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Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8355234
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of an Events Management Company for the Conduct of Speakers Synergy and Appreciation 2021
Area of Delivery Metro Manila

Solicitation Number:	RFQ No. 2022 - 01 - 0006	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	15/01/2022
Approved Budget for the Contract:	PHP 500,000.00	Last Updated / Time	14/01/2022 19:43 PM
Delivery Period:	1 Day/s	Closing Date / Time	18/01/2022 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

OFFICE OF INDUSTRY MANPOWER DEVELOPMENT
TERMS OF REFERENCE

(Services of Event Organizer)

I. Project Title: Speakers Synergy and Appreciation 2021

II. Background and Project Description

The Office of Industry Manpower Development has recently updated the Philippine Tourism Human Capital Development Plan 2021-2025.

As mandated under Section 13 of Republic Act 9593, otherwise known as the Tourism Act of 2009, the OIMD is tasked to conduct regular trainings, continuing education programs and capacity building for the tourism industry workforce. In order to implement these programs OIMD is also tasked to engage industry practitioners and experts as resource speakers.

To effectively deliver the various training programs ensuring that it is aligned with the updated PTHCD Plan 2021-2025 and to strengthen linkages with industry, government and academe, a speakers' synergy forum will be conducted.

Target Participants : maximum of 100 pax comprising of OIMD Pool of Resource Speakers and training partners

Date/Period Covered : February 10, 2022

II. Objectives

1. To give recognition to OIMD Pool of Resource Speakers and training partners.

2. To create further awareness among the resource speakers on the PTHCD Plan's 2021-2025 vision and Strategic

Actions;
 3. To give an opportunity to share feedback on training activities and discuss policy directions and activities for 2022.
 IV. Minimum Requirements
 Must be a virtual and hybrid event organizer;
 Must have previously conducted and facilitated virtual//hybrid events; and
 Must be flexible to make adjustments in schedules and timelines if necessary.
 IV. Scope, Coverage and Deliverables
 1. Host and facilitate the conduct of Speaker’s Synergy and Appreciation Gathering to a maximum of 200 virtual/online participants and 60 face-to-face participants in the identified venue of the OIMD.
 2. Provide Zoom platform/webinar subscription for the virtual/online participants.
 3. Meet with the client to clarify the purpose, objectives and deliverables of the program expectations.
 4. Identify, source, provide promotional giveaways for one hundred fifty (150) guests and participants. Cost of giveaway should be minimum worth of P600 per piece. Identified giveaways should be coordinated and approved by OIMD. Door-to-door delivery of giveaways for Metro Manila will be for the account of the service provider.
 5. Provide Administrative and Secretariat Services, as follows:
 5.1 Secretariat and technical support
 5.2 Video recording and photo documentations
 A. Pre-Event
 6. Prepare program flow and script in close coordination with the Office of Industry Manpower Development.
 7. Establish the team of technical personnel required for the production including ingress and egress team, host, director, production assistants, etc. The service provider shall be in-charge in briefing the host/moderator on his assigned tasks/role prior to the event.
 8. Prepare/create invitation letters/art cards and other publication materials that will be used in the email invites to participants/OIMD guest list, and social posting to promote and communicate event programs.
 9. Prepare registration and webinar link notices to participants in coordination with OIMD. Manage registration list including – participants, speakers, support staff, event management team, etc.
 10. Engage and coordinate with OIMD identified forum resource speaker requirements for the talk/lecture including payment of professional fees.
 11. The service provider will also prepare the program and coordinate with speakers and participants.
 12. Follow-up invitation and ensure audience attendance as per list to be provided by OIMD. Send out information note to all participants (details of the event, logistics, etc.).
 13. Coordinate with venue for stage set-up, ingress and egress.
 14. Design, layout and preparation of E-Certificates
 B. Actual Event (200 virtual pax and 60 face-to-face pax)
 15. Provide and set-up lights and sound equipment, LED Wall and other technical requirements in the identified venue.
 16. Ensure all required audio-video equipment and other technical requirement is available and functioning.
 17. Technical team to check on speakers’ presentation and other AVP materials to be shown on LED screen, and manage presentations.
 18. Manage the zoom admission of participants. Handle back-end operations of the webinar to ensure seamless broadcast.
 19. Provide ambient music during cocktails after main program.
 20. Provide meals for production/technical staff.
 21. Ensure that all guests, participants and production staff are fully vaccinated.
 22. All participants must undergo on-site Antigen Test upon entry at venue. Cost of antigen test will be at the account of the service provider maximum of sixty (60) guests including DOT organizers and officials.
 C. Post-Event
 23. Administer and consolidate feedback/post evaluation of participants.
 24. Preparation and distribution of e-Certificates of Attendance to the participants.
 25. Prepare and submit Terminal Report with photo and video documentation and analytics.
 V. Project Duration
 Will commence upon issuance of Notice of Award until February 17, 2022.
 VII. Approved Budget Cost
 Five Hundred Thousand Pesos (Php500,000.00) inclusive of all applicable government taxes in accordance with government procedure.
 VIII. Contact Person
 ELENITA M. PAREJA
 Office of Industry Manpower Development
 Email address – empareja.oimd@gmail.com
 Prepared by:
 ELENITA M. PAREJA
 Project Officer
 Approved by:
 ROWENA LU Y. MONTECILLO
 Director
 Office of Industry Manpower Development

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 Speakers Synergy and Appreciation 2021	1	Lot	500,000.00

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 18 January 2022 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 14/01/2022

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