

## REQUEST FOR QUOTATION

**BID ID NO: 58867**

The Department of Tourism – Policy Formulation and International Cooperation Division (PFICD), thru its Bids and Awards Committee (BAC), intends to procure Conference Integrator in connection with the Online Hosting of the ASEAN National Tourism Organizations (NTOs) Retreat and Midterm Review of the ASEAN Tourism Strategic Plan 2016 – 2025 on 14 October 2020 through Small Value Procurement (SVP) under Section 53.9 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184. The details of the procurement project is indicated in the table below:

### **Terms of Reference for the required Conference Integrator in connection with the Online Hosting of the ASEAN National Tourism Organizations (NTOs) Retreat and Midterm Review of the ASEAN Tourism Strategic Plan 2016-2025 14 October 2020, Department of Tourism**

#### **Requirement: Conference Integrator**

#### **Rationale**

The Philippines is the lead country coordinator for the Mid-Term Review (MTR) of the ASEAN Tourism Strategic Plan (ATSP) 2016-2025. As part of the outcomes of the Meeting of ASEAN Tourism Ministers (M-ATM) and NTOs Meeting held on 13-16 January 2019 during the ASEAN Tourism Forum in Brunei, the Philippines will host the ASEAN NTOs Retreat, as well as the lead in the MTR of the ATSP 2016-2025. In line with the outcomes of the meetings during the ATF, preliminary activities have been facilitated to solicit updates and gather information that would help in the MTR process. The Virtual NTOs Retreat will likewise be a venue for the NTOs to discuss and agree on the ASEAN tourism policies and priority projects, as well as to assess the ATSP and development of its revised work plan, including programs that will respond to the 'new normal' and in the recovery efforts of the region for the tourism industry. Initially, the said hosting will be onsite and will bring the NTOs to Bohol, however, due to our current situation, the Department will host the NTOs retreat and MTR of the ATSP through a virtual platform on 14 October 2020.

#### **Legal Basis**

Pursuant to Section 12(I) of Republic Act No. 9593 (Tourism Act), the Office of Tourism Development Planning, Research and Information Management (OTDPRIM) under the Tourism Development (TD) Sector is mandated to pursue the Department's interests in multilateral, international and regional tourism cooperation, agreements and treaties.

In this regard, the DOT is in need of a Professional Congress Organizer (PCO) that will assist in the implementation of this online ASEAN Meeting.

Venue: The Project Officers will Report to the Department of Tourism for the said meeting due to the internet access and connectivity, therefore, the winning bidder will be requested to report to the DOT subject for discussion on the number of personnel as well as observance of health and safety protocols.

#### **Scope of Services**

The Conference Integrator is expected to provide the following:

- 1) Purchase of Online Virtual Meeting Platform with professional production handling and requirements:
  - a. Controlled and secured connections
  - b. Integrated modular display for participating countries and organizations

- c. Screen overlay and chargen generation, and
- d. Technical support for participants

- 2) High Resolution Video Camera, microphone and laptop to be used by the Head of NTO (Who will be seen in the screen);
- 3) TV Monitor (Preferably 55") for the viewing of the entire participants during the meeting
- 4) Microphone
- 5) Online documentation and recording of the meeting;
- 6) Photo documentation of the preparation as well as during the meeting;
- 7) Purchase of approximately 20 tokens to be couriered to the Heads of NTOs and Guests. Courier fees will be shouldered by the PCO;
- 8) One (1) online recorded singing group to perform for the opening ceremony, lunch, and short breaks.
- 9) Provision of Onsite Background during the meeting (Design and layout c/o PCO).
- 10) Purchase of 10 Philippine and 10 ASEAN Flags and 10 Nameplates (2 Nameplates with Chairperson and 8 Nameplates with Philippines).
- 11) Provision of AM, PM Snacks and Lunch for the DOT Officials and Officers (10 PAX)
- 12) Tablecloth for the tables during the meeting.
- 13) Technical Run for all ASEAN Member States and Guests using the online platform
- 14) Possible setup on 13 October 2020 of the meeting area.
- 15) Personnel who will be assisting onsite for technical matters.

#### **Other Requirements**

- Must be Filipino-owned, operated and legally registered professional conference organizer/ production house / events management entity.
- Must have experience in organizing international and online events in the Philippines. Bidder to submit company profile and events previously handled related to tourism.
- To ensure the proper execution of the meetings, the DOT requires the submission of a breakdown of the bidder's proposal and listing for the production management as well as list of proposed artist to ensure compliance with the requirements.

Budget Estimate: The project costs Php 300,000 (Inclusive of all fees and taxes).

Payment: Government Procedure

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## 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: Deadline for the submission of proposal is on or before 29 September 2020 at 10:00 am

Kindly submit your quotation thru email [jsfrancisco@tourism.gov.ph](mailto:jsfrancisco@tourism.gov.ph), [femaximo@tourism.gov.ph](mailto:femaximo@tourism.gov.ph), [msdante@tourism.gov.ph](mailto:msdante@tourism.gov.ph) and [taromanes@tourism.gov.ph](mailto:taromanes@tourism.gov.ph)

## Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES)  
CITY/MUNICIPALITY OF \_\_\_\_\_) S.S.

### AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the other:*

*If a sole proprietorship: I am the sole proprietor of [Name of Bidder] with office address at [address of Bidder];*

*If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];*

2. *Select one, delete the other:*

*If a sole proprietorship: As the owner and sole proprietor of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];*

*If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];*

3. *[Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;*
4. *Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;*
5. *[Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;*

6. *Select one, delete the rest:*

*If a sole proprietorship:* I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards;

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*; and

9. *[Name of Bidder]* did not give or pay directly or indirectly, and commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20 at \_\_\_\_\_,

*[Insert NAME OF BIDDER'S  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant*

SUBSCRIBED AND SWORN to before me this day of *[month]* *[year]* at *[place of execution]*, Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity. Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on at \_\_\_\_\_

Witness my hand and seal thisday of *[month]* \_\_\_\_\_ *[year;]*.

NAME OF NOTARY PUBLIC \_\_\_\_\_  
Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. , *[date issued]*, *[place issued]*  
IBP No. , *[date issued]*, *[place issued]*

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