



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9164250
Procuring Entity DEPARTMENT OF TOURISM
Title VIRTUAL SOIREE ON PRACTICUM RECOGNITION AND APPRECIATION
Area of Delivery

Solicitation Number: 2022-10-231	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	3
Category: Events Management	Date Published	27/10/2022
Approved Budget for the Contract: PHP 412,600.00	Last Updated / Time	27/10/2022 00:00 AM
Delivery Period:	Closing Date / Time	02/11/2022 14:00 PM
Client Agency:		
Contact Person: MAITA SUMOGAD DANTE AA III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 msdante@tourism.gov.ph		

Description

TECHNICAL SPECIFICATIONS
(Services of Event Organizer)
VIRTUAL SOIREE ON PRACTICUM RECOGNITION AND APPRECIATION November 2022

I. Project Title: Virtual Soiree on Practicum Recognition

II. Background and Project Description

The COVID-19 pandemic has disrupted not only tourism businesses but also school activities such as the practicum program of tourism and hospitality management courses in higher education institutions. Practicum activities have been temporarily suspended as most tourism establishments where students undergo practicum program have temporarily closed or ceased operation. Moreover, since most practicum activities are based on face-to-face setup, both tourism schools and enterprises must pivot and develop learning plans suitable to the new normal.

In order to assist tourism and hospitality students finish their practicum programs, the Department of Tourism, with the support of the Hotel and Restaurant Association of the Philippines (HRAP), Association of Administrators in Hospitality Hotel and Restaurant Management Education Institutions (AAHRMEI) and the Commission on Higher Education (CHED) have proposed a joint program on the facilitation of practicum activities, with the support of other industry associations.

The Program was launched on October 21, 2021 with two batches of matching sessions participated by twenty-six tourism establishment and ten learning institutions. The program has assisted twenty-two students to complete their practicum requirement to graduate in the hospitality and tourism courses.

- Target Participants : Maximum of 75 pax (onsite) comprising of hotel and travel and Tours establishment, learning institutions, students and DOT Officials
- Date/Period Covered : November 18, 2022

II. Objectives

1. To give recognition to the first batch of VSOP Graduates and Partners.
2. To strengthen partnership between the DOT, tourism establishment and learning institutions for the continued implementation of the program.
3. To create further awareness among tourism establishment and learning institutions on virtual practicum as an alternative mode of on-the-job training.

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 Virtual Soiree on Practicum (VSOP) Recognition and Appreciation to a maximum of 50 virtual/online participants and 75 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 promotional giveaways for one hundred twenty-five guests and participants which cost of giveaway should be a minimum worth of (a) Ninety-four (94) pieces at P1,000.00 per piece, and (b) thirty-one (31) pieces at P600.00 per piece.

Identified giveaways should be coordinated and approved by OIMD. Door-to-door delivery of giveaways for Metro Manila will be for the account of the service provider.

5. Provide Administrative and Secretariat Services, as follows:

- 5.1 Secretariat and technical support
- 5.2 Submission of edited video recording and photo documentations

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 production 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 a professional emcee/host for the actual event.
9. Prepare/create invitation letters/art cards and other publication materials that will be used in the email invites to participants/OIMD guest list, and social posting to promote and communicate event programs.
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. Follow-up invitation and ensure audience attendance as per list to be provided by OIMD. Send out information note to all participants (details of the event, logistics, etc.).
13. Coordinate with venue for stage set-up, ingress and egress.

B. Actual Event (50 virtual pax and 75 face-to-face pax)

14. Provide and set-up lights and sound equipment, LED Wall and other technical requirements in the identified venue.
15. Ensure all required audio-video equipment and other technical requirement is available and functioning.
16. Technical team to check on speakers' presentation and other AVP materials to be shown on LED screen, and manage presentations.

17. Manage the zoom admission of participants. Handle back-end operations of the webinar to ensure seamless broadcast.
18. Provide ambient music during lunch after the program.
19. Provide meals for production/technical staff.
20. Ensure that all guests, participants and production staff are fully vaccinated.
21. Provision for on-site Antigen Test upon entry at venue in case guests and participants are not fully vaccinated. Cost of antigen test will be at the account of the service provider maximum of seventy-five (75) guests including DOT organizers and officials.

C. Post-Event

22. Prepare and submit Terminal Report with photo and edited video documentation one week after the event.

V. Project Duration

Will commence upon issuance of Notice of Award.

VII. Approved Budget Cost

Four Hundred Twelve Thousand Six Hundred Pesos (Php412,600.00) inclusive of all applicable government taxes in accordance with government procedure.

VIII. Contact Person

ELENITA M. PAREJA
 Office of Industry Manpower Development
 Email address – empareja.oimd@gmail.com
 Mobile No. 09176571333

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Events Management	VIRTUAL SOIREE ON PRACTICUM RECOGNITION AND APPRECIATION	1	Lot	412,600.00

Other Information

In addition to the Proposal/Quotation, kindly submit the following 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: Kindly submit your quotations together with your eligibility requirements to nplucman@tourism.gov.ph on or before 02 November 2022 at 2:00PM. Late and unsigned quotations shall not be accepted.

Created by MAITA SUMOGAD DANTE

Date Created 26/10/2022

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