



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8200210
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Events Management Company for the Conduct of PDOT-WTTC Safe Travels Forum

Area of Delivery

| | | | |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------|
| Solicitation Number: | RFQ No. 2021 - 11 - 0179 | 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 | 17/11/2021 |
| Approved Budget for the Contract: | PHP 999,000.00 | Last Updated / Time | 16/11/2021 19:32 PM |
| Delivery Period: | 1 Day/s | Closing Date / Time | 22/11/2021 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

Updated as of 08 November 2021

Terms of Reference for the services of an Event Management Company (EMC) for the PDOT-WTTC Safe Travels Forum
26 November 2021
Boracay, Philippines

I. BACKGROUND

In September 2020, the Philippines became the 100th destination to receive the World Travel and Tourism Council Safe Travels Stamp (WTTC STS) recognizing the alignment of the country's Health and Safety Guidelines for tourism-related sectors to that of the council's and the emergence of local tourism destinations which are opening up for domestic tourists with no quarantine requirement.

Following this, the Department of Tourism has been given the opportunity to assume the role of a Safe Travels Ambassador to the stakeholders, advocating the implementation of the Safe Travels protocols and the uptake of the Safe Travels stamp to subsidiary public sector authorities and/or private sector organization and ensure their ongoing compliance with the protocols and Terms & Conditions.

The pandemic has highlighted the importance of crisis preparedness, management and recovery in the tourism industry. Recognizing this, the PDOT has included a strategic action item on formulating measures to address tourism risks under the Reformulated National Tourism Development Plan (RNTDP) 2021-2022 aiming to address tourism risks and crisis.

As part of the PDOT's continuing efforts to pursue safe travels and sustainable tourism, we wish to invite the WTTC to co-organize a hybrid forum entitled PDOT-WTTC Safe Travels Forum with the theme: Tourism Industry: Emerging from the Crisis and Gearing Up for a Sustainable Future for Tourism on 26 November 2021, in Boracay and via a

virtual platform.

The forum aims to discuss the importance of crisis preparedness in the tourism industry, the experiences of WTTC STS destinations in advocating for Safe Travels and the lessons learnt from the pandemic in gearing up for a sustainable future of tourism. It is expected to be attended by expert resource persons, with up to 25 on-site participants* and over 500 online participants.

*subject to the prevailing quarantine level of the destination at the time of the forum

In this regard the DOT is in need of an Event Management Company to

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.

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2. Form an Event Management Team that will execute, oversee and manage the required onsite and online physical & technical requirements of the event which may include, but not limited to the following:

- Event Coordinator / Content Manager
- Creative Artwork Specialist
- Event Director
- Script Writer
- Technical Director
- Photographer & Videographer
- Set Designer
- Event Host/Moderator
- Stage Manager
- Voice Over Talent
- Set Designer
- Others as necessary / required

3. Source and hire a conference program emcee to ensure the smooth transition in-between sessions, Gamification Activities and make the program dynamic and interactive. Emcee must be onsite.

4. Source and hire a session moderator to facilitate the panel discussion and Q&A, wrap-up and synthesize the conference highlights.

5. Provision of delegate kits and antigen testing for 25 onsite delegates.

6. 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 including safety and health protocols, 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 at a schedule to be identified by the DOT before the actual event
- f) Organize and manage onsite and online programs/sessions for the entire duration of the conference

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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
- Program Transcription

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

7. Provide the following Physical and Technical Requirements:

ONSITE:

a) Over-all venue décor/execution and construction for the abovementioned event to include, but not be limited to:

- Stage design / decoration (using existing stage of the venue)
- Venue styling
- Printing of Banner, Signage, Title Card (if necessary)
- Registration Counter

b) Provide the following requirements for the hybrid Forum and coordinate with the technical team of the venue (TBA) for the set up and installation of all physical and technical requirements, to include, but not be limited to the following:

- Audio-Visual and Lighting System (speakers, microphones, etc.)
- LED wall screen, backdrop, stage / set design
- LED projector and screen (as needed)
- Stage truss system (as needed)
- Speakers' technical requirements
- Microphones (lapel and wireless)
- Amplifiers
- Laptops (mac and windows) with appropriate connectors
- Presentation Clicker/Laser Pointer/Easel

- Appropriate cables and video adapters (VGA, HDMI, etc.); and
- Professional lighting system (if needed)
- Signage/roll-up banner within and around the venue (if needed)
- Close circuit camera and dedicated camera/s for documentation purposes
- Non-wired/wireless internet connection equipment

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- Other requirements/equipment needed for streaming live the pre-recorded/online sessions at the venue

ONLINE:

c) Provision and management of an online event/webinar platform that has a capacity to deliver the following requirements:

- Can accommodate at least 500 to 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

d) Create and manage a Registration System of the Forum Conference

- Registration should be integrated into the online event platform
- Must be able to accommodate at least 500 to 1000 registrants
- Manage electronic issuance of registration confirmation, event notifications and reminders including provision of designated links for webinar sessions, event feedback forms and on-demand/recorded sessions
- Dissemination / uploading and collection of digital evaluation form
- Development of an e-Certificate and distribution to qualified delegates

III. APPROVED BUDGET FOR THE CONTRACT AND MODE OF PAYMENT

The Approved Budget for the Contract is Nine Hundred Ninety-Nine Thousand Pesos (Php 999,000.00) 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 Events Management Company for the Conduct of PDOT-WTTC Safe Travels Forum | 1 | Lot | 999,000.00 |

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 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 16/11/2021

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