



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9014386
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of an Events Management Company/ Conference Integrator for the World Travel and Tourism Day 2022 Conference

Area of Delivery

Solicitation Number:	2022-09-103	Status	Active
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	2
Category:	Events Management	Date Published	14/09/2022
Approved Budget for the Contract:	PHP 939,999.50	Last Updated / Time	14/09/2022 00:00 AM
Delivery Period:		Closing Date / Time	19/09/2022 09:00 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

Background

The UN World Tourism Organization (UNWTO) is the United Nations agency responsible for the promotion of responsible, sustainable and universally accessible tourism. As the leading international organization in the field of tourism, UNWTO promotes tourism as a driver of economic growth, inclusive development and environmental sustainability and offers leadership and support to the sector in advancing knowledge and tourism policies worldwide . As part of the UNWTO’s programme, the WTD has been held on 27 September each year since 1980. The date marks the anniversary of the adoption of the Statutes of the Organization in 1970, paving the way for the establishment of UNWTO five years later. It was during the third session (Torremolinos, Spain, September 1979), that the UNWTO General Assembly decided to institute World Tourism Day, commencing in the year 1980.

Objectives

- The WTD 2022 Conference is based on the following objectives and intended outputs from the UNWTO :
1. Provide a platform for inclusive dialogue to identify solutions to realize tourism’s potential as a vehicle for recovery and transformation.
 2. Amplify the message of tourism as an inspirational and transformational force, and the role of UNWTO and the whole of the sector in fulfilling this potential.
 3. Mobilize political will and cooperation to ensure tourism is a central part of policymaking.
 4. Ask big questions and identify solutions to realign tourism for the future.

The WTD 2022 Conference will feature a variety of multi-stakeholder speakers as well as a breakout sessions that will center around discussing on "Rethinking Tourism as a Key Element of Recovery". Invitees to the event will be representatives from the stakeholders of the Department such as tour operators, local government units, academe, other tourism private sector.

Legal Basis

Republic Act 9593, Section 11.C.1 mandates the Department through the OTDPRIM-PFICD to pursue, together with the appropriate offices, the Department's interests in multilateral, international and regional as well as bilateral tourism cooperation, agreements and treaties; The Philippines is a member state of the UNWTO which the Department currently is the main Department representing the Philippines.

In this regard, the Department of Tourism will require a Conference Integrator to provide the necessary requirements for the conduct of the World Tourism Day Conference 2022.

A) Requirement: One (1) Conference Integrator based within Metro Manila

1) Provide the following requirements for the hybrid Workshop 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
- Other requirements/equipment needed for streaming live the pre-recorded/online sessions at the venue
- Lights and sounds
- Furniture (chairs) for the speakers
- Ingress on 28 September 2022, Egress on 30 September 2022
- Delegate Kit for 225 pax: (Laptop case, name tag, alcohol)
- Tokens for 20 Pax

2) Talents

- One (1) voice over artist
- Recommended moderator for two (2) panel session
- One (1) choir for the opening number
- Two (2) sign language interpreters

3) Human Resource Assistance

- Coordinator of confirmation of speakers and guests
- Personnel for registration
- IT Personnel

4) 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

6) Create and manage a Registration System of the 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

7) Provision internet booster

B) Total Budget: Php 939,999.50

C) Payment: Send-Bill Arrangement

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Events Management Services	Events Management Company/ Conference Integrator for the World Travel and Tourism Day 2022 Conference	1	Lot	939,999.50

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 19 September 2022 at 9:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 13/09/2022

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