



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	8204229
Procuring Entity	DEPARTMENT OF TOURISM
Title	Procurement of Conference Integrator for the Hosting of the APEC Women and Young Empowerment in the Travel and Tourism Industry
Area of Delivery	Metro Manila

Solicitation Number:	RFQ No. 2021 - 11 - 0183	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	18/11/2021
Approved Budget for the Contract:	PHP 550,000.00	Last Updated / Time	17/11/2021 15:08 PM
Delivery Period:	2 Day/s	Closing Date / Time	22/11/2021 14:00 PM
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

Professional Conference Organiser (PCO)
Hosting of the APEC Women and Young Empowerment in
Travel and Tourism Industry
Metro Manila, Philippines via Hybrid Format

I. Background

The Asia-Pacific Economic Cooperation (APEC) is a regional economic forum established in 1989 to leverage the growing interdependence of the Asia-Pacific. APEC's 21 Member Economies are the United States; Australia; Brunei Darussalam; Canada; Chile; China; Hong Kong; Indonesia; Japan; Malaysia; Mexico; New Zealand; Papua New Guinea; Peru; The Philippines; Russia; Singapore; Republic of Korea; Chinese Taipei; Thailand; and Viet Nam aim to create greater prosperity for the people of the region by promoting

Balanced - such as the simultaneous growth for the various sectors;

Inclusive - it means giving opportunities for economic participants during economic growth with benefits incurred by every section of society;

Sustainable - focuses on meeting the needs of the present without compromising the ability of future generations to meet their needs;

Innovative - such as introducing new ideas and concepts to promote and support the economy; and

Secure Growth - enhancing the economic growth

The Philippine Department of Tourism (PDOT) with its current program on gender and development strongly promotes gender equality and women empowerment. This is aligned with the Sustainable Tourism and Economic

Growth of the APEC Tourism Working Group Strategic Plan 2020-2024 under priority number four. The program aims to develop APEC Tourism Framework in gender and development, promote gender equality and empower women and young children, and strengthen sustainability and inclusivity of women and children in economic growth.

II. Target Participants:

The PDOT's target the following participants from the tourism industry:

I. Development of the APEC Tourism Framework in Gender and Development

- a. Representatives from the APEC Member Economies
- b. APEC Secretariat
- c. Philippine Commission on Women
- d. Tourism Congress of the Philippines

II. Launching of the APEC Tourism Framework in Gender and Development

- a. Representatives from the APEC Member Economies
- b. APEC Secretariat
- c. National Government Agencies (NGA)
- d. Non-Government Organization (NGO)
- e. Local Government Units (LGU)
- f. Academe
- g. Tourism Private Stakeholders (eg. Travel and tour operator, tour guides, etc.)
- h. Vulnerable Groups (eg. PWDs, etc.)

III. Requirements:

The department is in need of a professional conference organizer (PCO)/integrator to provide the following services in the upcoming hosting of the APEC Women and Young Empowerment in the Travel and Tourism Industry. The PCO must be Filipino-owned, operated and legally registered, have a five-year experience in the operation, and organized at least 3 international hybrid events. Experience in organizing gender and development program is a plus.

a. Date: 19-20 January 2022

i. Technical and Physical Requirements:

1. Studio backdrop (24x12ft and 12x8ft) with framing and graphics;
2. audio requirements (2 monitor and house speakers, 2-3 microphones, audio recorder, cables, etc.);
3. lightning requirements;
4. broadcast/production requirements;
5. Speaker management equipment: 1 monitor teleprompter with stand (at least 40"), 1 production monitor with stand (at least 40");
6. LED strip lightning background;
7. clicker with USB extender;
8. cameras.

ii. Services:

1. Creative services such as layout artist;
2. virtual conference hosting platform (100 meeting attending capacity, content sharing and format overlay-ready function);
3. technical dry run before the activity;
4. manpower (technical director, assistance technical director, audio technician, lightning technician/technical assistant, and Zoom specialist);
5. documentation team,
6. voice-over, and
7. performance artist.

III. Total Amount for the Project: PHP 550,000.00

IV. Completion Date: 20 January 2022

V. Payment: Government Procedure

VI. Contact Details:

Prepared by: Approved by:

Ms. Mylene D. Talana Mr. Jaime Victor S. Bayhonan

Project Officer, PFICD OIC-Chief, PFICD

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Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Events Management	Procurement of Conference Integrator for the Hosting of the APEC Women and Young Empowerment in the Travel and Tourism Industry	1	Lot	550,000.00

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 22 November 2021 at 2:00 pm. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 17/11/2021

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