



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10805545
Procuring Entity DEPARTMENT OF TOURISM
Title Service of an Events Management Company for the Rollout of the Filipino Brand of Wellness Training Module (Overview: The Filipino Brand of Wellness Tourism Imperative)

Area of Delivery

Solicitation Number:	RFQ NP-SVP No. 2024-04-0150	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	2
Category:	Events Management	Date Published	30/04/2024
Approved Budget for the Contract:	PHP 667,328.00	Last Updated / Time	30/04/2024 00:00 AM
Delivery Period:		Closing Date / Time	03/05/2024 13:00 PM
Client Agency:			
Contact Person:	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nplucman@tourism.gov.ph		

Description

SCOPE OF WORKS AND DELIVERABLES

The EMC's engagement will cover the following scopes of work and services;

* PRE-EVENT

Consult with and advise DOT OPMD-PPDD the organizational framework, methodologies of execution, technical specifications and support to be used in the platforms, and feedback strategy of the activities to be undertaken with the desired outputs.

* EVENT DELIVERABLES

1. Provide a Host/Emcee/Facilitator who should have the following qualifications and experience:

- proof of knowledge, expertise, and experience related to Wellness as a tourism product and in the development of Filipino Brand of Wellness;
- Hosting, facilitating and moderating the panel discussions, physical and hybrid/online that are enriching to all involved;
- Creating and maintaining a lively, engaging and effective communication and discussion among the participants in accordance with the topics, objectives and approved timeline of the activity.

2. Provide a Head and program assistant and management workforce who will serve as the point person/in-charge that should have the following qualifications and experience in connection with the pre, on-site, and post- event requirements of the activity;

- Planning and organization development with minimum of 3years experience;
- Proof of knowledge and experience on on-site and online event designing, organization, facilitation and delivery of documentation/recording of virtual or physical activities, local and/or international, and on IT programming; and
- Online preparation, technical and technology-related requirements and other requirements of the activity as needed

3. Provide the collaterals to be used as giveaways, ie Wellness essentials (FBW: 5 sense) with box packaging and Jute Tote Bag during the event; . . .

4. Provide activity concept and management plan (with the guidance of and subject to the End-User's approval): ...

5. provide the following minimum inclusions of the service during the sessions:

- technical management and broadcasting/streaming
- connectivity hosting
- creative treatment as needed
- tech run with speakers, panelists and host
- program flow continuity and directing

- script writing as required/ needed
- basic editing and virtual recording as needed
- minimum of 80-100 attendees via online platform
- online live streaming/shooting via FB account of the DOT
- promotion online of the virtual activity via FB account the DOT
- platfor to be used and appropriate both to the DOT and the Events Organizer
- promo teaser/ material (concept, creation/design, and promotion)
- event planning, coordination and management

6. Design and Provide the e-certificate of the experts/speakers, participants and registered audience to be approved by the end-user.

POST-EVENT

Provide DOT with the following monitoring and feedback mechanism:

1. One documentation report including proceedings of the events and activities with analysis/recommendations photos and virtual recording to be submitted 3 weeks after the activity (hardcopy and digital format)
2. Evaluation and Final Output from the participants that will reflect the interest in transitioning to Filipino Brand of Wellness.

-----for the complete details, kindly refer to the attached TECHNICAL SPECIFICATIONS-----

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.

In addition to the FINANCIAL PROPOSAL/BID, the following are the 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. Latest annual Income Tax Return (For BAC's above PhP500K)
4. Original or certified true copy of notarized Omnibus Sworn Statement.

*Please indicate breakdown in presenting your financial bid; stating the amount in words and in figures. In case of discrepancies between: (a) bid prices in figures and in words, the latter shall prevail; (b) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail; (c) stated total price and the actual sum of prices of component items, the latter shall prevail; (d) unit cost in the detailed estimate and unit cost in the bill of quantities, the latter shall prevail.

Created by Norjannah P Lucman

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