



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7994286
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of an Online Events Management Company for the Conduct of Research Dissemination Forum for the Health and Wellness Tourism Industry Stakeholder

Area of Delivery

Solicitation Number:	RFQ No. 2021 - 09 - 0102	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Events Management	Date Published	14/09/2021
Approved Budget for the Contract:	PHP 350,000.00	Last Updated / Time	13/09/2021 12:40 PM
Delivery Period:	2 Day/s	Closing Date / Time	17/09/2021 10:00 AM
Client Agency:			
Contact Person:	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 : ONLINE EVENTS MANAGEMENT COMPANY
 II. PROJECT TITLE : RESEARCH DISSEMINATION FORUM FOR THE HEALTH AND WELLNESS TOURISM INDUSTRY STAKEHOLDER

III. PROJECT DATE : OCTOBER 14-15, 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 DOT through Medical Travel and Wellness Tourism of Product Planning and Development Division of the Office of Product and Market Development (MTWT-PPDD, OPMD) and Philippine Institute of Traditional and Alternative Health Care (PITAHC) will conduct a Research Dissemination Forum for the Health and Wellness Tourism Industry Stakeholders.

PITAHC is a government-owned and controlled corporation attached to the Department of Health that was re-classified as a research institution by the virtue of the Governance Commission for Government-owned and Controlled Corporation (GCG) Memorandum Circular No. 2012-10 dated 21 September 2012. The institute are mandated to conduct research and development activities, and has implemented/funded research projects/programs with both the government agencies and private organizations.

The forum will deepen the understanding of the different research methods/strategies as well as foster linkages between the researches and tourism stakeholders. This will be participated by various government agencies, private organization/sector, academe, and the health and wellness tourism stakeholders.

V. PURPOSES / OBJECTIVES

The above activity aims to achieve the following:

1. Generate interest on the Traditional and Complementary Medicine (T&CM) to be integrated in the Health and Wellness Tourism Program;
2. Provide venue to share and update knowledge on care T&CM; and
3. Strengthen the support and partnership of the private sector with the government, particularly the DOT, PITAHC, and other relevant government agencies/institutions in positioning the Philippines as a health and wellness tourism destination in the local and eventually the international market.

VI. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must have at least 2 years of experience in planning, organizing, executing and managing events;
- Must have organized at least three (3) virtual or hybrid event;
- 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 and PITAHC 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

B. EVENT DELIVERABLES

b.1 Provide a Panel Host/Moderator who should have the following qualification and experience:

Proof of knowledge, expertise, and experience related to Philippine traditional and alternative medicines, health and wellness as a tourism product and in relation to the present health pandemic;

Host, facilitate, and moderate panel discussions, physical, and on-line to be successful and enriching to all involved;

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

Note: Please provide Curriculum Vitae (CV) to include list of health and wellness-related projects conducted.

b.2 Provide a Head and 2-4 program assistant/management workforce who will serve as the point person/in-charge should have the following qualification and experience in connection with the pre, on-site, and post-event requirements of the activity

Planning, training, and organization development with minimum of 2 years' experience;

Proof of knowledge and experience on on-line event designing, organization, facilitation, and delivery of documentation/recording of the virtual activity, local and/or international, and on IT programing

Physical and on-line preparation, technical and technology-related requirements, and other requirements of the activity as needed

Note: Please provide Curriculum Vitae (CV) to include list of projects conducted.

b.3 Facilitate confirmation of attendees including speakers/experts and VIPs

b.4 Provide tokens for the invited VIPs, judges, confirmed experts/speakers, and panelists of the activity.

b.5. Provide in conceptualizing, planning, and management (with the guidance and subject to the end-user's approval) of the activity that includes the following:

Online Program

Program Flow/Scenario

Virtual venue set-up/requirements

Tech run with the experts/speakers, panelists, and moderator

Technical requirements of the onsite shooting

b.6 Provide online platform with the following minimum inclusions of the service during the 2-day sessions:

Technical management and broadcasting/streaming

Connectivity hosting

Creative treatment as needed

Tech run with speakers, panelists, and host

Program flow continuity and directing

Script writing as required/needed

Basic editing and virtual recording as needed (including assisted recording of speakers' presentations).

Minimum of 120 attendees per day via online platform

Online Live streaming/shooting via FB account of DOT and PITAHC

Promotion online of the virtual activity via FB account of DOT and PITAHC

Platform to be used and appropriate both to DOT, PITAHC and the Event Organizer

Promo teaser/material (concept, creation/design, and promotion)

Event planning, coordination, and management

b.7. Design and provide the E-certificate to the experts/speakers, panelists, and registered audience to be approved by the end-user

b.8 Provide meals (lunch) including delivery to the invited, experts/speakers/panelist (20 pax), PITAHC (9 pax), and DOT secretariat (6 pax) for the 2-day event.

b.9 Provide prizes for the Digital Art and Video contest (10 winners for the digital art category and 2 winners for the video content).

3 Winners for Junior High – Php3,000.00/each

3 Winners for Senior High – Php4,000.00/each

3 Winners for College Student – Php5,000.00/each

1 winner for People's Choice Award – Php10,000.00

2 winners for Video Content – Php15,000.00/each

b.10 They will be supported and assisted by the MTWT and PITAHC to conduct the virtual activity.

C. POST-EVENT

Provide DOT and PITAHC with the following monitoring and feedback mechanism:

- a. One Documentation Report including photos and virtual recording to be submitted two (2) weeks after the activity
- b. One after-event video (maximum 5-minute video, mp4 format) to be submitted immediately after the activity.
- c. Database of experts/speakers, panelists and audience including their profile (demographic), and recorded viewership of the panel discussion series
- d. Audience and Viewers evaluation of the panel discussion series (i.e. number of viewers via livestreaming or Facebook, number of link shared, likes, and engagements, etc.)
- e. Results of the poll questions pitched by the audience during the 2-day sessions

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, judges, and VIPs, whichever is required;
- 2. Prizes for the Digital Art and Video contest;
- 3. Meals including delivery for the experts/speakers, panelist, PITAHC and DOT secretariat;
- 4. Event organizing team, 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 Three Hundred Fifty Thousand Pesos (Php350,000.00) 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: 09 September 2021

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Events Management	Procurement of Services of an Online Events Management Company for the Conduct of Research Dissemination Forum for the Health and Wellness Tourism Industry Stakeholder	1	Lot	350,000.00

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 on or before 17 September 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco
Date Created 13/09/2021

The PhilGEPs team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPs only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

© 2004,2004-2021 DBM Procurement Service. All rights reserved.,DBM Procurement Service. All rights reserved.

[Help](#) | [Contact Us](#) | [Sitemap](#)