



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9134860
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of a Conference Integrator for the Conduct of Philippine Consultation and Workshop on the Philippines APEC Project: Establishing a Safe and Sustainable Future for Travel in the
Area of Delivery Metro Manila

Solicitation Number:	RFQ No. 2022 - 10 - 0204	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	20/10/2022
Approved Budget for the Contract:	PHP 361,000.00	Last Updated / Time	19/10/2022 08:57 AM
Delivery Period:	3 Day/s	Closing Date / Time	24/10/2022 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

Background

The Philippines through the Department of Tourism (DOT) submitted a Project Proposal to the APEC Secretariat entitled ""Establishing a Safe and Sustainable Future for Travel in the Better Normal"" (TWG / TWG 01 2022A) that was endorsed by the APEC Tourism Working Group (TWG) last 20 June 2022. The Philippines is co-sponsored by Malaysia, Thailand, USA, and Singapore.

This project will aim to discuss on the restrictions and policies that can be possibly recommended to the APEC Member Economies for the return of safe and seamless travel. The Philippines through the DOT proposes a value chain approach to establish safe passage across destinations, territories, and economies, not just in the Asia-Pacific but across the globe because the pandemic has highlighted how interconnected economies are.

The main document to be publish after the policy consultation is a ""safe passage compendium"" that member economies can institutionalize as everyone moves towards the better normal.

The Philippines will conduct a stakeholder consultation and workshop on 22-24 November 2022 to prepare the Philippine policy recommendation for presentation during the APEC Workshop.

Legal Basis

The DOT through the Office of Tourism Development Planning, Research, and Information Management's Policy Formulation and International Cooperation Division is mandated by the Republic Act 9593 (Tourism Act 2009) Section 11.C:

1) Pursue, together with the appropriate offices, the Department's interests in multilateral, international and regional

as well as bilateral tourism cooperation, agreements and treaties;

2) Develop strategic plan on enhancing the benefits and gains as well as strengthen the institutional mechanism to carry out the arrangements for agreed cooperation and treaties;

In this regard, the Department of Tourism will require a conference integrator to provide the necessary requirements for the conduct of the Philippine Consultation and Workshop on the Philippines APEC Project on "Establishing a Safe and Sustainable Future for Travel in the Better Normal"

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

1) Provide the following requirements for the hybrid Consultation and Workshop and coordinate with the technical team of the venue (To be advised) for the set up and installation of all physical and technical requirements, to include, but not be limited to the following from 22-23 November 2022:

- LED wall screen, backdrop, stage / set design
- LED projector and screen (as needed)
- Microphones (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)
- Close circuit camera and dedicated camera/s for documentation purposes
- Other requirements/equipment needed for streaming live the pre-recorded/online sessions at the venue
- Lights and sounds
- Delegate Kit for 100 pax: (Laptop case, name tag, alcohol)

2) Video and Audio Recording

3) Human Resource Assistance

- IT Personnel
- Writer for the consolidation of the outputs of the workshop
- Documenter

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

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 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

B) Total Budget: Php 361,000.00

C) Payment: Send-Bill Arrangement

D) Contact Persons

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Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Events Management	Procurement of Services of a Conference Integrator for the Conduct of Philippine Consultation and Workshop on the Philippines APEC Project: Establishing a Safe and Sustainable Future for Travel in the Better Normal	1	Lot	361,000.00

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

Created by John Paulo Samonte Francisco

Date Created 19/10/2022

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