



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8039720
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 (2nd posting)

Area of Delivery

Solicitation Number:	RFQ No. 2021 - 09 - 0116	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 300,000.00	Last Updated / Time	29/09/2021 12:16 PM
Delivery Period:	4 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
Bidder: EVENT MANAGEMENT COMPANY
Project: VIRTUAL WORKSHOP SESSIONS ON INTERNATIONAL ACCREDITATION FOR HEALTHCARE FACILITIES IN THE PHILIPPINES
Implementation Date: October 14-15 and 21-22, 2021
I. Minimum Requirements
a) Must be PHILGEPS-accredited
b) Must have at least 2 to 4 years of experience in planning, organizing, executing and managing events (physical and hybrid/virtual)
c) Must have organized at least three (3) virtual or hybrid webinars;
II. Scope of Work and Deliverables
The company is required to perform and provide the following during the two sessions (2 days per session) of the webinar and workshop:
a) Manpower
Manpower Qualification/Tasks One Host/Moderator per session) & two Facilitators per session With 3 years experience in creating, hosting, moderating and facilitating of activities, physical and/or on-line With 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

CV that includes the above qualifications of the manpower, Host/Moderator and Key Manager shall be provided by the organizer.

b) Speakers/Panellists/VIPs o Provide, invite and confirm the nominated speakers/panellists/VIPs that may include companies/establishments related to international accreditation for healthcare facilities and/or health and wellness establishments or entities.

o The list of speakers/panellists/VIPs shall be approved by the end-user prior to project implementation

c) Participants o 20 establishments (minimum number) that include the local health and wellness establishments/stakeholders o invite and confirm the participants' attendance o 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

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

o The above material/s should be approved by the end-user prior to implementation

e) Task

Category

Tasks

Administrative

Provide the official invitation and dissemination to the speakers, host/facilitators and all the qualified 20 health and wellness stakeholders as supervised by the end-user. (Scope of work includes drafting, editing and dissemination)

Ensure and coordinate the confirmed participation of the speakers, hosts, facilitators and the 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

Facilitate and manage the on-line module/program

Provide and manage all requirements and needs of the participants, Speakers/Panellists/VIPs and manpower of the virtual activity

Provide One Complete Activity Report as part of the post-activity task (details specified below)

Financial

Provide Honorarium (not lower than the allowed legal fee of 1,200.00/speaker) and token (with value of not lower than 5,000.00/pc and relevant to health and wellness) for all the Speakers, Presentors, Facilitators, Moderator/Hosts, and Special Guests

Financial requirement for the development and facilitation of an independent digital platform and break-rooms (as necessary) for the two sessions of the virtual activity

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

Technical

Design, provide and facilitate all the digital platform (like zoom)/venue and break-out rooms (as necessary) 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 with the principal guests, speakers, and host

Technical management and announcement and streaming

Facilitate and provide a copy (HD AVP) of the whole webinar-workshop

f) Post-Activity Report

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

o 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 two (2) 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, quantity of on-line viewers
- 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 advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

The winning bidder must be willing to provide services on send-bill arrangement

Contact Person:

Regielyn C. Dayag

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 27, 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 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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