



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 April 28, 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

In view of the hosting of the PEMNA 2016 Plenary Conference, the Department of Budget and Management has organized a Technical Working Group (TWG) for the purpose. However, since the members of the TWG have other tasks to perform, the services of an Event Coordinator is being secured.

The Event Coordinator shall have the responsibility to plan out the details of the Conference, in coordination with the PEMNA Secretariat and the TWG. He/She shall likewise be responsible for managing all logistical arrangements related to the successful hosting of the event.

Working closely with the PEMNA Secretariat and the TWG, the Event Coordinator will liaise with identified providers regarding rooming, banqueting, transportation, equipment provision, and the like. The Event Coordinator will also coordinate with the Philippine government agencies concerned such as the Department of Foreign Affairs (DFA), Department of Tourism (DOT), Bureau of Immigration (BI), Philippine National Police (PNP), and Manila International Airport Authority (MIAA), to facilitate the entry and exit of the participants, ensure their safety and their pleasant stay in the country.

Assignment Specifications: Core tasks, responsibilities and deliverables

The tables below present the specifications for the services and tasks/deliverables being requested under this assignment:

1. Arrangements for the Delegates
Closely coordinate with the PEMNA Secretariat regarding the number of attendees to the event, including specific food requirements (Halal, vegetarian, etc.) and relay the same to the food providers
Draft and submit to the Secretariat an Administrative Note for dissemination to all participants (arrival details, hotels, visa requirements, general city info, etc.)
Facilitate arrangements for visa issuance to participants, as needed, in coordination with the department/agency concerned
Arrange arrival requirements such as transportation to and from the airport

2. Plenary Conference Venue Arrangements
A. Venue
Ensure all meeting rooms (Plenary hall, Break-out rooms, Leadership Meeting rooms, Steering Committee Meeting rooms, Secretariat room and Bilateral Meeting Room) are arranged according to specifications and ready for the scheduled meetings
Ensure all required audio-visual and translation equipment are available in all the rooms
Arrange and manage the registration and ushering requirements of participants
Ensure maintenance services are promptly available as would be required for all equipment and facilities in and around the conference/meeting rooms

B. Conference Materials
Ensure the availability of conference/meeting documents and information materials
Help in distributing the conference materials

C. Registration of Participants
Help the Secretariat in managing the participants' registration
Prepare and maintain the participants registry (with relevant contact details)
Manage a one-stop general information support service for participants

3. Community Teambuilding
A. Ground Transportation
Ensure the availability of transport services
B. Venue
Coordinate with the local tourism office concerned of the chosen teambuilding venue
Coordinate with the hotel concerned regarding function rooms and food arrangements

4. Other general logistical arrangements and event management
A. Ground Transportation
Arrange shuttle services to and from the hotel to the conference venue and the community teambuilding activity, as needed
Coordinate with the Department of Tourism (DOT), Department of Foreign Affairs (DFA), Manila International Airport Authority (MIAA), and Bureau of Immigration (BI) to facilitate the arrival and departure of the delegates
B. Safety and Security
Facilitate arrangements with the Philippine National Police on the safety of the delegates
C. Entertainers
Ensure the timeliness of the arrival of entertainers

Contract Duration

The assignment will run from May 2, 2016 to June 10, 2016.

Reporting

The Consultant will be directly accountable to the PEMNA Philippines Technical Working Group and PEMNA Secretariat represented by Assistant Secretary Amelita D. Castillo (PEMNA Philippines-TWG) and Jae Lee Young (PEMNA Secretariat).

Minimum Qualification Requirements

1. With at least five (5) years experience in planning, organizing, coordinating, and managing national, regional, and international meetings/conferences
2. With excellent coordination and networking skills
3. 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
5. Capable of setting priorities when multiple demands are present

Professional Fee

The proposed budget for the contract is P100,000.00.

Terms of Payment

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.