



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7192765  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Services Conference Integrator to Manage the Phil. Hosting of the 3rd Int'l Conference on ASEAN MRA on Tourism Professionals  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2020-08-0079	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods - General Support Services	<b>Document Request List</b>	0
<b>Category:</b>	Events Management	<b>Date Published</b>	21/08/2020
<b>Approved Budget for the Contract:</b>	PHP 280,000.00	<b>Last Updated / Time</b>	20/08/2020 20:14 PM
<b>Delivery Period:</b>	1 Day/s	<b>Closing Date / Time</b>	24/08/2020 17:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	FELICISIMO EVANGELISTA MAXIMO Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 peles.maximo@yahoo.com		

#### Description

TERMS OF REFERENCE FOR THE SERVICES OF A CONFERENCE INTEGRATOR TO MANAGE THE PHILIPPINE HOSTING OF THE 3RD INTERNATIONAL CONFERENCE ON ASEAN MRA ON TOURISM PROFESSIONALS

#### Background

The International Conference on ASEAN Mutual Recognition Arrangement for Tourism Professionals is an initiative of the ASEAN Member States with the assistance of the ASEAN Australia Development Cooperation Program which aims to provide a platform for knowledge and information exchange, address issues related to regulatory framework, recognition of qualifications, challenges in delivering quality in a competitive world, tourism labour mobility, and job creation by tourism. Likewise, it is an event to identify ways forward for the ASEAN MRA-TP to enhance roles of tourism and the hospitality industry to promote ASEAN as a "Quality Tourism Destination" and further promote experience sharing and establishment of networks among tourism education and training institutions in the region. The conference was hosted by Indonesia and Cambodia in 2016 and 2018, respectively. Recognizing the importance of the conference specifically for introducing recognized speakers and experts in the field of tourism who shall share relevant information and updates to tourism professionals, the Philippines, during the ASEAN Tourism Forum 2020 in Brunei Darussalam, has announced its hosting of the 3rd International Conference on MRA-TP with the theme: "ASEAN Tourism Professionals: Keeping Up with the New Normal" on 28 August 2020 in Manila, in commemoration of the 53rd Founding Anniversary of ASEAN. This year's conference is expected to feature industry experts from the 10 ASEAN Member States (AMS) who will be

sharing their respective countries' response and recovery for tourism professionals amid the COVID-19 pandemic. The conference will be hosted by the DOT through an online virtual conferencing platform targeted to be participated by 600 participants from the Philippines and the AMS.

Relative to this, the DOT is in need of a Conference Integrator to provide virtual event management services for the conduct of the said conference.

**Scope of Services**

The service provider must have a Virtual Event Management Team and be able to provide an online platform which may accommodate 600 participants and 25 organizers, speakers, and moderators. The said platform shall likewise have 3 break-out rooms accommodating 200 participants each. In addition, the service provider must likewise deliver the following services:

**PRE-EVENT**

1. Electronic direct mails to all participants to include event reminders, links for live streaming, on-demand / recorded sessions, etc.;
2. Pre-event orientation and preparation assistance including technical rehearsals of all speakers;
3. Consolidation of speakers' presentations, AVPs and other materials to be used during the conference;

**ACTUAL EVENT**

1. Program implementation, assistance, and coordination;
2. Scriptwriting for all sessions, if needed;
3. Online production management on live streaming tools/sites/platforms;
4. Connectivity hosting and recording of all sessions;
5. One (1) technical support each during the break-out sessions to guide the moderator on timing and questions from the audience;
6. Live / interactive Q&A and on-screen polling with real-time results.

**POST EVENT**

1. Dissemination of Conference e-Certificates to all qualified participants;
2. Consolidation of speakers' presentations and dissemination to all participants;
3. Submission of all recorded content and post-event report.

The said agency shall likewise have prior experiences in hosting virtual conferences within a national or international scale.

**Approved Budget for the Contract:**

PhP 280,000.00 (inclusive of all applicable taxes)

**Payment Terms:** Government Procedure

**Contact Person:**

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**Other Information**

NOTE: The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

**REQUIRED VALID DOCUMENTS TO BE SUBMITTED:**

1. Current Mayor's / Business Permit/BIR Certificate of Registration (Individual)
2. PhilGEPs Registration Number or Platinum Membership
3. Latest Annual Income or Business Tax Return (for ABC's above PhP500,000.00)
4. Duly Notarized Omnibus Sworn Statement (TO BE SUBMITTED PRIOR TO AWARD)

Kindly submit your quotation for the above requirements VIA EMAIL to: jsfrancisco@tourism.gov.ph or taromanes@tourism.gov.ph or msdante@tourism.gov.ph

**Created by** FELICISIMO EVANGELISTA MAXIMO  
**Date Created** 20/08/2020

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