



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7273572  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Online Meeting Platform  
**Area of Delivery**

<b>Solicitation Number:</b> 2020-10-0093	<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> Services	<b>Date Published</b>	21/10/2020
<b>Approved Budget for the Contract:</b> PHP 113,988.00	<b>Last Updated / Time</b>	20/10/2020 18:34 PM
<b>Delivery Period:</b> 6 Month/s	<b>Closing Date / Time</b>	26/10/2020 10:00 AM
<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**

REQUEST FOR QUOTATION

**TECHNICAL SPECIFICATION**

(Online Meeting Platform/ Webinar Solution)

PROJECT: Information Dissemination of the New Normal Health and Safety Guidelines

**BACKGROUND:**

The Standards Development Division formulated the New Normal Health and Safety Guidelines as part of the DOT's Tourism Response Recovery Plan (TRRP) and in preparation for the transition to the "new normal" caused by COVID-19 pandemic. As the usual face-to-face orientation is presently discouraged, the said Guidelines will be rolled-out through online meeting platform or through webinar. The dissemination of the New Normal Protocol is important to provide the tourism stakeholders and local government units the right information and guidance for better understanding of the guidelines and smooth implementation in their operations.

**OBJECTIVES:**

- To disseminate the approved New Normal Health and Safety Guidelines through online meeting platform and webinar series.
- To get insights and feedbacks on the New Normal Health and Safety Guidelines.

**MINIMUM REQUIREMENTS FOR BIDDERS:**

- A company that provides video conferencing and online chat services through a cloud-based peer-to-peer software platform, used for teleconferences, webinars, online meetings, distance educations, and social relations.
- Can provide a user-friendly Application commonly used by Tourism Stakeholders
- Can provide an Application commonly used by DOT Employees for easy navigation and implementation

**PERIOD COVERED:**

- Six (6) months subscription

**DELIVERABLES:**

- Two (2) Pro Zoom Hosting accounts (Host and Co-Host)
- Two (2) Webinar Account
- Unlimited meeting duration for all meeting sizes
- Custom Personal Meeting ID
- 1GB of MP4 or M4A Cloud recording
- Host online events with up to 1000 interactive video participants
- Instant broadcast to an unlimited audience via Facebook Live, YouTube, or custom live stream to desired social platform.
- Customize emails and registration forms with flexible registration management
  
- With Host controls, can mute/unmute panelists, and promote attendees to panelists
- Dual screen support to show panelists and presentation at the same time
- Polling / Attendee raise hand
- Q&A dialog box with live or text answers and question up-voting
- Participant and attendee chat
- Whiteboard for panelists
- Annotation for panelists
- Virtual backgrounds for panelists
- Transcription - transcription report provided post event
- Practice session room for panelist prep
- Attendee and presenters may join from any device (e.g. desktop, mobile, laptop)
- One-click HD screen sharing
- Post webinar survey link
- Reporting on registrations, attendance, polling, Q&A, and performance
- Integrations to work with CRM and marketing systems
- Security and Privacy Functionality
- Technical Assistance such as employee training for the above functions and monthly back-end support for Zoom glitches and errors.

**DELIVERY PERIOD**

Within seven (7) working days upon receipt of Notice to Proceed

**PAYMENT PROCEDURE**

Payments shall be based on Government Payment Procedure. Full payment shall be processed after delivery and acceptance of the following:

1. Zoom account and password
2. Orientation and training on the use of product
3. Upon receipt of billing statement

**APPROVED BUDGET FOR THE CONTRACT**

One Hundred Thirteen Thousand Nine Hundred Eighty-Eight Pesos  
(P113, 988.00)

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

Terms of Payment: Government Procedure (Send-bill Arrangement)

Contact Person/s: Mr. JC Jan Cueto / Ms. Angelica Lapeña

459-5200 loc. 224

otsr.standards@gmail.com

**Eligibility Requirements**

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.

PhilGEPS Registration Number

Latest Income/Business Tax Return (For ABC above PhP500, 000.00)

Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Deadline for the submission of proposal is on or before 26 October 2020 at 10:00 am  
Kindly submit your quotation thru email jsfrancisco@tourism.gov.ph, femaximo@tourism.gov.ph, msdante@tourism.gov.ph and taromanes@tourism.gov.ph

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**Created by** John Paulo Samonte Francisco  
**Date Created** 20/10/2020

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