



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9570917
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Conference Integrator for the Consultation Workshop on the Digitization of Tourism in the Philippines 21 to 23 March 2023, Metro Manila

Area of Delivery

Solicitation Number: NP=SVP2023-03-0156	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 - General Support Services	Document Request List	2
Category: Events Management	Date Published	15/03/2023
Approved Budget for the Contract: PHP 471,880.00	Last Updated / Time	15/03/2023 00:00 AM
Delivery Period: 3 Day/s	Closing Date / Time	20/03/2023 09:00 AM
Client Agency:		
Contact Person: TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-4595200 Ext.425 taromanes@tourism.gov.ph		

Description

TERMS OF REFERENCE

Requirements for Conference Integrator for the Consultation Workshop on the Digitization of Tourism in the Philippines 21 to 23 March 2023, Metro Manila

Background and Legal Basis

The Office of Tourism Development Planning, Research, and Information Management (OTDPRIM) will be conducting consultation workshops among the government, private, academic, and civic organizations in connection with the consultancy services for the preparation of the Policy White Paper on Digital Transformation in the Philippines and Digital Transformation of Tourism in the Association of Southeast Asian Nations (ASEAN).

This consultation is expected to serve as a venue for building a stronger linkage with the multi-stakeholders, as well as gain their support and appreciation by listening to their insights and the on-the-ground situation of the digitization of tourism in the Philippines.

Under Republic Act No.9593, Section 2, the Office of Tourism Development Planning, Research and Information Management (OTDPRIM) under the Tourism Development (TD) sector is mandated to pursue the Department's interests in multilateral, international, and regional tourism cooperation, agreements, and treaties. Moreover, the OTDPRIM is tasked to conduct research and studies, disseminate all relevant data on tourism, monitor and analyze the socioeconomic impact of tourism upon affected local communities and the nation to maximize the benefits of tourism throughout affected local communities and to avoid or mitigate possible negative impacts of the tourism industry.

In line with this, the DOT is in need of the services of a conference integrator (based in Metro Manila) for the said event.

Required Services from the Conference Integrator:

1. Provide physical and technical requirements for the consultation workshop and coordinate with the Policy Formulation and International Cooperation Division for the set-up and installation to include but not limited to the following:

- a. Audio-Visual and lighting system (speakers, microphones, etc.)
- b. LCD Projector and screen
- c. Speakers' technical requirements like microphones (lapel and wireless), amplifiers, laptops (mac and windows) with appropriate connectors
- d. Presentation clicker/laser pointer
- e. Other technical requirements of speakers like easel sheets, easel stand, 8 reams of bond paper
- f. Hybrid Set-up for Stakeholders from the ASEAN National Tourism Organisations (Via Zoom that accommodates more than 100 pax)

2. Appropriate cables and video adapters (VGA, HDMI, etc.)

3. Provision of a documenter of the consultation

4. Photo and video documentation in the three-day (3) consultation workshop to be submitted to an external hard drive

5. Dedicated team for the workshop

Requirements

- a) Must be a Filipino-owned, operated, and legally registered conference integrator under Philippine laws
- b) PhilGEPS registered
- c) The winning bidder must be flexible since the schedule of workshops might be subject to change

Total Amount of the Project: Php 471,880.00 (inclusive of all taxes)

Payment: Government Procedure (On Send Bill Arrangement)

Contact Person:

MARCOS S. ARADANAS

Senior Tourism Operations Officer

Policy Formulation and International Cooperation Division

Telephone No. 8459-5200 to 30 local 514

Email: msaradanas@tourism.gov.ph / ird@tourism.gov.ph

Noted By:

WARNER M. ANDRADA

OIC-Assistant Secretary

Tourism Development

Other Information

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

REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

1. Current Mayor's/business Permit/BIR cert. of Registration (Individual)

2. PhilGEPS' Registration Number or Cert. of Platinum membership in lieu of Mayor's permit and PhilGEPS' registration number.

3. Duly notarized Omnibus Sworn Statement.

Created by TERESITA A. ROMANES

Date Created 14/03/2023

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