



## Bid Notice Abstract

### Request for Proposal (RFP)

**Reference Number** 8138511  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Events Management Company for the Conduct of Online Training for Frontliners on Dive Operations in the New Normal

#### Area of Delivery

<b>Solicitation Number:</b>	RFP No. 2021 - 10 - 0154	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	4
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Consulting Services	<b>Document Request List</b>	0
<b>Category:</b>	Events Management	<b>Date Published</b>	30/10/2021
<b>Approved Budget for the Contract:</b>	PHP 367,500.00	<b>Last Updated / Time</b>	29/10/2021 15:47 PM
<b>Delivery Period:</b>	2 Day/s	<b>Closing Date / Time</b>	02/11/2021 12:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	John Paulo Samonte Francisco Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 jsfrancisco@tourism.gov.ph		

#### Description

##### TERMS OF REFERENCE

I. PROJECT TITLE : Online Training for Frontliners on Dive Operations in the New Normal

II. PROJECT DATE : 09 to 10 December 2021

##### III. BACKGROUND

The Philippine Commission on Sports Scuba Diving (PCSSD) is an attached agency of the Department of Tourism (DOT) that serves as the regulating body for recreational scuba diving in the country. As such, the Commission is mandated to formulate programs, projects, and activities geared towards the development of the country as a premier diving area in Asia. With the impact of the COVID-19 pandemic, marine life and the scuba diving industry were greatly affected which resulted in changes in the operations of scuba diving activities. It also limited the conduct of dive trainings and activities on marine conservation including the mitigation of Crown of Thorns (COT) outbreak. Subsequently, several COT outbreaks occurred in key dive destinations which caused damage to the marine ecosystem specifically to the coral reefs.

With the current travel restrictions in place, the PCSSD will conduct a webinar on COT outbreak mitigation and the post impact of the pandemic on marine life and scuba diving industry.

##### IV. OBJECTIVES

- To equip scuba diving frontliners with knowledge on COT, specifically in mitigating

outbreaks; and

- To raise awareness to scuba diving frontliners on the effects of the COVID-19 pandemic on marine life and the scuba diving industry.

#### V. MINIMUM REQUIREMENTS

- Must be willing to provide services on send – bill arrangement;
- Must be Philippine Government Electronic Procurement Systems (PhilGEPS) registered;
- Must have at least three (3) years of experience in conducting and facilitating physical or online events (handling scuba diving related events is an advantage); and
- Must be able to provide a dedicated team to the Commission as specified in the Qualifications of the Terms of Reference (TOR).

#### VI. SCOPE OF WORK AND DELIVERABLES

##### A. Pre-Event:

1. Consult with and advise the DOT- PCSSD on the following:
  - Organizational framework;
  - Methodologies of execution;
  - Technical specifications and support to be used in the platforms; and
  - Feedback strategy of the activities to be undertaken, in accordance with the desired outputs.
2. Develop the script for the host;
3. Invite one (1) local speaker and one (1) international speaker for the event with honoraria and/or tokens;
4. Prepare a flash presentation for each speaker and/or assist in editing of video content and presentation of the speaker to fit the program concept, format, and flow;
5. Together with PCSSD, create and finalize a program which includes an interactive Question and Answer portion;
6. Prepare one (1) general presentation for the webinar in accordance with the program;
7. Prepare possible questions gathered from the audience;
8. Conduct and design publication materials for online marketing to generate attendees from PCSSD accredited dive establishments, liveaboard dive boats, and scuba divers;
9. Manage webinar attendee registration;
10. Conduct an email blast to the registered participants with the event details before the event and a reminder;
11. Create and manage an online registration form;
12. Prepare a feedback strategy of the activities to be undertaken, in accordance with the desired outputs, and execution of the said event/webinar;
13. Prepare an evaluation form in coordination with PCSSD to be accomplished by registered webinar attendees; and
14. Prepare the e-certificates for registered attendees.

##### B. Event Proper:

The Events Management Company will manage and oversee the overall conduct of webinar proper and should handle the following:

1. Hosting of two (2) online webinars with a maximum of one (1) hour and thirty (30) minutes each via an online video conferencing platform with live streaming on social media platforms such as Facebook and/or YouTube;
2. Hiring of one (1) designated Project Manager to oversee the implementation of the webinar which includes coordinating with the local and international speakers;
3. Hiring of one (1) host to moderate the webinars (scuba diver or at least have a background in the scuba diving is an advantage);
4. Hire one (1) designated person to manage and facilitate the comments, questions, and feedbacks from the online video conferencing and social media platform to be used;
5. Disseminate the online attendance and evaluation forms to the attendees before and after the sessions, respectively for the issuance of the e-certificates; and
6. Hiring of one (1) technical staff to provide technical support during the webinars and to facilitate admission of the registered participants in the online video conferencing room.

##### C. Post-Event:

1. Disseminate the e-certificates to registered attendees;
2. Conduct debriefing meetings and provide reports to the DOT- PCSSD;
3. Provide a terminal report on the webinar with photo and video documentation, and compilation of comments, feedback, and questions from the participants;
4. Manage and monitor the database for the evaluation form accomplished by the participants; and
5. Generate a report on the overall analytics inclusive of the following metrics:
  - Leads generated (registration database and profile of webinar attendees which includes conversion rate);
  - Audience retention;
  - Audience evaluation;
  - Results of poll pitched to the webinar attendees; and

- Live vs. recording views.

## VII. SCHEDULE OF ACTIVITIES

### TITLE DATE TIME

Day 1 – Crown of Thorns Outbreak

Mitigation

09 December 2021 10:00 AM - 11:30 AM

Day 2 - Post Impact of COVID-19 on

Marine Life and Scuba Diving Industry

10 December 2021 10:00 AM - 11:30 AM

## VIII. QUALIFICATIONS

The Events Management Company should possess the following qualifications:

1. Company Experience and Network: Should have recommended contacts from the tourism industry for the possible local and international speakers and participants of the event (i.e., Local Government Units (LGUs), Private Dive Associations, Dive Professionals, and etc.);

2. Online Platforms: Must have a separate, licensed online streaming and webinar platform (preferably Zoom, Microsoft Teams, Google Meet, etc.); and

3. Team Composition:

- One (1) Project Manager to plan, organize, direct, and oversee the overall conduct of the webinar;

- One (1) host to moderate the webinar (preferably, with experience in handling a physical or online webinar or seminar/workshop on tourism or scuba diving);

- One (1) staff to perform secretarial functions (e.g., dissemination of e-invitations, video recording, documentation, and compilation of presentations); and

- One (1) technical staff to provide technical support (e.g, manage audio and screen sharing for the presentation, assist technical problems of the speakers and attendees, manage feedback or comments of the attendees in Facebook and/or YouTube live, and etc.) during the webinar and to facilitate admission of the registered participants in the online video conferencing room.

The bidder must provide an organizational chart or list of the staff with job assignment and requirements for the project. Please note in the organization chart or list, if your company has a different job title equivalent to the ones required. (Note: Bidder may go beyond the abovementioned required staff).

## IX. SHORTLISTING OF CRITERIA

### I. APPLICABLE EXPERIENCE OF THE CONSULTANT/COMPANY

#### A. Years of Experience 30%

1. Has 4 or more years of experience in conducting and facilitating physical and/or online events

30

2. Has at least 3 years of experience in conducting and facilitating physical and/or online events

25

B. Number of similar projects completed/Relevance of the company (Service provider must be able to present client service contracts or company profile with accomplished events.)

25%

1. Has 4 or more accomplished physical and/or online events 23

2. Has at least 3 accomplished physical and/or online events 20

3. Additional: Has experience in conducting and facilitating a physical and/or online event related to scuba diving

2

#### C. Client Retention Rate 15%

1. 2 years and above retention period with at least 2 clients 15

2. 1 year retention period with 1-2 clients 10

### II. QUALIFICATION OF PERSONNEL

(Service provider must be able to present each team members' Curriculum Vitae (CV) and/or resume.)

20%

1. Required expertise of the personnel relative to conducting and facilitating physical and/or online events of has 2 or more years of experience

20

2. Required expertise of the personnel relative to conducting and facilitating physical and/or online events with at least 1 year experience is met

15

### III. CURRENT WORKLOAD RELATIVE TO CAPACITY 10%

Number of ongoing similar and related projects relative to capacity

1. 3 or more ongoing similar and related projects with contract cost equal to or greater than the approved budget for the contract

(Php 367,500.00)

10

2. 1 to 2 ongoing similar and related projects with contract cost equal to or greater than the approved budget for the contract (Php 367,500.00)

8

3. No ongoing projects with contract cost equal to or greater than the approved budget for the contract (Php 367,500.00)

6

GRAND TOTAL 100%

PASSING RATE 70

**X. BUDGET**

The total working budget is THREE HUNDRED SIXTY SEVEN THOUSAND FIVE HUNDRED PESOS (PHP 367,500.00) inclusive of VAT and other taxes.

**XI. TERMS OF PAYMENT**

1. Send – bill arrangement: Bill must be addressed to the Department of Tourism - Philippine Commission on Sports Scuba Diving (DOT-PCSSD)
2. Payment to the winning bidder shall be made upon completion of the following:
  - Submission of approved graphics (i.e., posters, invitations, e-certificates, etc.);
  - Submission of debriefing reports;
  - Submission of report on the overall analytics; and
  - Submission of terminal report of the whole webinar program.

NOTE: The winning bidder however, shall be determined based on the proposal with the most advantageous financial package

cost provided that the amount of bid does not exceed the above total budget.

**XII. CONTACT INFORMATION**

Project Officers : Shaliane L. Carvajal  
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Office : Philippine Commission on Sports Scuba Diving  
Address : 5F The New DOT Building, 351 Senator Gil Puyat Avenue, Barangay Bel Air, Makati City  
Telephone Number : 8459-5200 loc. 510

Approved by:  
ROWENA M. SORIOSO  
OIC-Executive Director  
PCSSD

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Events Management	Procurement of Events Management Company for the Conduct of Online Training for Frontliners on Dive Operations in the New Normal	1	Lot	367,500.00

**Other Information**

Eligibility Requirements

1. Registration Certificate from Security and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
2. Mayor’s/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,  
  
In cases of recently expired Mayor’s/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.  
  
For individual consultants not registered under a sole proprietorship, a BIR Certificate of Registration shall be submitted, in lieu of DTI registration and Mayor’s/Business permit.
3. PhilGEPS Registration Number
4. Latest Income/Business Tax Return (For ABC above Php500, 000.00)
5. Professional License/Curriculum Vitae
6. List of key personnel to be assigned to the contract to be bid, with their complete qualification and experience data.
7. Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Terms of Reference. (See attached Annexes TD 1 & 2)
8. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kindly submit your proposals together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 02 November 2021 at 12:00 pm. Late and unsigned proposals shall not be accepted.

**Created by** John Paulo Samonte Francisco

**Date Created** 29/10/2021

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