



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9098763
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of Events Organizer for the Conduct of Hybrid Training on Sustainable Tourism

Area of Delivery

Solicitation Number:	RFQ No. 2022 - 10 - 0171	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	11/10/2022
Approved Budget for the Contract:	PHP 295,000.00	Last Updated / Time	10/10/2022 10:44 AM
Delivery Period:		Closing Date / Time	14/10/2022 10:00 AM
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

OFFICE OF INDUSTRY MANPOWER DEVELOPMENT

TERMS OF REFERENCE

(Services of Event Organizer)
HYBRID TRAINING ON SUSTAINABLE TOURISM
November 2022

I. Project Title: Hybrid Sustainable Tourism Training

II. Background and Project Description

Sustainable Tourism is one among the many advocacy programs of the Department of Tourism. It aims to ensure the protection and sustainability of tourism resources and attractions. This is in line with the Department's mandate to develop the country as a prime tourist hub by promoting sustainable tourism and ensuring the protection, preservation and promotion of the country's resources. Sustainable Tourism is anchored on Ambisyon Natin 2040, a collective long term vision and aspirations for the Filipino people and for the country. It envisions that by 2040, Filipinos enjoy strongly rooted, comfortable and secure life (Matatag, Maginhawa at Panatag na Buhay). Likewise this also supports the United Nations Sustainable Development Goals call to action to protect the earth's environment and climate change.

With the Department's continuous effort to provide capacity building to encourage tourism enterprises to integrate sustainable practices in their operation, guide community based tourism organization to be steward of their local environment and rouse local government units to create plans and policies to protect tourist destinations, the Office of Industry Manpower Development will be hosting 1 hybrid training on Sustainable Tourism.

II. Objectives

1. To create awareness and encourage stakeholders to advocate Sustainable Tourism.
2. To encourage tourism enterprises to integrate sustainable practices in their operation.

IV. Minimum Requirements

- Must be a virtual and hybrid event organizer;
- Must have previously conducted and facilitated virtual//hybrid events; and
- Must be flexible to make adjustments in schedules and timelines if necessary.

IV. Scope, Coverage and Deliverables

1. Host and facilitate the conduct of the Sustainable Tourism training to a maximum of 70 virtual/online participants and 30 face-to-face participants in the identified venue of the OIMD.
2. Provide Zoom platform/webinar subscription for the virtual/online participants. Any excess mbps internet requirement more than the hotel allowance will be for the account of the service provider.
3. Meet with the OIMD to clarify the purpose, objectives and deliverables of the program expectations.
4. Identify, source, provide training kits/sanitation kits for 30 onsite participants.
5. Provide Administrative and Secretariat Services, as follows:
 - 5.1 Secretariat and technical support
 - 5.2 Provide documentation and post-activity report

A. Pre-Event

6. Prepare program flow and script in close coordination with the Office of Industry Manpower Development.
7. Establish the team of technical personnel required for the conduct of training including ingress and egress team, host, director, production assistants, etc. The service provider shall be in-charge in briefing the host on his assigned tasks/role prior to the event.
8. Provide and engage the services of an emcee/host for the actual event.
9. Provide and engage industry experts as Resource Speakers in coordination with OIMD.
10. Prepare registration and webinar link notices to participants in coordination with OIMD. Manage registration list including – participants, speakers, support staff, event management team, etc.
11. The service provider will also prepare the program and coordinate with guest speaker and participants.
12. Coordinate with venue for stage set-up, ingress and egress.

B. Actual Event (70 virtual pax and 30 face-to-face pax)

13. Provide and set-up lights and sound equipment, LED Wall and other technical requirements as needed in the conduct of hybrid training.
14. Ensure all required audio-video equipment and other technical requirement is available and functioning.
15. Technical team to check on speakers' presentation and other AVP materials to be shown on LED screen, and manage presentations.
16. Manage the zoom admission of participants. Handle back-end operations of the webinar to ensure seamless broadcast.
17. Provide ambient music during training session breaks.
18. Provide meals (Lunch, AM & PM Snacks) for onsite participants, secretariat and production/technical staff.
19. Ensure that all guests, participants and production staff are fully vaccinated.

C. Post-Event

20. Prepare and submit Terminal Report with photos.

V. Project Duration

Will commence upon issuance of Notice of Award.

VII. Approved Budget Cost

Two Hundred Ninety Five Thousand Pesos (Php 295,000.00) inclusive of all applicable government taxes in accordance with government procedure.

VIII. Contact Person

JULYDA C. DULAY
Office of Industry Manpower Development
Email address – julyda.oimd@gmail.com
Mobile No. 09173019337 / 8459-5200 local 214

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Events Management	Procurement of Services of Events Organizer for the Conduct of Hybrid Training on Sustainable Tourism	1	Lot	295,000.00

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 14 October 2022 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 10/10/2022

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