



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7998584
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of an Events Management Company for the Conduct of Virtual Workshop Sessions on International Accreditation for Healthcare Facilities in the Philippines.

Area of Delivery

Solicitation Number:	RFQ No. 2021 - 09 - 0103	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	15/09/2021
Approved Budget for the Contract:	PHP 300,000.00	Last Updated / Time	14/09/2021 13:59 PM
Delivery Period:	4 Day/s	Closing Date / Time	20/09/2021 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

Bidder: EVENT MANAGEMENT COMPANY

Project: VIRTUAL WORKSHOP SESSIONS ON INTERNATIONAL ACCREDITATION FOR HEALTHCARE FACILITIES IN THE PHILIPPINES

Implementation Date: October 5-6 and 12-13, 2021

I. Minimum Requirements

- a) Must be registered with the Philippine Government Electronic Procurement System (PHILGEPS)
 b) Must be willing to provide services on send-bill arrangement

II. Scope of Work and Deliverables

The company is required to perform and provide the following during the two sessions of the two-day webinar and workshop:

a) Manpower

Manpower Qualification/Tasks Speakers/Presentors (indicate number of persons) • Have a License on International Accreditation • Have an e-Internal Assessor Ooze Camp Certification Program including IT/On-line program focused on MTWT • With 5 years of experience in speaking-engagement related to the Health and Wellness Tourism as a tourism product • One Host/Moderator per session) & two Facilitators per session With 5 years experience in hosting, moderating and facilitating of activities, physical and/or on-line With 3 years exposure to Health and Wellness Tourism Activities One Key Manager for the whole project

With 5 years experience in managing and facilitating events/activities provide all ground preparation, on-site project facilitation, and post-requirements of the activity To be the lead person of the main and support workforce

With 5 years exposure to Health and Wellness Tourism Activities Main and Support Workforce (4-5 pax) 5 years experience in organizing and facilitating of activities, either physical or on-line facilitate and manage platforms for virtual/hybrid activities

All of the above requirements/criteria should be included in the CV of the respective personnel, except the Main and Support Workforce

b) Participants o 20 establishments (minimum number) that include: - the health and wellness establishments/stakeholders - 3 authorized representatives per facility to be selected with the supervision of the direct module organizer and the PPDD-MTWT Team

- breakdown: 10 healthcare establishments x 3 authorized representatives per facility x 2 sessions = 60 pax - the end-user shall filter the invitees based on the latest List of DOT-Accredited Health and Wellness Establishments, the stakeholders who are emerging and with potential on medical, wellness and dental tourism industry and active stakeholders in the MTWT Program of DOT

c) Webinar Module and Activity Program Outline o Webinar Module on International Accreditation in the New Normal and in relation to the current Health Pandemic

o Activity Program per session

o The above materials should be approved by the end-user prior to implementation

d) Task

Category

Tasks

Administrative

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 confirmed participation of the speakers, hosts, facilitators and the 20 facilities/establishments

Provide the following ready Certificates as approved and originally signed by the end-user

o Certificate of Appreciation to the Speakers, Presenters, Facilitators, Moderators/Hosts

o Certification of Participation and Completion to Individual Participants as originally

(scope of work includes drafting, editing and dissemination)

Facilitate and manage the on-line webinar module

Provide and manage all requirements and needs of the participants and manpower of the webinar

Provide One Complete Activity Report as part of the post-activity task that should be submitted not longer than 7 working days after the activity (details specified below)

Financial

Provide Honorarium (not lower than the allowed legal fee of 1,200.00/speaker) for all the present Speakers, Presenters, Facilitators, Moderator/Hosts, and Special Guests

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

Provide all other incidental expenses/financial allowances needed for the webinar

Technical

Provide and facilitate the zoom conferencing platform including the set-up/requirements, equipment/devices, background design of the virtual activity venue, e.g. attractive slides Provide a chat box platform to be maximized during the webinar and feedback form (post event) as general source of info/data to evaluate and on the webinar-workshop (print and soft copy) Conduct tech runs (2-3 sessions) with the principal guests, speakers, and host

Facilitate and provide a copy of the whole webinar-workshop recording

e) Post-Activity Report

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

One Complete Report of the Activity including the actual activity details, encountered issues/concerns, info and facts gathered, result and recommendation deduced from the module, workshop and Q&A and reaction of the participants/speakers/guests and the pre-actual-post activity details, and other relevant matters 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 are required as approved and monitored by the PPDD-MTWT Team.

VIII. Budget and Terms of Payment

Total budget: PHP 300,000.00 inclusive of all applicable taxes

The winning bidder shall be determined based on the proposal with the most financial advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

Contact Person:

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Product Planning and Development Division-Health and Wellness Tourism;

Office of Product and Market Development (OPMD)

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Approved by:

RENEE MARIE N. REYES

Director

Office of Product and Market Development
Date: September 10, 2021

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Events Management	Procurement of Services of an Events Management Company for the Conduct of Virtual Workshop Sessions on International Accreditation for Healthcare 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 20 September 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 14/09/2021

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