



Bid Notice Abstract

Request for Proposal (RFP)

Reference Number	8468263
Procuring Entity	DEPARTMENT OF TOURISM
Title	Procurement of Events Management Company for the Conduct of Hybrid Public Consultation on the PCSSD Implementing Rules and Regulations Governing Recreational and Technical Sports Scuba Diving
Area of Delivery	Pampanga

Solicitation Number:	RFP No. 2022 - 02 - 0016	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	5
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Consulting Services	Document Request List	0
Category:	Events Management	Date Published	25/02/2022
Approved Budget for the Contract:	PHP 997,013.00	Last Updated / Time	24/02/2022 11:26 AM
Delivery Period:	2 Month/s	Closing Date / Time	01/03/2022 10:00 AM
Client Agency:			
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Description

TERMS OF REFERENCE

I. BIDDER : Project/Events Management Company

II. PROJECT : Hybrid Public Consultation on the PCSSD Implementing Rules and Regulations Governing Recreational and Technical Sports Scuba Diving

III. MINIMUM REQUIREMENTS:

1. Must be registered with the Philippine Government Electronic Procurement System (PHILGEPS); and

2. Must have a minimum of at least four (4) years of experience in project/events management program organization.

IV. BACKGROUND / OBJECTIVE:

In line with the mandate of the Philippine Commission on Sports Scuba Diving (PCSSD) to formulate rules, regulations, safety standards, and operating procedures for the development of the country as a premier diving area in Asia, the PCSSD will be conducting a one-day hybrid Public Consultation (PubCon) covering the major islands of the Philippines.

The primary objective of the PubCon activities is to present to the general public the draft IRR derived from the Focus Group Discussion (FGD) conducted among the PCSSD Board of Trustees (BOT) and key stakeholders in the diving industry last October 2019.

The PubCon also aims to gather the public's comments, suggestions, and validation of the updated IRR for its eventual ratification, adoption, and implementation.

The services of a project/events management company are needed for this activity to effectively collate and process the insights and inputs of the participants, stakeholders, and the general public regarding the PCSSD's IRR, using tools and skills that are relevant and effective to the conduct of PubCon.

In view of the COVID-19 pandemic, the PCSSD is opting for a hybrid PubCon to adhere to the health and safety guidelines on social distancing and mass gathering prescribed by the Inter-Agency Task Force for the Management of Emerging and Infectious Diseases (IATF-MEID).

Below are the proposed event details:

o Date: 30 March 2022

o Venue: Clark, Pampanga and via Online Platform

o Contract Duration: Two (2) months

o Areas: three (3) Island Groups (Luzon, Visayas, and Mindanao) with stakeholders from various areas within each island group

o Target number of participants: a minimum of 60 pax

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V. SCOPE OF WORK AND DELIVERABLES:

The project/events management company working with the PCSSD will undertake the following tasks:

● Pre-event:

o Advise and work with the PCSSD regarding the formulation of the consultation framework and methodologies to be used in the conduct of the PubCon;

o Hold coordination meetings with the PCSSD;

o Review, edit, and prepare the draft 2019 IRR, incorporating the inputs and suggestions from the BOT and DOT Legal Affairs Service (LAS);

o Design and implement the appropriate PubCon program, processes, and modules to achieve the desired outputs;

o Disseminate the revised draft 2019 IRR from the 2019 FGD to the participants, relevant stakeholders, and general public via email for advance comments and review;

o Conduct a dry run of the PubCon event with the PCSSD Personnel, BOT, and other relevant officials/offices.

● Event proper:

o Facilitate and moderate the conduct of the hybrid PubCon;

o Document the PubCon (i.e., photos, screenshots, and audio and video recording);

o Collate, review, and evaluate the technical inputs, comments and feedback made by the stakeholders and the public for submission to the PCSSD;

o Transcribe the PubCon recording;

o Answer the technical and legal questions that may be asked during PubCon;

o Advise the PCSSD regarding the possible legal implications of the technical inputs and comments in the stipulations in the IRR;

o Provide and distribute twenty (20) tokens of appreciation for the BOT, DOT Regional Directors, and Key Official/s.

● Post-event:

o Produce and submit to the PCSSD the workshop summary, terminal report, transcription of the recording, and the revised IRR with incorporated inputs from the PubCon in electronic format (flash drive and email).

o Revise the IRR derived from PubCon with a maximum of ten (10) revisions, incorporating the inputs of the BOT and LAS.

VI. SCHEDULE OF ACTIVITIES:

● Pre-Event:

o Upon issuance of the Notice of Award, PCSSD will send the draft 2019 IRR to the project/events management company for review, edit, and comments;

o Five days before the PubCon day: Presentation of the PubCon program to the PCSSD, which includes:

■ Monitoring framework that will measure the achievement of program goals, objectives, and outputs;

■ Strategic plan that will reflect effective gathering of inputs from the stakeholders;

■ Invitation of the stakeholders from the dive industry; and

■ Revised draft 2019 IRR with incorporated inputs of BOT and LAS.

o 2 days prior to the PubCon day:

■ Disseminate the draft updated 2019 IRR to the invited dive stakeholders via email for advance reading and comments.

o 1 day prior to the PubCon day

■ Disseminate a reminder for the event to the attendees.

● Event Proper:

o 1-Day Hybrid PubCon:

■ Conduct of the hybrid PubCon by the project/events management company and the PCSSD.

- Post-Event:
 - Regroup with the PCSSD Secretariat a day after the PubCon for discussion of the event that transpired, and for discussion of the post-event deliverables of the project/events management company;
 - Presentation of the project/events management company on the revised draft IRR derived from the PubCon to the Secretariat, BOT, and LAS;
 - Amendment of the draft IRR based on BOT and LAS' inputs, with a maximum of ten (10) revisions;
 - Submission of the finalized IRR within 15 working days upon approval of the BOT and LAS; and
 - Submission of report/s on the PubCon to the PCSSD, summarizing the process, main outcomes, and evaluation made by the participants, within 15 working days after the last day of the PubCon.

VII. OTHER SPECIFICATIONS:

- The project/events management company and the PCSSD will establish a Secretariat for the PubCon to facilitate coordination. The event will be a hybrid.
- PubCon proper:
 - A well-managed consultation generating participation from all attendees;
 - Inputs to the development of the IRR;
- The project/events management company will conduct the project after the issuance of the Notice of Award.

VIII. QUALIFICATION OF EXPERTS/CONSULTANTS:

- Bidder has accomplished at least three (3) general project/event management works; bidder that has handled at least one (1) FGD, has organized meetings for any government agency relative to regulations, or has conducted a public consultation would be an advantage. Bidder that handled a project relative to dive would also be an advantage.
- Two (2) Project Team Leads – Project Team Leads have handled project/s with policy discussions; experience in handling project/s relative to dive is not required, but would be advantageous.
- Facilitators – experience in handling consultations or policy discussions, e.g. FGDs, public consultations, etc., is not required, but would be an advantage. The company may provide one (1) facilitator for each background/task, or may provide a facilitator that can accomplish two (2) tasks at the same time, provided that the facilitator can prove the specialization through certification, curriculum vitae, or the like.

Facilitators must have on their team the following staff with background/profile:

- Main Facilitator:
 - Must have skills to exercise participatory methods in order to maximize each individual's participation;
 - Moderate the public consultations;
 - Must have experience in facilitating and/or moderating workshops or conferences; must be adept in the use of technology for each individual's participation and gathering of opinions (e.g., brainstorming, grouping participants together, etc.)
- Legal Consultant:
 - Must be a law graduate or Juris Doctor who has passed the Philippine Bar Exam;
 - Must have at least four (4) years of experience as legal adviser or in legal consulting;
 - Must be a practicing lawyer and adept with Philippine laws relative to the conduct of business, and penalty/sanctions related to scuba diving is preferred (e.g., local government ordinances, certifying agencies' rules, etc.);
 - Potential legal facilitator with scuba diving experience would be an advantage;
 - Review and revise the draft 2019 IRR;
 - Present the revised 2019 draft IRR to the PCSSD Secretariat based on the inputs from the BOT and LAS;
 - Provide technical inputs to the technical writer for the revision of 2019 draft IRR;
 - Review participants' inputs for collation;
 - Act as a Panelist to address any legal issues and concerns that are raised;
 - Review of PubCon inputs for incorporation in the 2019 draft IRR;
 - Provide legal inputs in the revision and finalization of the 2019 draft IRR based on the inputs from the PubCon;
 - Coordinate with the technical writer in finalizing the draft Rules and Regulations based on the discussions and agreement throughout the PubCon and meetings;
 - Prepare the final draft Rules and Regulations together with the writer to be presented to the BOT; and
 - Submit the Rules and Regulations based on the agreement reached during the meeting to be submitted to DOT Legal for review and clearance.

- Technical Writer:

- Must have at least three (3) years of experience in technical writing and in preparing/crafting government documents, issuances, and policies; having a legal background is an advantage;
 - Review and revise the draft 2019 IRR;
 - Present the revised draft 2019 IRR to the PCSSD Secretariat and BOT based on the discussion during the PubCon and meetings;
 - Collate, review and evaluate the technical inputs, comments and feedback made by the stakeholders, BOT, and LAS;
 - Provide inputs to the moderator's synthesis of the PubCon discussion for presentation purposes
 - Review the PubCon inputs for assimilation into the draft 2019 IRR;
 - Coordinate with the legal consultant in finalizing the Rules and Regulations;
 - Prepare the revised PCSSD Rules and Regulations based on the inputs from the PubCon; and
 - Finalize the Rules and Regulations in a legal document format.
 - Three (3) support staff to assist in the conduct of the proceedings and preparation of the workshop report, as follows:
 - One (1) timekeeper and registration staff:
 - Facilitate questions from stakeholders;
 - Monitor and facilitate the registration and admission of the participants; and
 - Monitor the overall conduct of the PubCon.
 - One (1) documentation and support staff:
 - Collate feedback, and provide support to the stakeholders regarding any technical problems; and
 - Facilitate the transcription, summary, and terminal reports from the meetings and PubCon.
 - One (1) web director:
 - Facilitate the overall technical requirements of the remote virtual PubCon.
 - Bidder must submit an organizational chart or a list of staff members with job descriptions and requirements for the PubCon. (Note: Bidder may exceed the abovementioned required staff); and
 - The EMC must provide the PCSSD with a copy of the negative RT-PCR test result (72 hours from the extraction) two (2) days before the PubCon.
- Note: Transportation, accommodation, RT-PCR testing, and meals expenses for the EMC staff are excluded from the budget.

IX. ONLINE PUBLIC CONSULTATION TOOLS:

- The company must be capable of using an online licensed platform to livestream or record the consultation [e.g. Switcher, Zoom, MS Teams, Skype, etc.] and has online-ready tools for sampling or gathering feedback from the stakeholders (e.g., creation of a Google Site where stakeholders can view and access other forms and documents), which is also in accordance with the Data Privacy Law (stakeholders may sign a confidentiality form). The online video conferencing platform must have the following features:
 - Collaboration: allows collaboration with up to 300 UR and external non-UR individuals, including chat, annotation, white boarding, and breakout rooms;
 - Screen and application sharing: presenters can share their whole desktop or individual applications;
 - Dynamic voice detection: the primary camera view switches to the active speaker automatically;
 - Scheduling: browser, client, and plugin scheduling options, including delegation for co-hosts and schedulers;
 - Recording: record meetings locally and upload to an online drive;
 - Large room: sessions can be expanded to allow larger groups of up to 500 interactive participants;
 - Mobile devices: feature-rich mobile apps for iOS and Android;
 - Answer and moderate Q&A throughout the session;
 - Allow attendees to raise their hand and respond to polls; and
 - Promote attendees to panelists who can share audio and video.

X. TERMS OF PAYMENT:

- Payment Scheme:
 - Tranche 1: 50% upon conclusion of the PubCon on 30 March 2022; and
 - Tranche 2: 50% upon submission of all post event deliverables within 30 working days after the conduct of the PubCon
- Processing of payment shall be initiated upon certification by the end-user of the satisfactory completion of services and the issuance of a billing statement by the service provider.

XI. BUDGET REQUIREMENT

The total working budget is NINE HUNDRED NINETY SEVEN THOUSAND THIRTEEN PESOS (PHP 997,013.00) inclusive of VAT and other taxes.

XII. CONTACT PERSON:

- Contact Person : Katrish Degoma/ Shaliane Carvajal
- Contact Number : 0977-013-4379 or 0965-877-2638

- Email Address : kat.degoma@divephilippines.com.ph
shaliane.carvajal@divephilippines.com.ph
 - Office : Philippine Commission on Sports Scuba Diving (PCSSD)
- Approved by:
ROWENA M. SORIOSO
OIC-Executive Director
PCSSD

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Events Management	Procurement of Events Management Company for the Conduct of Hybrid Public Consultation on the PCSSD Implementing Rules and Regulations Governing Recreational and Technical Sports Scuba Diving	1	Lot	997,013.00

Other Information

Eligibility Requirements

1. Registration Certificate from Security and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
2. 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.

For individual consultants not registered under a sole proprietorship, a BIR Certificate of Registration shall be submitted, in lieu of DTI registration and Mayor's/Business permit.

3. PhilGEPS Registration Number
4. Latest Income/Business Tax Return (For ABC above Php500, 000.00)
5. Professional License/Curriculum Vitae
6. List of key personnel to be assigned to the contract to be bid, with their complete qualification and experience data.
7. Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Terms of Reference. (See attached Annexes TD 1 & 2)
8. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement (to be submitted prior to award)

Note: Kind submit your proposals together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 01 March 2022 at 10:00 am. Late and unsigned proposals shall not be accepted.

Created by John Paulo Samonte Francisco

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