



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7364756  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** ORIENTATION WORKSHOP ON DOMESTIC CRUISE TOURISM JANUARY 2021  
**Area of Delivery**

<b>Solicitation Number:</b> 2020 - 12 - 0118	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b> Goods	<b>Document Request List</b>	0
<b>Category:</b> Events Management	<b>Date Published</b>	16/12/2020
<b>Approved Budget for the Contract:</b> PHP 90,000.00	<b>Last Updated / Time</b>	16/12/2020 00:00 AM
<b>Delivery Period:</b>	<b>Closing Date / Time</b>	21/12/2020 10:00 AM
<b>Client Agency:</b>		
<b>Contact Person:</b> 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

BIDDER: EVENTS MANAGEMENT COMPANY

PROJECT: ORIENTATION WORKSHOP ON DOMESTIC CRUISE TOURISM

JANUARY 2021

##### I. MINIMUM REQUIREMENTS:

- Must have at least 6 months to 1 years of experience in planning, organizing, executing and managing events online;
- Must have organized at least three (3) online or physical learning courses;
- Must be registered with PHILGEPS

##### II. BACKGROUND:

The Office of Product and Market Development (OPMD) is organizing the Orientation Workshop on Domestic Cruise Tourism on January 2021. The webinar is essentially for the domestic tourism industry stakeholders in all regions in the Philippines. The workshop is in line with the Department's efforts to orient stakeholders on the current situation of the tourism industry including its recovery plans amid the COVID-19 pandemic.

##### III. OBJECTIVES:

- To update and inform the domestic tourism industry stakeholders regarding the tourism industry amid the COVID-19 pandemic;
- To orient regarding domestic cruise tourism as one of the Philippine tourism industry's recovery plan, and;
- To discuss the Health and Safety Guidelines for Cruise Operations

##### IV. SCOPE OF WORK AND DELIVERABLES

###### Requirements:

- Pre- event coordination and Tech Run (1x)
- Technical Management for a half-day Orientation Workshop (4-5 hours)

- Connectivity hosting of online platform that may accommodate 10-20 pax
- Online Moderator/Emcee
- Ability to livestream via DOT and Facebook page, and can be shared with affiliate pages
- Online registration form
- Assistance in editing of video content and presentations of guest speakers for the to fit the program concept, format and flow
- Design of appropriate e-Certificates to Speakers/Panelists and approved attendees; must be able to disseminate (email or otherwise) said e-certificates
- Develop an evaluation form in cooperation with DOT to be accomplished by registered attendees, must require attendees to accomplish the evaluation form online immediately after the session, as a prerequisite to the issuance of the e-certificate
- Over all event management and coordination including documentation and post-event reporting
- Honoraria and tokens for resource speakers / subject-matter expert and moderator for the duration of the event

V. BUDGET:

Total budget is PHP90,000.00. All-inclusive of professional and technical fees, and applicable government taxes.

VI. TERMS OF PAYMENT:

Send bill arrangement: Bill must be addressed to the Department of Tourism

VII. CONTACT PERSON(S):

John Trexy N. Noveros

Tourism Operations Officer II

Office of Product and Market Development (OPMD)

09177374551

jnoveros@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, femaximo@tourism.gov.ph, msdante@tourism.gov.ph, taromanes@tourism.gov.ph, mecancejo@tourism.gov.ph on or before 21 December 2020 at 10:00 am. Late and unsigned quotations shall not be accepted.

**Created by** John Paulo Samonte Francisco

**Date Created** 15/12/2020

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.