



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9003730
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of an Events Management Company for the Philippine Travel Mart (PTM)

Area of Delivery

Solicitation Number:	2022-09-094	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	10/09/2022
Approved Budget for the Contract:	PHP 999,999.00	Last Updated / Time	09/09/2022 17:38 PM
Delivery Period:		Closing Date / Time	13/09/2022 11:00 AM
Client Agency:			
Contact Person:	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nplucman@tourism.gov.ph		

Description

TECHNICAL SPECIFICATIONS

I. BIDDER : Events Management Company

II. PROJECT TITLE : Philippine Travel Mart (PTM)

III. INCLUSIVE DATES : September 30 to October 2, 2022

IV. MINIMUM REQUIREMENTS

Must be accredited by the Philippine Government Electronic Procurement System (PhilGeps)- Must have Platinum accreditation;

Must have experience in dealing with National Tourism Organization (NTO) preferably the Philippine Department of Tourism;

Must present a DOT certification from previous projects/ Certificate of Satisfactory Services Rendered;

Must present other NTO certification from previous projects

Must be willing to provide services on send-bill arrangement

V. SCOPE OF WORK AND DELIVERABLES

Below are the services required by the Philippine Department of Tourism:

BUSINESS-TO-BUSINESS (B2B) NETWORKING PROGRAM

DATE: OCTOBER 1, 2022

TIME: 1:00 to 9:00 PM

VENUE:

Function hall for the B2B Networking Meeting must be within SMX Convention Center, Pasay City, that can accommodate 100 persons.

One (1) holding room or changing room for DOT Officials

Set up venue with following furniture and provisions:

40 x Workstations with 1 table and 1 chair each;

2 x 2- way speaker system;

All necessary power cables and connectors;

Stable WIFI connection (at least 100mbps) for 50 users

Provision of table cards and alcohol per table

BUSINESS-TO-BUSINESS MEETING PROGRAM

a. Manage and implement the B2B Meeting Program;

b. Provide an internationally AI-based speed matchmaking platform for 100 users that will allow the invited private stakeholders to schedule Business-to-Business (B2B) through the system with following functions:

- Automatically match attendees for 1:1 meetings based on set criteria or mutual interests;
- Manual scheduling of 1:1 meetings through filtering and search tools;
- Back-end organizer access for at least 3 DOT personnel;
- Automated reminder/notification system to keep participants informed of upcoming meetings, schedule changes, and new meeting opportunities;
- Analytics tool that generate data on number of meetings generated, participants' behavior and sentiments, response rates, search and interest trends, log in rates, and user satisfaction;
- Complete management of participant data through a safe and secure system;
- Onsite and online technical support staff to assist in troubleshooting for organizers and participants;

c. Develop digital layout of the B2B Meeting Manual with the following information:

- Company details of participating private stakeholders;
- Appointment setting procedures/ Instructions;

Meal Requirements:

- Plated PM snacks for 100 pax with one (1) round of iced tea
- Plated dinner for 100 pax (full course meal) with one (1) round of iced tea
- B2B Networking proper- free flowing refreshments: coffee, tea, and water

*must submit options for the meals

Event Documentation and Post Event Activities

1. Photo documentation and photographer
2. Prepare certificate of participation template for all attendees;
3. Prepare post-event feedback form template (in collaboration with the end-user) for the Business-to-Business (B2B) Meeting Program
4. Disseminate post-event feedback form to relevant respondents and collate responses for inclusion in the terminal report;
5. Prepare terminal report (in collaboration with the end-user) with relevant show statistics.

V. BUDGET

Total Budget allocation for the Philippine Booth is at PHP 999,999.00 inclusive of taxes and other applicable fees. Financial proposal should allow modifications in stand and layout and design according to the needs and requirements of the end user.

The winning bid however shall be determined based on the proposal with the most advantageous financial and design package cost, provided that the bid amount does not exceed the above total budget.

VII. EVALUATION PROCEDURE

The winning bid, however, shall be determined based on aesthetic and functionality of the booth design, its conformity with the rules and regulations of the organizers and PTM's theme which is "Roar to Recovery" and financial package cost, provided that the amount of bid does not exceed the above total budget.

VIII. PAYMENT TERMS

Must be willing to provide services on send-bill arrangement

*****kindly refer to the complete Technical Specifications as an attachment to this Posting.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Events Management Services	Services of an Events Management Company for the Philippine Travel Mart on 01October2022	1	Lot	999,999.00

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 (to be submitted prior to award)

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to Ms. Norjannah P. Lucman / nplucman@tourism.gov.ph on or before 13 September 2022 at 11:00 am. Late and unsigned quotations shall not be accepted.

Date Created 09/09/2022

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