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Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8109061
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Webinar Services Management Agency to Manage the DOT Hosting of a Webinar for the Overseas Filipinos

Area of Delivery

Solicitation Number:	RFQ No. 2021 - 10 - 0145	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	22/10/2021
Approved Budget for the Contract:	PHP 200,000.00	Last Updated / Time	21/10/2021 15:43 PM
Delivery Period:		Closing Date / Time	25/10/2021 14:00 PM
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

DEPARTMENT OF TOURISM
Office of Tourism Development Planning, Research
And Information Management
TERMS OF REFERENCE
I. Project Name:
Procurement of Webinar Services Management Agency to Manage the DOT Hosting of a Webinar for the Overseas Filipinos
II. Background
The Department of Tourism (DOT), through the Office of Tourism Development Planning, Research and Information Management (OTDPRIM), will conduct a Webinar for Overseas Filipinos 03 December 2021 pursuant to Administrative Order No. 202 creating the Inter-Agency Committee (IAC) for the celebration of the Month of Overseas Filipinos to commemorate the events with the end view of promoting the welfare of Filipino migrants and recognizing their role in nation-building. The DOT, together with the various government agencies, Non-Governmental Organizations, and People's Organizations, is part of the said IAC.
For this year's celebration, the DOT, through the Office of Tourism Development Planning, Research and Information Management (OTDPRIM), will conduct a 2.5-hour webinar and invite panelists from DOT and its Attached Agencies, other government agencies, and representatives from private organizations to discuss tourism-related programs, branding-related campaigns and activities, and opportunities available in tourism and other related industries.
III. Eligibility
1. Proponent shall have prior experiences in hosting online events/webinars; and

2. Proponent must be willing to provide services on a send bill arrangement as per standard government procedure.

IV. Scope of Work

1. Pre-broadcast orientation for organizers and speakers;
2. Provision of a moderator and performer;
3. Online platform, technical production management, and livestreaming of the webinar; and
4. A technical team to coordinate with the DOT and to oversee the implementation of the actual webinar.

V. Approved Budget for this project

Two Hundred Thousand Pesos (Php200,000.00) VAT – inclusive to be charged to the Office of Development Planning, Research, and Information Management (OTDPRIM) GAA FY 2021.

VI. Project Officer

Ryan R. Carlos

Senior Tourism Operations Officer

Statistics, Economic Analysis, and Information Management Division (SEAIMD)

Office of Tourism Development Planning, Research, and Information Management

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Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Events Management	Procurement of Webinar Services Management Agency to Manage the DOT Hosting of a Webinar for the Overseas Filipinos	1	Lot	200,000.00

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 25 October 2021 at 2:00 pm. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 21/10/2021

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