INSERT IN AED and USD
SCOPE OF WORK:	



Section VI. Schedule of Requirements

Item Number	Requirements	Quantity	Delivered, Weeks/Months	Statement of Compliance
Period: 1 October 2021				
	Delivery and execution of the Thanksgiving Dinner Reception for the Filipino Community in Dubai	1	1 October 2021	

Conforme:

Name & Signature of Authorized Representative

Date signed



Section VII. Technical Specifications

Technical Specifications

Specification	Statement of Compliance
STATE THE COMPLETE TECHNICAL SPECIFICATIONS	<p><i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the services and equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>



Procurement of a Dubai based Culinary Management Company for the 1 October 2021 Thanksgiving Dinner Reception for the Filipino Community Expo 2020 Dubai

Expo 2020 Dubai
based on the provided TERMS OF REFERENCE

TECHNICAL SPECIFICATIONS

INSTRUCTIONS TO THE BIDDER: Indicate "COMPLY" per line number under Bidder's Statement of Compliance if Bidder can meet the technical specifications and project requirements. DO NOT LEAVE ANY BLANK. A "YES" or "NO" ENTRY WILL NOT BE ACCEPTED. FAILURE TO CONFORM WILL RESULT IN A RATING OF "FAILED".

#	MINIMUM SPECIFICATIONS	Statement of compliance
1.	Background/ Objective for services being procured	
	The Tourism Promotions Board (TPB), designated by the Department of Tourism as Vice Chair of the Philippines Organizing Committee, offered to host several events for the Philippines Participation @ Expo 2020 Dubai, among which is the Thanksgiving Dinner Reception for the Filipino Community in Dubai on 1 October 2021	
2.	TECHNICAL ELIGIBILITY	
	<ul style="list-style-type: none">▪ Must be a licensed company in the UAE.▪ Must have a track record of providing culinary events services for the past 3 years to various high-level events, organizations, and companies held in the UAE.▪ Team members must have a minimum of 3-years' experience in organizing culinary events in the UAE.▪ Must have an existing database and demonstrated ability to collaborate with strategic partners in Dubai, UAE relative to the project. Such as experience in partnering with hotels, Filipino Chefs, and F&B logistics industries and should be able to negotiate preferential rates and terms.▪ Must be willing to adhere to the Payment Terms of the Philippine Government.	
3.	ELIGIBILITY REQUIREMENTS	
	<ul style="list-style-type: none">a. Copy of the Trade License with validity date / Business Registration with UAE Municipalityb. Company profilec. Technical Specifications Form (COMPLY)d. Schedule of Requirements Form (COMPLY)e. CV or Detailed resume of the dedicated person and other personnelf. List of all ongoing and completed contracts/projects for the past 2 yearsg. Financial Bid Formh. Financial Proposal to cover all expenditures	



4.	SCOPE OF WORK	
	<p>SPECIFIC DELIVERABLES Date: 1 October 2021 Venue: To Be Determined Expected Guests: 200 pax</p> <ul style="list-style-type: none"> ▪ UAE- based Filipino Community Leaders, Businesses and Professionals ▪ Philippines Embassy and Consulate Officials 	
	<p>CMC Tasks:</p> <ol style="list-style-type: none"> 1. Arrange and provide a Thanksgiving Dinner Reception for the UAE-based Filipino Community on 1 October 2021; 2. Handle and provide all the necessary logistical requirements (venue/ physical and technical equipment/ food & beverage, invitations/ programme etc.) plus manpower and all other necessary arrangements for the reception as follows: <ol style="list-style-type: none"> a. Oversee and provide all the necessary arrangements for the event venue: <ul style="list-style-type: none"> ➤ Select/reserve /prepare/set-up venue for the event ➤ Stage, rostrum, design, décor and dismantling ➤ Materials for venue styling ➤ Table/chairs ➤ Sound equipment (microphones) ➤ AV equipment ➤ Special effects (as needed) ➤ Registration table/ guest book/badges ➤ Signage ➤ Other physical and technical requirements necessary b. Provide the following manpower requirements as follows: <ul style="list-style-type: none"> ➤ Master of Ceremonies ➤ Project Coordinator ➤ Event Coordinator ➤ Liaison Officer ➤ Five (5) Chefs- plan and execute a special Bangkok Menu for the Dinner Reception ➤ One (1) Mixologist c. Coordinate with the Venue for all F&B requirements <ul style="list-style-type: none"> ➤ Menu planning ➤ Food & Beverage service (halal food -buffet with live cooking stations) ➤ Table arrangement (with center piece, menu card with programme details) d. Oversee and supervise the Program flow for the event, in coordination with the Philippines Organizing Committee Secretariat and the Filipino Community Leaders; e. Provide the following for smooth program flow: <ul style="list-style-type: none"> ➤ Program & Technical Scenarios/ Script ➤ MC Spiel ➤ List of Acknowledgements g. Provide Music, and Ambient Sound h. Coordinate the Invitation and registration with the Philippine Trade and Investment Center PTIC- Dubai i. Provide high quality photography/ Video Production and Documentation Services 	
5.	PERIOD COVERED	
	1 October 2021	



6.	BUDGET AND TERMS OF PAYMENT	
	<p>Approved budget for the contract is NINE HUNDRED NINETY- FIVE THOUSAND PESOS (Php 995,000) or AED 71,071.43 inclusive of all applicable taxes.</p> <p>The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the abovementioned contract price.</p> <p>Invoices and Payments must be issued/ payable to the Republic of the Philippines Pavilion - Expo 2020 with license no. EXP-01-46</p>	

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualifications, the same shall give rise to automatic disqualification of our bid.

Name of Company:

Signature:

Signature Over Printed Name of Authorized Representative

Date:



**Procurement of a Dubai based Culinary Management Company for the
1 October 2021 Thanksgiving Dinner Reception for the Filipino Community
Expo 2020 Dubai**

COMPANY PROFILE

COMPANY NAME	:	
ADDRESS	:	
HEAD OFFICE	:	
BRANCH	:	
TELEPHONE NUMBER/S	:	
HEAD OFFICE	:	
BRANCH	:	
FAX NUMBER/S	:	
HEAD OFFICE	:	
BRANCH	:	
E-MAIL ADDRESS/ES	:	
HEAD OFFICE	:	
BRANCH	:	
LIST OF MAJOR STOCKHOLDERS	:	
LIST OF BOARD DIRECTORS	:	



LIST OF KEY PERSONNEL NAME & DESIGNATION WITH SIGNATURE AS AUTHORIZED CONTACT PERSONS FOR THIS PROJECT [at least THREE (3)]	:	_____ NAME
		_____ DESIGNATION
		_____ SIGNATURE
		_____ NAME
		_____ DESIGNATION
		_____ SIGNATURE
		_____ NAME
		_____ DESIGNATION
		_____ SIGNATURE

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

Date



BID BULLETIN # 1
The Philippine Participation in Expo 2020 Dubai, UAE
Hiring of an Events Company for the Philippines Food Festival CY 2021
15 September 2021

This Bid Bulletin No. 1 is hereby issued to answer all the clarifications raised by the Tenderers:

- **Notarization**
Please be advised that upon request of the Philippine Pavilion Director Ms. Rosario Tanada Liwanag, the Philippine Consulate in Dubai thru the Office of Vice Consul Aleah Marie B. Gica has provided a dedicated schedule for **EC bidders to have their documents notarized from 21-23 September 2021** from 10:00 am to 12 noon.--with a limit of 10 companies per day. Ms. Liwanag has provided the Consulate with the list of interested bidders. Consulate address is as listed below:

Philippine Consulate General Dubai
#35 Beirut Street, Al Qusais,
Dubai, United Arab Emirates
Tel. No.: (+971) (04) 220 7100

ITEM	CLARIFICATIONS	RESPONSE
Deadline for Bid Clarifications		Please be advised that the deadline for bid clarifications is on 20 September 2021. No bid queries will be entertained after the said date.
Bid Documents	I just want to clarify about the Certificate of Net Financial Contracting Capacity. Does this mean that EMC's bank account should have substantial funds or equal to or more than the approved budget in order for us to be eligible?	NFCC does not necessarily mean Cash, but all Current Assets combined. Please self-check by following the prescribed formula indicated, as part of the Bid Documents

Rosario T. Liwanag
Pavilion Director
The Republic of the Philippines Pavilion
PLOT C:84 WBS-483, EXPO 2020 DUBAI, UAE
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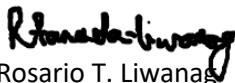


BID BULLETIN # 1
The Philippine Participation in Expo 2020 Dubai, UAE
Hiring of a Culinary Management Company for the Thanksgiving Dinner Reception for 1 October 2021
Philippines @ Expo 2020 Dubai
15 September 2021

This Bid Bulletin No. 1 is hereby issued to answer all the clarifications raised by the Tenderers:

ITEM	CLARIFICATIONS	RESPONSE
	<ul style="list-style-type: none"> ▪ With regards to the actual venue and location, when can we be able to identify the exact location? Do we have any sizes of the location in order for us to estimate the stage, table arrangements and seating arrangements as well. Would it be possible to provide us with the layout if there's any. ▪ With regards to the stage production, do we have any design for the backdrop? or do we have to suggest the design and concept? Do you want a backdrop of LCD/LED , Printed Banners or a stage with a decorative atmosphere? ▪ Is there a theme for the Pavillion so that we can incorporate it in our 3D proposal? ▪ As per the social distancing and protocol for Dubai Expo, is it possible for 8 people per table or it is 10 persons per table? so we can be able to identify how many tables and chairs we need as per the requirement of Dubai Expo ▪ 	<ul style="list-style-type: none"> ▪ Bidder will recommend the venue/location. The venue should be able to accommodate 200 pax of invitees ▪ Backdrop of LCD/LED is preferred. No decorative atmosphere needed ▪ The theme of the Pavillion is “Bangkota” Coral reef. We shall share our branding guidelines with the winning bidder ▪ Table capacity is 10 pax per table with 1.5 distance between tables

	<ul style="list-style-type: none">▪ How many rostrums do we require for the set up?▪ Do you have any preferred size of the stage?▪ Do we have to put some chairs for speakers on the stage?	<ul style="list-style-type: none">▪ Only One (1) rostrum is needed▪ Small stage only is required for speeches▪ No Chairs on stage
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Rosario T. Liwanag
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