



## Bid Notice Abstract

### Request for Quotation (RFQ)

<b>Reference Number</b>	8185229
<b>Procuring Entity</b>	DEPARTMENT OF TOURISM
<b>Title</b>	Procurement of Services of an Events Management Company for the Conduct of Hybrid Ceremonial Launch of the Philippine Health and Care Program and Virtual Product Presentation of the Health and Wellness
<b>Area of Delivery</b>	Metro Manila

<b>Solicitation Number:</b>	RFQ No. 2021 - 11 - 0173	<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	<b>Document Request List</b>	0
<b>Category:</b>	Events Management	<b>Date Published</b>	13/11/2021
<b>Approved Budget for the Contract:</b>	PHP 700,000.00	<b>Last Updated / Time</b>	12/11/2021 10:23 AM
<b>Delivery Period:</b>	1 Day/s	<b>Closing Date / Time</b>	16/11/2021 10:00 AM
<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. BIDDER : EVENTS MANAGEMENT COMPANY

II. PROJECT TITLE : HYBRID CEREMONIAL LAUNCHING OF THE PHILIPPINE HEALTH AND CARE PROGRAM AND VIRTUAL PRODUCT PRESENTATION OF THE HEALTH AND WELLNESS TOURISM PROGRAM TO THE DOT OVERSEAS OFFICE

III. PROJECT DATE : December 07, 2021

##### IV. BACKGROUND

The National Tourism Development Plan of DOT has identified Medical Travel and Wellness Tourism as one of its ten (10) product portfolios that can bring economic benefits and inclusive growth to the country. To carry out the development and promotion of this niche product, a dedicated team was assigned to implement plans and programs to develop and promote the Philippines as a "must experience" destination for Medical and Wellness Tourism (MTWT). The tourism industry is one of the most affected sectors of the global health emergency caused by the COVID-19 pandemic resulting in the majority of businesses shutting down and stalled leisure activities, pivoted people's focus and priorities, among which is the preference for health and well-being.

The Health and Wellness industry in the Philippines has the best hospitals and stand-alone specialty clinics, offering world-class expertise, state-of-the-art facilities, topped with the distinct warmth of the famous Filipino hospitality. We also have the world's best spa retreat resorts in the region.

The MTWT will be conducting a hybrid ceremonial launching of the Philippine Health and Care Program and the virtual product presentation of the Health and Wellness Tourism Program to the DOT Overseas Office. It aims to provide a

good venue for the health and wellness tourism stakeholders to showcase the country's health and wellness packages/products and services available in the market today.

#### V. PURPOSES / OBJECTIVES

The above activity aims to achieve the following:

1. Generate awareness and interest in the Philippine Health and Care Program packages under the DOT's Medical Travel and Wellness Tourism Program;
2. Provide venue for private sector stakeholders to meet, network and present their plans, programs, products to the market;
3. To gather health and wellness-related companies, key industry personalities, and health and wellness practitioners into one event where they can share best practices, insights, and recommendations on how to survive and re-start as the industry moves towards recovery and reboot.
4. To strengthen the support and partnership between the private sector and the government, particularly the DOT and its partner agencies/institutions in positioning the Philippines as a health and wellness tourism destination in the global market when restrictions are finally lifted.

#### VI. MINIMUM REQUIREMENTS FOR SUPPLIERS

Must have at least 2 to 4 years of experience in planning, organizing, executing and managing events;

Must have organized at least two (2) virtual or hybrid webinars;

Must be registered with the Philippine Government Electronic Procurement System (PHILGEPS)

#### VII. SCOPE OF WORK / DELIVERABLES

The Event Management Company shall:

##### A. PRE-EVENT

Consult with, and advise DOT the organizational framework, methodologies of execution, technical specifications and support to be used in the platforms, and feedback strategy of the activities to be undertaken with the desired outputs

Provide promo teaser/material (concept, creation/design, and promotion) prior to the event and to be approved by the end-user

##### B. EVENT DELIVERABLES

##### B.1. REQUIRED PERSONNEL

##### REQUIRED PERSONNEL

##### MINIMUM EXPERIENCE

##### Panel Host/Moderator (Ceremonial Launching and Product Presentation)

Proof of knowledge, expertise, and experience related to Health and Wellness as a tourism product and in relation to the present health pandemic;

Host, facilitate, and moderate panel discussions in the ceremonial launching and virtual Product Presentation;

Create and maintain a lively, engaging, and effective communication and discussion among in accordance with the topics, objective, and approved timeline of the activity.

##### Production Personnel

- a. Director
- b. Scriptwriter
- c. Floor Director
- d. Technical Director
- e. Stage Manager
- f. Spinner
- g. Playback Manager
- h. Voice Over
- i. Production Manager
- j. Marketing Assistant

Must have at least 2-3 years' experience in conducting an Online or Hybrid events/project.

Proof of knowledge online or hybrid event designing, organization, facilitation, and delivery

\*Note: Please provide CV to include list of online or hybrid event projects conducted.

##### B. 2. HYBRID CEREMONIAL LAUNCHING

Provide the venue (Function Room with meals) good for 30 pax [AM/PM Snacks and Lunch with flowing coffee or tea]. \*At least a 3-star category

Provide two (2) holding rooms for the invited officials

To send invites to the health and wellness tourism stakeholders (List of Wellness Facilities will be provided by the end-user).

To invite media for the Hybrid ceremonial launch.

Provide contactless QR code onsite registration

Provide backdrop wall for the ceremonial launching (Hybrid and Virtual)

Provide in conceptualizing, planning, and management (with the guidance and subject to the end-user's approval) of the activity that includes the following:

- o Hybrid Program
- o Program Flow/Scenario
- o List of questions to be pitched to the during the ceremonial and product presentation
- o Hybrid venue set-up/requirements
- o Tech run with the end-user and invited health and wellness tourism stakeholders
- o Technical requirements of the onsite shooting
  - o Provide the following minimum inclusions:
- o Technical management and broadcasting/streaming
- o Connectivity hosting
- o Creative treatment as needed
- o Minimum of 150 attendees via online platform
- o Online Live steaming/shooting via FB account of DOT
- o Promotion online of the virtual activity via FB account of DOT
- o Platform to be used and appropriate both to DOT and the Event Organizer

Design/Layout of the E-Brochure of NCR and DOT Region 7

**B. 3. PRODUCT PRESENTATION OF THE HEALTH AND WELLNESS TOURISM PROGRAM TO THE DOT FOREIGN OFFICES**  
 Provide host/moderator for the webinar (5-6 hours)  
 Provide honorarium for the host/moderator  
 Provide in conceptualizing, planning, and management (with the guidance and subject to the end-user’s approval) of the activity that includes the following:

- o Online Program
- o Program Flow/Scenario
- o List of questions to be pitched to the invited resource speakers
- o Virtual venue set-up/requirements
- o Tech run with the resource speakers, and moderator  
 Provide the following minimum inclusions:
- o Technical management and broadcasting/streaming
- o Connectivity hosting
- o Creative treatment as needed
- o Minimum of 100 attendees via online platform
- o Online Live streaming/shooting via FB account of DOT
- o Promotion online of the virtual activity via FB account of DOT

**C. POST-EVENT**  
 Provide DOT with the following monitoring and feedback mechanism:  
 One Documentation Report including photos and virtual recording to be submitted one (1) weeks after the activity  
 Audience and Viewers evaluation of the ceremonial launch (i.e. number of viewers via livestreaming or Facebook, number of link shared, likes, and engagements, etc.)  
 Results of the poll questions pitched by the audience session

**VIII. TECHNICAL / LEGAL ELIGIBILITY DOCUMENTS**

1. Company Profile
2. List of events organized (virtual/hybrid) in the past year
3. PhilGEPS Registration Certificate/Number
4. Mayor’s permit
5. Business Tax Return

**IX. CONTRACT OF SERVICE**  
 The financial proposal of the on-line event organizer should be within the approved budget and cover all expenditures to include:

1. Professional fees and/or token of host, experts/speakers, panelists whichever is required
2. Event organizing team, and online platform services

**X. TERMS OF PAYMENT**  
 The payment for the services shall be based on a send-bill arrangement, after certification by the end-user of satisfactory completion of services, and will proceed upon receipt of the invoice.  
 The total budget for the project is Seven Hundred Thousand Pesos (PhP 700,000.00) inclusive of all applicable taxes to cover the program and webinar design and process, facilitation, and terminal/summary report including photos, both print and digital copies.  
 Winning bid should be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid is within the approved budget allotted

**XI. CONTACT PERSON**  
 Contact Person : Jeremiah “Miah” Adao  
 Division : Medical Travel and Wellness Tourism – Product  
 Planning and Development Division  
 Office : Office of Product and Market Development (OPMD)  
 Contact Number : +63 917 906 2325  
 Email Address : jeadao@tourism.gov.ph  
 Approved by:  
 RENEE MARIE N. REYES  
 Director  
 Office of Product and Market Development  
 Date: November 9, 2021

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Events Management	Procurement of Services of an Events Management Company for the Conduct of Hybrid Ceremonial Launch of the Philippine Health and Care Program and Virtual Product Presentation of the Health and Wellness Tourism Program to the DOT Overseas Offices	1	Lot	700,000.00

**Other Information**

Eligibility Requirements

1. 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.

2. PhilGEPS Registration Number
3. Latest Income/Business Tax Return (For ABC above PHP500, 000.00)
4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to [jsfrancisco@tourism.gov.ph](mailto:jsfrancisco@tourism.gov.ph) on or before 16 November 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

**Created by** John Paulo Samonte Francisco

**Date Created** 12/11/2021

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