



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8039784
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of an Online Events Management Company for the Conduct of Research Dissemination Forum for the Health and Wellness Tourism Industry Stakeholder (3rd posting)

Area of Delivery

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|--|---|------------------------------|---------------------|
| Solicitation Number: | RFQ No. 2021 - 09 - 0117 | 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 | 30/09/2021 |
| Approved Budget for the Contract: | PHP 350,000.00 | Last Updated / Time | 29/09/2021 12:46 PM |
| Delivery Period: | 2 Day/s | Closing Date / Time | 04/10/2021 10:00 AM |
| 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

TERMS OF REFERENCE

I. BIDDER : ONLINE EVENTS MANAGEMENT COMPANY
 II. PROJECT TITLE : RESEARCH DISSEMINATION FORUM FOR THE HEALTH AND WELLNESS TOURISM INDUSTRY STAKEHOLDER

III. PROJECT DATE : OCTOBER 14 - 15, 2021

IV. BACKGROUND

The National Tourism Development Plan of DOT has identified Medical Travel and Wellness Tourism as one of its ten (10) product portfolios that can bring economic benefits and inclusive growth to the country. To carry out the development and promotion of this niche product, a dedicated team was assigned to implement plans and programs to develop and promote the Philippines as a "must experience" destination for Medical and Wellness Tourism (MTWT). The DOT through Medical Travel and Wellness Tourism of Product Planning and Development Division of the Office of Product and Market Development (MTWT-PPDD, OPMD) and Philippine Institute of Traditional and Alternative Health Care (PITAHC) will conduct a Research Dissemination Forum for the Health and Wellness Tourism Industry Stakeholders.

PITAHC is a government-owned and controlled corporation attached to the Department of Health that was re-classified as a research institution by the virtue of the Governance Commission for Government-owned and Controlled Corporation (GCG) Memorandum Circular No. 2012-10 dated 21 September 2012. The institute are mandated to conduct research and development activities, and has implemented/funded research projects/programs

with both the government agencies and private organizations.

The forum will deepen the understanding of the different research methods/strategies as well as foster linkages between the researchers and tourism stakeholders. This will be participated by various government agencies, private organization/sector, academe, and the health and wellness tourism stakeholders.

V. PURPOSES / OBJECTIVES

The above activity aims to achieve the following:

1. Generate interest on the Traditional and Complementary Medicine (T&CM) to be integrated in the Health and Wellness Tourism Program;
2. Provide a venue to share and update knowledge on care T&CM; and
3. Strengthen the support and partnership of the private sector with the government, particularly the DOT, PITAHC, and other relevant government agencies/institutions in positioning the Philippines as a health and wellness tourism destination in the local and eventually the international market.

VI. MINIMUM REQUIREMENTS FOR SUPPLIERS

Must have at least 4 months of experience in planning, organizing, executing and managing events;

Must have organized at least two (2) virtual event;

Must be registered with the Philippine Government Electronic Procurement System (PHILGEPS)

VII. SCOPE OF WORK / DELIVERABLES

A. Pre - Event

Consult with, and advise DOT and PITAHC 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

B. Event Deliverables

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

- o Planning and organization development with minimum of 2 years' experience;
- o Proof of knowledge and experience on on-line event designing, organization, facilitation, and delivery of documentation/recording of the virtual activity, local and/or international, and on IT programing; and
- o Online preparation, technical and technology-related requirements, and other requirements of the activity as needed

Note: Please provide Curriculum Vitae (CV) to include list of projects conducted.

2. Facilitate confirmation of attendees including speakers/experts and VIPs

3. Provide the conceptualizing, planning, and management (with the guidance and subject to the end-user's approval) of the activity that includes the following:

- o Online Program
 - o Program Flow/Scenario
 - o Virtual venue set-up/requirements
 - o Tech run with the experts/speakers, panelists, and moderator
 - o Technical requirements of the onsite shooting
4. Provide an online platform with the following minimum inclusions of the service during the 2-day sessions:
- o Technical management and broadcasting / streaming
 - o Connectivity hosting
 - o Creative treatment as needed
 - o Tech run with speakers, panelists, and host
 - o Program flow continuity and directing
 - o Script writing as required/needed
 - o Basic editing and virtual recording as needed (including assisted recording of speakers' presentations).
 - o Minimum of 120 attendees per day via online platform
 - o Online Live streaming/shooting via FB account of DOT and PITAHC
 - o Promotion online of the virtual activity via FB account of DOT and PITAHC
 - o Platform to be used and appropriate both to DOT, PITAHC and the Event Organizer
 - o Promo teaser/material (concept, creation/design, and promotion)
 - o Event planning, coordination, and management

5. Design and provide the E-certificate to the experts/speakers, panelists, and registered audience to be approved by the end-user

6. Provide meals (lunch) including delivery to the for the 2-day event:

- o 20 pax - Experts/speakers/panelist
- o 9 pax PITAHC
- o 6 pax DOT Secretariat

7. Provide prizes for the Digital Art and Video contest (10 winners for the digital art category and 2 winners for the video content).

- o 3 Winners for Junior High – Php3,000.00/each
- o 3 Winners for Senior High – Php4,000.00/each
- o 3 Winners for College Student – Php5,000.00/each
- o 1 Winner for People's Choice Award – Php10,000.00
- o 2 Winners for Video Content – Php15,000.00/each

8. The supplier/provider will be supported and assisted by the MTWT and PITAHC to conduct the virtual activity.

C. Post Event

Provide DOT and PITAHC with the following monitoring and feedback mechanism:

1. One Documentation Report including photos and virtual recording to be submitted two (2) weeks after the activity
2. One after-event video (maximum 5-minute video, mp4 format) to be submitted immediately after the activity.
3. Database of experts/speakers, panelists and audience including their profile (demographic), and recorded viewership of the panel discussion series
4. Audience and Viewers evaluation of the panel discussion series (i.e. number of viewers via livestreaming or Facebook, number of link shared, likes, and engagements, etc.)

5. Results of the poll questions pitched by the audience during the 2-day sessions

VIII. TECHNICAL / LEGAL ELIGIBILITY DOCUMENTS

1. Company Profile
2. List of events organized (virtual) in the 6 months
3. PhilGEPS Registration Certificate/Number
4. Mayor’s permit
5. Business Tax Return

IX. CONTRACT OF SERVICE

The financial proposal of the on-line event organizer should be within the approved budget and cover all expenditures to include:

1. Prizes for the Digital Art and Video contest;
2. Meals including delivery for the experts/speakers, panelist, PITAHC and DOT secretariat; and
3. Event organizing team, online platform services.

X. TERMS OF PAYMENT

The payment for the services shall be based on a send-bill arrangement, after certification by the end-user of satisfactory completion of services, and will proceed upon receipt of the invoice.

The total budget for the project is Three Hundred Fifty Thousand Pesos (PhP350,000.00) inclusive of all applicable taxes to cover the program and webinar design and process, facilitation, and terminal/summary report including photos, both print and digital copies.

Winning bid should be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid is within the approved budget allotted

XI. CONTACT PERSON

Contact Person : Jeremiah “Miah” Adao
 Division : Medical Travel and Wellness Tourism – Product Planning and Development Division
 Office : Office of Product and Market Development (OPMD)
 Contact Number : +63 917 906 2325
 Email Address : jeadao@tourism.gov.ph

Approved by:
 RENEE MARIE N. REYES
 Director
 Office of Product and Market Development
 Date: 28 September 2021

Line Items

| Item No. | Product/Service Name | Description | Quantity | UOM | Budget (PHP) |
|----------|----------------------|---|----------|-----|--------------|
| 1 | Events Management | Procurement of Services of an Online Events Management Company for the Conduct of Research Dissemination Forum for the Health and Wellness Tourism Industry Stakeholder | 1 | Lot | 350,000.00 |

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 04 October 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 29/09/2021

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