



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7927374
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of an Events Management Company for the Conduct of Philippine Tourism Forum in Celebration of the 54th Founding Anniversary of ASEAN

Area of Delivery

Solicitation Number: 2021 - 08 - 0084	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	17/08/2021
Approved Budget for the Contract: PHP 500,000.00	Last Updated / Time	16/08/2021 18:10 PM
Delivery Period: 1 Day/s	Closing Date / Time	20/08/2021 10:00 AM
Client Agency:		
Contact Person: John Paulo Samonte Francisco Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 psfrancisco.logistics@yahoo.com		

Description

Updated as of 06 August 2021, 12:31 pm
 Terms of Reference for the services of an Event Management Company (EMC) for the Philippine Tourism Forum in celebration of the 54th Founding Anniversary of ASEAN
 31 August 2021
 Manila, Philippines
 I. BACKGROUND
 The Association of Southeast Asian Nations, or ASEAN, was established on 8 August 1967 in Bangkok, Thailand, with the signing of the ASEAN Declaration (Bangkok Declaration) by the Founding Fathers of ASEAN, namely Indonesia, Malaysia, Philippines, Singapore and Thailand. Brunei Darussalam then joined on 7 January 1984, Viet Nam on 28 July 1995, Lao PDR and Myanmar on 23 July 1997, and Cambodia on 30 April 1999, making up what is today the ten Member States of ASEAN.
 The ASEAN aims to promote economic, social and cultural development of the region through the development and implementation of programs that shall safeguard political and economic stability and serve as a forum to resolve intra-regional differences.
 On 31 July 2017, Presidential Proclamation 282 declared the month of August of every year as "ASEAN Month" recognizing the need to further promote and heighten awareness of the importance, value and meaning of ASEAN in achieving regional peace and sustainable development. The said proclamation enjoined National Government Agencies (NGAs) to initiate programs and activities to raise understanding on ASEAN.
 The Department of Tourism through the Office of Tourism Development Planning, Research and Information (DOT-OTDPRIM) is committed to provide relevant information and update key stakeholders on developments not only in the country but in the international platforms including the ASEAN region most importantly in these extraordinary times.

In this regard, the DOT-OTDPRIM will organize the annual Philippine Tourism Forum in celebration of the 54th Founding Anniversary of ASEAN in a virtual format on 31 August 2021 in Manila, Philippines.

II. SCOPE OF SERVICES

The Event Management Company shall:

1. Conceptualize, manage and implement the overall program scenario for the forum. Project Brief attached as Annex A.
2. Source and hire a forum emcee/ voice-over to ensure the smooth transition in-between sessions, Gamification Activities and make the program dynamic and interactive.
3. Source and hire a session moderator to facilitate the discussions and Q&A, wrap-up and synthesize the forum highlights.

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4. Propose, and hire a Filipino performer (solo or group) to perform a 5-minute opening performance.
5. Develop an audio visual presentation (AVP) pertaining to solidarity and camaraderie in the midst of the pandemic to compliment the opening performance.
6. Provide tokens for speakers and cover the cost for the shipment of the tokens overseas.
7. *Cover expenses for the RT-PCR Testing of 4 DOT officers and 1 moderator.
8. Provide the following general requirements:
 - a) Create pre-event promotional materials and facilitate attendance promotions;
 - b) Design creative materials including event banner, background, signage, digital juice, title card
 - c) Prepare a program scenario and script to include the following: Spiels of Emcee/ Voice Over, Session Briefer, Speaker’s Introduction, Webinar Decorum and Housekeeping Reminders, and other announcements and event information;
 - d) Organize and facilitate Speakers’ Technical Rehearsal; Secure a copy of Speaker’s Presentations and management of pre-recorded presentations, technical requirements and etc.
 - e) Conduct a final orientation or dry-run of the Forum before the actual event;
 - f) Organize and manage programs/sessions for the entire duration of the forum;
 - g) Record all sessions and upload to a specific online drive including all other creative materials pertaining to the event;
 - h) Document in photo and video the forum to include presentations in the sessions and endorse to the DOT in an external hard drive;
 - i) Generate and submit an Event Analytics Report of the event covering the following:
 - Number of Registrations (Realtime report)
 - Number of Online Views (Realtime report)
 - Social Media Engagement
 - Attendee Evaluation Survey
 - Summary of Questions and Feedback

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- j) Provide update and feedback to the DOT on a regular basis on the progress of the preparations of the event and other related areas
- k) Dissemination / uploading and collection of digital evaluation form; and
- l) Development of an e-Certificate and distribution to qualified delegates.
- m) Provision and management of an online event/webinar platform that has a capacity to deliver the following requirements:
 - Can accommodate at least 1000 online users/viewers
 - With registration system
 - Can be integrated and streamed live in Facebook
 - Can control and manage speakers in a virtual backstage
 - Can facilitate the participation/engagement of delegates
 - Has an integrated interactive Q&A / On-Screen Polling Tools
 - Manage an online quiz platform (sli.do)

Note: *In case DOT officers, moderator and event management staff will be allowed to be at the DOT office, will depend on the prevailing community quarantine level in NCR during the conference day. All staff to be designated at the onsite location must be fully vaccinated and possess a negative RT-PCR result atleast 72 hours before the forum.

III. APPROVED BUDGET FOR THE CONTRACT AND MODE OF PAYMENT

The Approved Budget for the Contract is Five Hundred Thousand Pesos (Php 500,000.00) inclusive of all applicable taxes. Government Procedure, send bill arrangement.

IV. OTHER REQUIREMENTS

1. Must be Filipino-owned, operated and legally registered professional conference organizer / production house / events management entity;
2. Must have experience in organizing international events in the Philippines. Bidder to submit company profile and events previously handled.

V. CONTACT DETAILS

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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 Philippine Tourism Forum in Celebration of the 54th Founding Anniversary of ASEAN	1	Lot	500,000.00
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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 20 August 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 16/08/2021

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