



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7560018
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Events Management Company for the Conduct of Anilao Underwater Shootout 2021

Area of Delivery

Solicitation Number: 2021 - 03 - 0020 Trade Agreement: Implementing Rules and Regulations Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) Classification: Goods Category: Events Management Approved Budget for the Contract: PHP 998,000.00 Delivery Period: 5 Day/s Client Agency:	Status	Pending
	Associated Components	2
	Bid Supplements	0
	Document Request List	0
	Date Published	20/03/2021
	Last Updated / Time	19/03/2021 10:38 AM
	Closing Date / Time	23/03/2021 10:00 AM
	Contact Person: John Paulo Samonte Francisco Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 psfrancisco.logistics@yahoo.com	

Description

TERMS OF REFERENCE

I. PROJECT TITLE

Anilao Underwater Shootout 2021 Event Management

II. DESCRIPTION

The Anilao Underwater Shootout is a yearly underwater macrophotography competition organized and sponsored by the Philippine Department of Tourism in cooperation with resort owners, dive operators, dive masters, and local Mabini stakeholders. Competition participants may stay and dive with any resort/operator of their choosing in the Mabini, Batangas area.

The 2021 edition of the Shootout will be a five-day event from May 11 to 15, 2021 with the following components:

- Dive Guides and Spotters Briefing: May 10, 2021 – 1 day before the event
- Registration (On-site + Satellite Venues in Anilao) and Competition Briefing (via Facebook live): May 11, 2021
- 4-day competition / shootout proper: May 11 to 14, 2021
- Underwater Photography Workshops (Livestream via Zoom): May 12 to 14, 2021
- Submission of photos: May 15, 2021
- Judging of Photos / Deliberation (via Zoom / digital program): May 15, 2021
- Press Conference (Hybrid): May 15, 2021
- Awarding Ceremony (Hybrid): May 15, 2021

III. MINIMUM REQUIREMENTS

- Must be a Philippine organization capable of providing events management services, including provision of technical requirements and implementation/management of physical and livestream set up for hybrid and virtual events;
- Must have experience managing at least 4 dive-related events;
- Must have experience managing at least 1 virtual and 1 hybrid event;
- Must submit company profile and portfolio;
- Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);

- Must be willing to provide services on send-bill arrangement;

IV. SCOPE OF WORK

- General Event Requirements

Engage the professional services of five (5) competition judges with specialization on underwater macrophotography in collaboration with the OPMD-Dive (include compensation for professional services following prevailing industry rates);

- Competition Briefing

Date: May 11, 2021 (Tuesday)

Time: 5:00 PM

Venue: Solitude Acacia Resort

Program includes the following:

- Welcome Remarks by DOT Official (Live shoot with stream via Zoom)
- Competition Briefing by Competition Director (Live shoot with stream via Zoom)

1. Manage the Competition Briefing program flow;
2. Hire voice over talent to ensure smooth program transition;
3. Develop production script for overall program;
4. Handle venue and supplier coordination, as follows:
 - a. Facilitate and coordinate ingress and egress of technical requirements;
 - b. Provide technical requirements such as video streaming camera equipment and sound system with microphones, mixer, etc.;
5. Implement and manage livestream / broadcast via social media platforms such as Facebook and Youtube;
6. Develop design and layout of overlay graphics to add relevant branding to Facebook and Youtube livestream via Open Broadcaster Software (OBS) or any other livestream software suite;
7. Conduct pre-event orientation / technical run including sound and connection check and other necessary pre-broadcast requirements to ensure smooth flow of livestream;

- Underwater Photography Workshops

Date: May 12 to 14, 2021

Time: 7:00 PM to 9:00 PM

Venue: Solitude Acacia Resort and Zoom

Program includes the following:

- Workshop / Presentation Proper
- Question and Answer

1. Manage the program flow for 6 workshops with the following set up:
 - a. May 12, 2021: 2 remote workshops over Zoom with livestream broadcast;
 - b. May 13, 2021: 2 remote workshops over Zoom with livestream broadcast;
 - c. May 14, 2021: 2 on-site hybrid workshops with livestream broadcast;
2. Hire moderator to ensure smooth program transition and facilitate question and answer for 6 workshops;
3. Develop production script for moderator;
4. Provide services of on-site technical staff to implement hybrid workshop set-up on May 14, 2021 (RT-PCR / Antigen testing c/o DOT);
5. Implement and manage livestream / broadcast via social media platforms such as Facebook and Youtube;
6. Develop design and layout of overlay graphics to add relevant branding to Facebook and Youtube livestream via Open Broadcaster Software (OBS) or any other livestream software suite;
7. Conduct pre-event orientation / technical run including sound and connection check and other necessary pre-broadcast requirements to ensure smooth flow of webinars;

- Press Conference

Date: May 15, 2021

Time: 5:00 PM to 6:00 PM

Venue: Solitude Acacia Resort

Resource Persons / Panel: DOT Officials – 4 pax, Competition Director – 1 pax, Competition Judge – 1 pax

1. Manage the program flow;
2. Hire moderator to ensure smooth program transition and facilitate question and answer, must be physically present;
3. Develop production script for moderator;
4. Handle venue and supplier coordination, as follows:
 - a. Facilitate and coordinate ingress and egress of technical requirements;
 - b. Provide technical requirements such as video streaming camera equipment and sound system with microphones, mixer, etc.;
5. Provide services of on-site technical staff to implement hybrid press conference set-up (RT-PCR / Antigen testing c/o DOT);
6. Implement and manage livestream / broadcast via social media platforms such as Facebook and Youtube;
7. Develop design and layout of overlay graphics to add relevant branding to Facebook and Youtube livestream via Open Broadcaster Software (OBS) or any other livestream software suite;
8. Conduct pre-event orientation / technical run including sound and connection check and other necessary pre-broadcast requirements to ensure smooth flow of livestream;

- Awarding Ceremony

Date: May 15, 2021

Time: 6:00 – 8:00 PM

Venue: Solitude Acacia Resort

Program includes the following:
- Welcome Remarks by DOT Official
- Awarding Ceremony (28 winners)

1. Manage the program flow;
2. Hire host to ensure smooth program transition, must be physically present;
3. Develop production script for host;
4. Handle venue and supplier coordination, as follows:
 - a. Facilitate and coordinate ingress and egress of technical requirements;
 - b. Set up stage layout appropriate to target event size;
 - c. Provide technical requirements such as video streaming camera equipment, sound system with microphones, sound mixer, LED wall, stage lighting, etc.;
5. Provide services of on-site technical staff to implement hybrid press conference set-up (RT-PCR / Antigen testing c/o DOT);
6. Conceptualize and execute a program for the awarding ceremony that will allow DOT Officials to deliver a brief talk and welcome guests;
7. Provide assistance in collating awards and handing out prizes;
8. Implement and manage livestream / broadcast via social media platforms such as Facebook and Youtube;
9. Develop design and layout of overlay graphics to add relevant branding to Facebook and Youtube livestream via Open Broadcaster Software (OBS) or any other livestream software suite;
10. Conduct pre-event orientation / technical run including sound and connection check and other necessary pre-broadcast requirements to ensure smooth flow of livestream;

V. BUDGET

The total working budget is NINE HUNDRED NINETY-EIGHT THOUSAND PESOS (P998,000.00) inclusive of all applicable taxes, bank charges, and other fees that may be incurred in the implementation of the project.

VI. CONTACT DETAILS

Project Officer/s : MS. CELS SY
Email Address : divephilippines@tourism.gov.ph

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: Kindly submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 23 March 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 19/03/2021

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