



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8314238
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of an Events Management Company for the Conduct of Online Public Consultation and Workshop for Nature-Based Tourism

Area of Delivery

Solicitation Number:	RFQ No. 2021 - 12 - 0222	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	21/12/2021
Approved Budget for the Contract:	PHP 990,000.00	Last Updated / Time	20/12/2021 13:50 PM
Delivery Period:	2 Day/s	Closing Date / Time	24/12/2021 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

TECHNICAL SPECIFICATIONS

- I. BIDDER : Events Management Company
- II. PROJECT : Online Public Consultation and Workshop for Nature-based Tourism
- III. IMPLEMENTATION DATE : December 2021 to February 2022
- IV. CONDUCT OF EVENT : February 1 to 2, 2022
- IV. MINIMUM REQUIREMENTS:

- Must be registered with the Philippine Government Electronic Procurement System (PHILGEPS);
- Must have expertise in conceptualizing, implementing, and managing online public consultations and workshops for national government agencies or local government units (LGUs)
- Must submit company profile with portfolio of related projects;
- Must be willing to provide services on send-bill arrangement

V. BACKGROUND

Nature-based tourism as one of the key tourism products identified in the 2016-2022 National Tourism Development Plan (NTDP) which should be given the highest priority due to its strong attractiveness to a wide range of country markets. According to NTDP, the dominant reason for visiting the country has traditionally been for leisure and holiday purposes (56.37%) and considering the popularity of island and coastal destinations, could very well be mainly for beach holiday and nature-based activities. In line with this, the Office of Product and Market Development (OPMD)- Product Monitoring and Evaluation Division (PMED) will be holding an online public consultation to discuss and identify nature-based tourism

products in their destinations and come up with a product development action plan as a basis for the crafting of a relevant work program for the product.

The primary objective of the two-day public consultation is to provide an online forum for key stakeholders to discuss and identify nature-based tourism products in their destinations and generate a processed product development action plan from the results.

The services of a project/events management company is needed for this activity, to have a framework to effectively collate and process the insights and inputs of the participants and stakeholders regarding Nature-Based Tourism (NBT) products, using tools and skills that are relevant and effective to the conduct of public consultations.

Target participants for the online public consultation is 70 to 150 pax.

VI. SCOPE OF WORK AND DELIVERABLES

Schedule of Online Public Consultation and Workshop:

When : February 1 to 2, 2022

1st day: Hiking/Trekking and Bike Tours

2nd day: Surfing and ATV

Time : 0800-1200hrs

The project/events management company working with OPMD-PMED will undertake the following:

Pre-Event:

1. Advise and work with OPMD-PMED regarding the formulation of consultation framework and methodologies, to clarify the purpose, objectives, and deliverables of the public consultation.
2. Pre-work materials to be designed and disseminated to target participants
3. The project/events management should create an online form that will be used for the registration of the participants
4. To have early/advanced registration to monitor the number of interested participants. (DOT will provide the list of invitees)

5. The Event Management should deliver the following:

- The Event Management should prepare the program flow of the Online Public Consultation and Workshop for the breakout sessions, to be approved by PMED.
- Prepare script based on the approved program for the public consultation and breakout sessions.

- Prepare detailed program scenario of the event.

- Develop an online evaluation form in cooperation with DOT to be accomplished by registered attendees

- Develop appropriate e-Certificate to the resource speakers

- Gather four (4) speakers that are experts in the field of:

- a) Trekking/Hiking
- b) Cycling/Bike Tours
- c) Surfing
- d) 4x4 ATV

6. Provide One (1) Host and two (2) Facilitators per day for the breakout sessions who will be tasked to:

1. Host:

- To facilitate the smooth flow of the program and moderate the conduct of the online public consultation based on the approved topic and timeline.

- To encourage the support of the participants towards the objective of the public consultation

2. Breakout sessions facilitators (1 facilitator per activity)

- To facilitate the smooth discussion
- To encourage the exchange of ideas, inputs to get the desired output
- To control the discussions based on specific timeline
- Document the public consultations (screenshots and recordings of the online public consultations)

Event Proper:

1. Document the public consultations (screenshots and recordings of the online public consultation workshop);

2. Address the legal and technical questions that may be asked during the public consultations;

3. Hosting of the online public consultation and workshop through a licensed online platform for the entire duration of the program;

4. Provide a virtual room for the breakout sessions

5. Facilitate/monitor the ongoing activity of the public consultation and the breakout sessions

6. Must require attendees to accomplish the evaluation form online immediately after the session

Post Event: (To be accomplished at least 7 working days after the event)

1. Prepare post program report and analytics for the guidance of the client;

2. Submit the terminal report of the public consultation and breakout sessions;

3. Consolidate result of the feedback and survey including the evaluation, comments/recommendation of the engaged speakers, host and other key participants;

4. Submit a copy of the recording of public consultation (flash drive and email);

5. Database of the individual participants and their respective offices and companies;

6. Payment of honoraria for resource speakers/subject-matter expert and moderator for the duration of the event;

7. Produce and submit the presentation of workshop summary and final output in both printed and digital copy

The company must be capable of using an online platform to livestream or record the consultation (Online Video Conferencing platform [e.g. Switcher, Zoom, MS Teams, Skype, etc.]), and has online-ready tools for sampling or gathering of feedback from the stakeholders (e.g. creation of a Google Site where stakeholders

can view and access other forms and documents), which is also in accordance with the Data Privacy Law (stakeholders may sign a confidentiality form). The online video conferencing platform must be able to hold at least 100 participants in the virtual platform during the conduct of the public consultations.

VII. SCHEDULE OF ACTIVITIES

TENTATIVE DATE ACTIVITY

3rd week of December 2021 Issuance of Notice of Award

Last week of December 2021 Conduct of preliminary meeting with events supplier to discuss the Public Consultation's key objectives, purpose, and main deliverables

Gather list of experts specializing in the four (4) activities that can be invited as resource speakers.

2nd week of January 2022 Present the public consultation program to OPMD which includes:

a. Monitoring framework that will measure the achievement of program goals, objectives, and outputs;

b. A strategic plan that will reflect effective gathering of inputs from the stakeholders;

3rd to 4th week of January 2022 Invitation of the participants, speakers, and exhibitors.

1st week of February 2022 Conduct of the online public consultation and workshop

2nd week of February 2022 Submit report/s on the public consultation, summarizing the process, main outcomes, and evaluation made by the participants.

VIII. BUDGET

The Total working budget is Php 990,000.00 inclusive of professional fees, taxes and other applicable fees. Financial proposal should allow modifications in stand and layout and design according to the needs and requirements of the end user and organizer.

The winning bid however shall be determined based on the proposal with the most advantageous financial and design package cost, provided that the bid amount does not exceed the above total budget.

X. CONTACT PERSON

Contact Persons : Katherine D. Patawaran

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Email Address : kpatawaran@tourism.gov.ph

Office : OPMD-PMED- Nature-Based Team

APPROVED BY:

RENEE MARIE N. REYES

Director, Office of Product and Market Development

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Events Management	Procurement of Services of an Events Management Company for the Conduct of Online Public Consultation and Workshop for Nature-Based Tourism	1	Lot	990,000.00

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 20 December 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 20/12/2021

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