



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9049915
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Conference Integrator for the ASEAN Gender and Development in Tourism Program
Area of Delivery Metro Manila

Solicitation Number:	RFQ No. 2022 - 09 - 0127	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	24/09/2022
Approved Budget for the Contract:	PHP 850,000.00	Last Updated / Time	23/09/2022 13:38 PM
Delivery Period:	1 Day/s	Closing Date / Time	27/09/2022 14:00 PM
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

TERMS OF REFERENCE
 Procurement of Conference Integrator
 ASEAN Gender and Development in Tourism Program
 21 November 2022 | Metro Manila, Philippines

I. PROJECT DESCRIPTION

The Department of Tourism (DOT) requires a competent and experienced conference integrator that can provide physical and technical requirements on 21 November 2022 in Metro Manila, Philippines (venue to be announced).

II. BACKGROUND

The Philippine Department of Tourism (PDOT) is the lead country coordinator for ASEAN Gender and Development. As we enjoin to celebrate the 18-day campaign to end violence against women, the PDOT will host a one-day forum on 21 November 2022, Monday in Metro Manila, Philippines (venue to be announced).

The celebration aims to prevent and eliminate violence against women and girls (VAWG) worldwide. Also, the forum will highlight the impact of combining individual effort towards a collaborative thrust to attain a VAW-free tourism industry. As we fight all gender-related issue, the PDOT looks forward to gain insight and share best practices and experiences in understanding women empowerment, VAWC, VAWG, and GAD.

III. OBJECTIVES

1. To celebrate the 18-day campaign to end Violence Against Women (VAW).
2. To advocate everyone in the prevention and elimination of violence against women and children in tourism.
3. To highlight the impact of combining efforts toward a collaborative and united thrust towards a VAW-free tourism

industry.

4. To empower women and children in the tourism industry and encourage proactive participation in the VAWC campaign.

5. To gain insight and share good practices and experiences in understanding VAW; and

6. To provide promotional (IEC) materials to attain a VAW-free tourism industry.

IV. SCOPE OF SERVICES

The conference integrator based in Metro Manila shall provide the following:

1. 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 W 4m x 2.5m H, backdrop, stage / set design
- LED projector and screen (as needed)
- Stage truss system (as needed)
- Speakers' technical requirements
- Microphones (lapel and wireless)
- Amplifiers
- 3 Laptops (mac and windows) with appropriate connectors for the secretariat
- 1 Presentation Clickers/Laser Pointers/Easel
- Appropriate cables and video adapters (VGA, HDMI, etc.); and
- Professional lighting system (if needed)
- Signage/roll-up banner
- 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 (5 chairs) for the speakers
- Ingress on 20 November 2022
- Egress on 22 November 2022
- Delegate Kit for 100 pax
- Tokens for 10 Pax

2) Talents

- One (1) voice over artist
- Recommended moderator for two (2) panel sessions
- Performer 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
- Layout artist

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

- Can accommodate at least 200 to 500 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

5) 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 200 to 500 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

6) Provision internet booster

V. TERMS OF PAYMENT – GOVERNMENT PROCEDURE

The approved total budget amount is eight hundred fifty thousand pesos (Php 850,000.00) inclusive of all applicable taxes via send bill arrangement.

Prepared by: Noted by:

Mylene D. Talana Warner M. Andrada
Project Officer, PFICD OIC-Assistant Secretary, Tourism Development

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Events Management	Procurement of Conference Integrator for the ASEAN Gender and Development in Tourism Program	1	Lot	850,000.00

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 27 September 2022 at 2:00 pm. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 23/09/2022

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