



## Bid Notice Abstract

### Request for Quotation (RFQ)

<b>Reference Number</b>	7710432
<b>Procuring Entity</b>	DEPARTMENT OF TOURISM
<b>Title</b>	Procurement of Services of a Webinar/Events Organizer and Facilitator for the Conduct of Webinar and Workshop on International Accreditation for Health Care Facilities in the Philippines
<b>Area of Delivery</b>	Metro Manila

<b>Solicitation Number:</b> 2021 - 05 - 0042	<b>Status</b>	<b>Pending</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>	22/05/2021
<b>Approved Budget for the Contract:</b> PHP 300,000.00	<b>Last Updated / Time</b>	21/05/2021 13:13 PM
<b>Delivery Period:</b> 4 Day/s	<b>Closing Date / Time</b>	25/05/2021 12:00 PM
<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: WEBINAR/EVENT ORGANIZER AND FACILITATOR

Project: WEBINAR AND WORKSHOP ON INTERNATIONAL ACCREDITATION FOR HEALTHCARE FACILITIES IN THE PHILIPPINES

##### I. Minimum Requirements

- Must have at least six (6) years of experience in planning, organizing, executing and managing events;
- Must have organized at least five (5) on-line and physical learning courses and selling platforms;
- Must have a professional/legitimate medical and wellness tourism consultant (with at least 5 years experience in the industry) who will be in-charge from the preparatory, actual and post-activity

##### II. Background

With the COVID-19 pandemic being present for more than a year, the different countries worldwide find strategies and activities to gradually move the affected Health and Wellness Tourism industry in their respective country. In the Philippines, the Department of Tourism (DOT) is working together with the private sector stakeholders and partner government agencies and institutions involved in the industry.

One strategy is to provide assurance of safety and protection to all foreign patients and travelers coming in to the country. This can be delivered through international accreditation of the healthcare facilities by a global organization. It is a step that guarantees a facility's quality and high standards of service in the competitive global market.

For this purpose, the Office of Product and Market Development – Medical Travel and Wellness Tourism Team is scheduled to conduct two sessions of a two-day workshop on international accreditation for medical facilities on June 23-24 and 29-30, 2021. The participants of this activity include medical facilities that can potentially qualify for international accreditation programs.

### III. Objectives

The two sessions of the two-day webinar on international accreditation for the medical stakeholders aim to:

- Provide an understanding, value and benefit of getting an international accreditation for healthcare facilities in the Philippines;
- Encourage more medical facilities with plans to engage in medical tourism to get international accreditation programs that will enhance their positioning as a competitive and high standard medical tourism facility in the regional and global medical tourism community;
- Strengthen the DOTs institutional support to the industry through workshops that will open opportunities for the stakeholders to upgrade their product offerings and access the international market.

### IV. Scope of Work and Deliverables

The required performance and deliverables of the Event Management Company include the following:

#### 1) Pre-event activities

Consult, form and discuss with DOT the organizational framework, methodologies of execution, technical specifications and support to be used in the platforms and feedback strategy of the activity to be undertaken with the expected outputs.

#### 2) Scope of Work and Deliverables

In connection to the above webinar, the company is required to perform and deliver the following:

##### a) Manpower

Hosts and Moderators of the two sessions of the two-day activity should have the following qualifications and experiences:

- proof of knowledge, expertise and experience on: a) Health and Wellness as a tourism product in the new normal and in relation to the current health pandemic
- proof of expertise and skill on physical and on-line hosting and facilitating of activity related to Health and Wellness Tourism

Module Organizer and Facilitator who has the following qualification, expertise and experience that includes:

- License on international accreditation
- e-Internal Assessor Ooze Camp Certification Program including IT/On-line program focused on MTWT
- Training Materials (print or soft copy to be distributed individually to all participants from the healthcare facilities)

##### Speakers/Presenters

- with proof of knowledge, expertise and experience in Health and Wellness as a tourism product, both domestic and international and in relation to the present health pandemic

Main workforce and support who can effectively conduct and facilitate the whole activity, either on-line or face-to-face

##### b) Participants

Minimum of 20 facilities that include:

- the DOT accredited medical facilities and those actively involved and with potential on medical, wellness and dental tourism
- 3 authorized representatives per facility to be selected with the supervision of the direct module organizer and the OPMD-MTWT Team

- breakdown: 10 healthcare facilities x 3 authorized representatives per facility x 2 sessions = 60 pax

##### c) Webinar Module and Activity Program Outline

Webinar Module should be approved by the end-user prior to implementation

Activity Program per session should be reviewed and approved by the end-user prior to implementation

##### d) Administrative, Financial and Technical Task

Provide the official invitation and disseminate to the speakers, host/facilitators and all the qualified 20 medical stakeholders as supervised by the end-user

Ensure and coordinate the participation of the speakers, hosts, facilitators and the confirmed 20 facilities/establishments (w/ 3 pax per facility)

Provide and disseminate a ready and original Certificate of Appreciation to Speakers, Presenters, Facilitators, Moderators and Hosts and and Certification of Participation and Completion to Individual Participants as originally signed by the authorized signatory (scope of work includes drafting, editing, finalizing and dissemination)

Provide Honorarium (not lower than the allowed/legal fee) for all the present Speakers, Presenters, Facilitators, Moderator/Hosts, and Special Guests

Provide the required registration fee per head for the minimum 60 confirmed participants (3 representatives per facility x 10 facilities per session x 2 sessions)

Provide and facilitate zoom conferencing platform including set-up/requirements, equipment/devices

Provide feedback and chat platform including evaluation, comments and recommendation/remarks (print and soft copy) for the participants, speakers, hosts and other key guests

Conduct Tech run with the principal guests, speakers, and host

Conduct on-site shooting and recording of the activity including its technical requirements and work force

#### 3) Post-Activity

As a post-activity requirement, the company must provide to DOT the following monitoring and feedback mechanism:

a) One Complete Report of the Activity including the result and recommendation/comments of the participants to be utilized as facts and data for subsequent activities of the end-user to be submitted three (3) weeks after activity implementation. Attachments may include but not limited to the following:

- images/photos and AVP produced during the on-site shooting and recording of the whole webinar
- database of all the guests, speakers, moderators, hosts and facilitators including their respective speech and presentation materials as necessary
- database of the individual participants (pre and activity proper list) including their representing healthcare facility and profile
- consolidated result of the feedback and survey including evaluation, comments/recommendation of the engaged participants, speakers, hosts and other key participants
- result of the Tech-run with the principal guests, speakers, hosts and moderators
- copy of the webinar module and activity program (print and soft copy)

Complete action and satisfactory delivery of all the above items (#s 1-3) are required as approved and monitored by

the PPDD-MTWT Team.

V. Schedule of the Webinar

June 23-24 and 29-30, 2021

VI. Technical and Legal Eligibility Documents

1) Company Profile

2) List of events organized (physical and on-line) in the past and present

3) Philippine Government Electronic Procurement System (PHILGEPS) Registration Certificate/Number

4) Mayor's permit

5) Business Tax Return

VII. Contract of Service

The financial proposal of the on-line event organizer should be within the approved budget and cover all expenditures of the activity to include but not limited with the following:

1) Development and facilitation of the webinar and workshop activity

2) Provision and facilitation of module through a direct organization focused on international accreditation of healthcare facilities

3) Professional fees and tokens for the engaged consultants, principal guests, speakers, direct organizer and facilitators of the module, hosts and moderators

4) Registration and other incidental fees of all the participants (3 pax per facility) of the confirmed 20 facilities

5) Delegation of the event organizing team/workforce

6) Submission of the terminal report including on-site shooting, editing, images/photos, both print and digital copies, and recording

VIII. Budget and Terms of Payment

The total budget required for the two sessions of the activity is THREE HUNDRED THOUSAND PESOS ONLY (PHP 300,000.00) inclusive of all applicable taxes, subject to the usual government accounting and auditing rules and regulations.

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

IX. Evaluation Procedure

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. Selection shall also be based not solely on the approved amount of the bid but shall also consider the expertise of the team leader, the workforce/members and the module organizer and facilitator (focused on international accreditation of healthcare facilities). A storyboard will also be required.

Contact Person:

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APPROVED BY:

RENEE MARIE N. REYES

Director

Office of Product and Market Development

#### Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Events Management	Procurement of Services of a Webinar/Events Orgnizer and Faciltator for the Conduct of Webinar and Workshop on International Accreditation for Health Care Facilities in the Philippines	1	Lot	300,000.00

#### 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 May 2021 at 12:00 pm. Late and unsigned quotations shall not be accepted.

**Created by** John Paulo Samonte Francisco  
**Date Created** 21/05/2021

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