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Tuesday, August 10, 2021 10:27 AM

John Paulo Francisco

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**Bid Notice Abstract****Request for Quotation (RFQ)**

**Reference Number** 7909295

**Procuring Entity** DEPARTMENT OF TOURISM

**Title** Procurement of Services of an Online Events Management Company for the Conduct of Health and Wellness Webinar Series

**Area of Delivery**
 [Printable Version](#)

<b>Solicitation Number:</b>	2021 - 08 - 0081	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	<a href="#">2</a>
<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>	11/08/2021
<b>Approved Budget for the Contract:</b>	PHP 464,400.00	<b>Last Updated / Time</b>	10/08/2021 10:27 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	16/08/2021 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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**

## TERMS OF REFERENCE

- I. BIDDER : ONLINE EVENTS MANAGEMENT COMPANY  
 II. PROJECT TITLE : HEALTH AND WELLNESS WEBINAR SERIES  
 III. PROJECT DATE : MONTH OF OCTOBER 2021  
 (1 webinar/session per week – total of 4 webinars)  
 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.

## V. PURPOSES / OBJECTIVES

The above activity aims to achieve the following:

- To provide a series of health and wellness learning sessions in celebration of the Health and Wellness Month.
- To sustain presence in the health and wellness community regionally, as well as encourage the tourism stakeholders in gearing up towards the new normal
- To create awareness and better appreciation of health and wellness in the Philippines.
- 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

## 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 three (3) 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 the DOT of 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 qualifications and experience:

- 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, physical and on-line to be successful and enriching to all involved;
- Create and maintain a lively, engaging, and effective communication and discussion among the participants in accordance with the topics, objectives, and approved timeline of the activity.

b.2 Provide a Head and 2 to 4 program assistants/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

- Must have a minimum of 2 to 4 years experience in planning, training, and organization development
- Must have proof of knowledge and experience on online 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

b.3 Provide a list of and invite professional speakers (2 to 3 pax) and panelists (2 to 3 pax) with proof of college/masters degree, expertise, and experience on health and wellness tourism, the present COVID-19 pandemic, locally and globally

b.4 Provide honorarium and/or token for the invited and confirmed health and wellness experts/speakers and panelists of the activity

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

- Online Program
- Program Flow/Scenario
- List of questions per topic and theme per session to be pitched to the speakers and panelists during the 4 sessions
- Evaluation program and box per session for the speakers, panelists, and audience
- Virtual venue set-up/requirements
- Technical run with the experts/speakers, panelists, and moderator
- Technical requirements of the onsite shooting

b.6 Provide the following minimum inclusions of the service during the four (4) sessions of the panel discussion:

- 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
- Minimum of 120 attendees per day via online platform
- Online Live steaming/shooting via FB account of DOT
- Promotion online of the virtual activity via FB account of DOT
- Platform to be used and appropriate both to DOT 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 They will be supported and assisted by the MTWT, PPDD-OPMD to conduct the virtual activity

**C. POST-EVENT**

Provide DOT 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. Database of experts/speakers, panelists and audience including their profile (demographic), and recorded viewership of the panel discussion series
- c. 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.)
- d. Results of the poll questions pitched by the audience during the 4 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 whichever is required
- 2. Event organizing team

**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 Four Hundred Sixty-Four Thousand Four Hundred Pesos (PhP 464,400.00) 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: 05 August 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 Health and Wellness Webinar Series	1	Lot	464,400.00

**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 16 August 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

**Created by** John Paulo Samonte Francisco

**Date Created** 10/08/2021

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