



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7805465
Procuring Entity DEPARTMENT OF TOURISM
Title Subscription to Conference/Webinar-based Solutions for the Conduct of DOT-OIMD Online Learning Courses

Area of Delivery

Solicitation Number: 2021 - 06 - 0066	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: Services	Date Published	30/06/2021
Approved Budget for the Contract: PHP 78,500.00	Last Updated / Time	29/06/2021 14:39 PM
Delivery Period: 1 Year/s	Closing Date / Time	05/07/2021 10:00 AM
Client Agency:		
Contact Person: 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. PROJECT: Subscription to Conference/Webinar-based Solutions for the Conduct of DOT-OIMD Online Learning Courses

II. BACKGROUND

The Office of Industry Manpower Development has pivoted to the conduct of Online Learning Courses as an alternative to the regular training programs (face to face trainings) being offered by the DOT, in view of the extended community quarantine brought about by the COVID-19 pandemic.

Moreover, the conduct of online learning courses will be pursued by the OIMD to ensure the continuous retooling, reskilling and upskilling of the tourism workforce even beyond the pandemic.

Thus, OIMD need to acquire a software-based conference/meeting solution to be able to accomplish its mandate in the development of tourism human capital.

- Participants/Attendees : Tourism front liners, managers and owners of tourism enterprises, tourism educators and trainers, tourism officers, other workers in tourism enterprises such as tourist accommodation facilities, food establishments, MICE facilities, travel and tour operators and other tourism related enterprises and relevant tourism stakeholders

- No. of Pax : 100 pax capacity for Small Conference/Meeting Room

- 500 pax capacity for Large Conference/Meeting Room

- Date/Period Covered : July 2021 to June 2022

III. PURPOSE/OBJECTIVES

1. To provide online learning courses for industry stakeholders, primarily the tourism industry workforce including tourism professionals from the various tourism enterprises across the tourism value chain, LGUs and academe;
2. To provide alternative learning platforms for industry stakeholders in view of the changing trends in the tourism

industry and in adapting to the new normal; and

3. To promote the DOT's human capital development programs to a wider segment of the population.

IV. MINIMUM REQUIREMENT

- Must be Philippine Government Electronic Procurement System (PhilGEPS) registered; and
- Must be an authorized reseller of conference/webinar solutions in the Philippines.

V. DELIVERABLES/TECHNICAL SPECIFICATIONS

Software-based Conference/Webinar service provider must be capable of providing the following requirements:

A. Five (5) license/host for Small Conference/Meeting Room with a maximum of 100 pax capacity for DOT-OIMD initiated Clusteral Trainings:

- Host online events with up to 100 interactive video participants
- Allow concurrent meetings to be hosted simultaneously per licensed user account
- Unlimited number of meetings
- Meeting duration limit is 24 hrs
- Social Media Streaming
- User management and Admin Feature Controls
- Customization of Personal Meeting ID
- Can assign scheduler and Breakout Rooms
- 1GB of MP4 or M4A cloud recording
- Customize and brand emails and registration forms with flexible registration management and multiple integration options
- Capable of providing Reports on registrants, attendees, and polling
- One-click HD screen sharing. Can easily share video and audio clips.
- With Host controls, can mute/unmute participants.
- Security and privacy. At least 256-bit AES encryption safeguards all log-in information and webinar session data.

B. One (1) Add-on Plan for Large Conference/Meeting Room for the conduct of DOT-OIMD National Online Learning Courses:

- Increase up to 500 interactive video participants
- Unlimited number of meetings
- Meeting duration limit of up to 24 hrs
- Group Meetings up to 30 hours
- Social Media Streaming
- User management and Admin Feature Controls
- Customization of Personal Meeting ID
- Can assign scheduler and Breakout Rooms
- 1GB of MP4 or M4A cloud recording
- Customize and brand emails and registration forms with flexible registration management and multiple integration options
- HD video and audio
- Capable of providing Reports on registrants, attendees, polling, attendee engagement, and Q&A for follow up

VI. APPROVED BUDGET FOR THE CONTRACT:

The service providers shall be paid the amount of SEVENTY-EIGHT THOUSAND FIVE HUNDRED PESOS (Php 78,500.00), inclusive of all applicable government taxes in accordance with government procedure and based on the following tranches:

Payment Reference

Amount

1st payment upon subscription to conference/webinar-based solution

50%

2nd payment after completion of six (6) months subscriptions to conference/webinar-based solution

50%

VII. MODE OF PAYMENT

Payment shall be processed in accordance with government and accounting rules and regulations.

VIII. DURATION OF THE PROJECT

One (1) year from the issuance of Approved Service Contract

IX. PROJECT OFFICER/CONTACT PERSON

MARIAN B. OBISPO

Manpower Planning and Monitoring Division Office of Industry Manpower Development

Email: marian.obispo@gmail.com

Prepared by: Approved by:

MARIAN B. OBISPO ROWENA LU Y. MONTECILLO

Project Officer, OIMD-MPMD Director, OIMD

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Service Provider	Subscription to Conference/Webinar-based Solutions for the Conduct of DOT-OIMD Online Learning Courses	1	Lot	78,500.00

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 05 July 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 29/06/2021

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