



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the *"Provision of Event Management and Logistical Support Services for the Conduct of the Public Expenditure Management Network in Asia (PEMNA) 2016 Plenary Conference,"* in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project : Provision of Event Management and Logistical Support Services for the Conduct of the PEMNA 2016 Plenary Conference
- Approved Budget for the Contract : One Hundred Thousand Pesos (100,000.00)
- Specifications : See attached Annexes "A" and "B" for specifications
- Location : G/F DBM Building III, General Solano Street, San Miguel, Manila
- Delivery Date : Three (3) calendar days upon receipt of Notice to Proceed

Interested suppliers are required to submit their valid and current Mayor's Permit, PhilGeps Registration Certificate and price quotation (Annex "B").

Submission of quotation and eligibility documents is on or before 4:00 p.m. of May 16, 2016 at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-4979.

For inquiry, you may contact us at tel. nos. 735-4979 or 791-2000 locals 3114, 3115 & 3117.

Very truly yours,


ATTY. ANDREA CELENE M. MAGTALAS
Director, Administrative Service

**Terms of Reference for
Provision of Event Management and Logistical Support Services Relative to the Conduct of the
Public Expenditure Management Network in Asia (PEMNA) 2016 Plenary Conference
(Manila, Philippines, 8-10 June, 2016)**

Introduction

PEMNA was organized by the World Bank (WB), International Monetary Fund (IMF), Australian Agency for International Development (AUSAID) and the Korean Government with the following objectives:

- Support governments in the Asian Region in facing PFM challenges and improve the efficiency and effectiveness of public spending through experience and knowledge sharing;
- Facilitate network-building among practitioners and allow members to dialogue on reform implementation issues; and
- Provide opportunity to benchmark new ideas on best practices in financial management, budget allocation techniques, fiscal discipline and transparency in the use of public funds, among others.

Two (2) Communities of Practice (COP), one for Treasury (T-COP) and another for Budget (B-COP) were formed. They are intended to facilitate network-building among practitioners and allow members to dialogue on how to solve implementation issues.

For the (T-CoP), officials from the Department of Finance (DOF)/Bureau of the Treasury (BTr) and the Commission on Audit (COA) primarily attend the sessions. For the (B-CoP), delegates from the Department of Budget and Management (DBM) attend.

These Communities of Practice have their respective activities for the year. However, a plenary conference joined by both COPs is held once a year. In appreciation of the developments in Philippine PFM reform initiatives, the PEMNA organizers have been requesting the Philippines to host the same for the past few years.

The Philippines agreed to host the PEMNA 2016 Plenary Conference. The hosting will enable the Philippine Government to show to the participants our initial successes in reform implementation. PEMNA member-countries who have yet to implement similar reforms or are in the initial stages of planning or implementation can gain from our experiences.

The Philippines and the other PEMNA member-countries can likewise benefit from advanced countries in terms of PFM reform implementation guidance. We can also secure technical assistance from donors who are organizers of the PEMNA.

Responsibilities

The DBM has organized a Technical Working Group (TWG) from the different bureaus and offices of the DBM to supervise the hosting of the PEMNA 2016 Plenary Conference. In consideration of the regular function of the TWG in the DBM, the services of an Event Coordination Team is required to focus on the

management of all logistical arrangements and assist the TWG in carrying out the necessary task for the successful conduct of the Conference.

The Team shall be composed of a minimum of six (6) persons who will be working closely with PEMNA Secretariat and the TWG in the following Committees:

1. Airport and Hotel Arrangement Committee
Coordinate with identified providers and government agencies regarding accommodations, transportation, and security.
Facilitate the entry and exit of the delegates, ensure their safety and pleasant stay in the country
Set-up and manage transportation desks, as needed

2. Registration and Materials Committee
Compile and database of participants, including flight details, contact details, and specific food requirements, among others, and coordinate the same to the concerned Committee.
Prepare and manage the distribution of conference/meeting documents, materials, souvenirs, and conference kits.
Manage the registration and ushering requirements of delegates.
Set-up and manage a one-stop general information support service for delegates.

3. Venue Arrangements and Floor Direction Committee
Coordinate with the venue relative to the physical set-up of meeting venues and other room requirements.
Ensure that all required meeting rooms are promptly arranged according to the set specifications, including the preparation of all required audio-visual and interpreter equipment.
Ensure that maintenance services for all equipment and facilities are promptly available as may be required during the conference.

4. Community Activity Committee
Coordinate with the Local Government Unit (LGU) and the local tourism office concerned relative to the conduct of the activity.
Coordinate with the identified venue relative to the requirements for the activity.
Manage the successful conduct of the meetings and planned activities.

5. Food and Banquets Committee
Coordinate with the venue relative to the food requirements of the delegates.
Manage the Dinner to be hosted by the DBM, including the supervision of the engaged cultural performers.
6. Delegate Relations and PEMNA Secretariat Coordination Committee
Ensure that the requirements of the delegates and PEMNA Secretariat are met.
Serve as liaison officers for each country and coordinate their requests and needs to the appropriate Committee

Each Committee is composed of personnel from the DBM and DOF, who had already conducted initial preparation activities relative to the conduct of the event. Upon engagement of the Team, a meeting will be set with the TWG to apprise them of the laid out plans and developments.

Upon the conclusion of the event, the Team shall assist the TWG in the preparation of necessary documentation and reports, including the termination of engagement with suppliers and government agencies.

The engagement shall be concluded upon the submission of the Team's terminal report.

Contract Duration

The engagement will run for four (4) weeks, from May 18-June 15, 2016.

Reporting

The Team will be directly accountable to the PEMNA Philippines TWG, represented by DBM Assistant Secretary Amelita D. Castillo, and to the PEMNA Secretariat, represented by Jae Lee Young.

Minimum Qualification Requirements

To be eligible for the Project, the Team must meet the following requirements:

1. At least five (5) years of experience in planning, organizing, coordinating, and managing national, regional, and international meetings/conferences;
2. With excellent coordination and networking skills;
3. With working knowledge and understanding of government processes;
4. Detail oriented, organized, able to work on tight deadlines, with good rapport to people, and ability to handle multiple tasks; and
5. Capable of setting priorities when multiple demands are present.

Professional Fee and Terms of Payment

The Approved Budget for the Contract (ABC) is One Hundred Thousand Pesos (P100,000.00.)

Twenty-five percent (25%) upon completion of final plan and other initial deliverables; thirty-five percent (35%) upon final arrangements one week before the event; and forty percent (40%) upon submission of documentation and terminal report.

PRICE QUOTATION FORM

Date

The Administrative Service
Department of Budget and Management
Ground Floor, DBM Bldg. III, Gen. Solano St.
San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Unit Cost (Inclusive of VAT)	Total Cost
Provision of Event Management and Logistical Support Services for the Conduct of the PEMNA 2016 Plenary Conference		

(Amount in Words) _____

Very truly yours,

Name/Signature of Representative

Name of Company

Contact No.