



## Bid Notice Abstract

### Request for Proposal (RFP)

**Reference Number** 7366759  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** PCSSD Health and Safety Guidelines (HSG) and Interim Guidelines for Accreditation Webinar  
**Area of Delivery**

<b>Solicitation Number:</b> 2020 - 12 - 0120 <b>Trade Agreement:</b> Implementing Rules and Regulations <b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9) <b>Classification:</b> Consulting Services <b>Category:</b> Consulting Services <b>Approved Budget for the Contract:</b> PHP 380,000.00 <b>Delivery Period:</b> <b>Client Agency:</b>	<b>Status</b>  <b>Associated Components</b>  <b>Bid Supplements</b>  <b>Document Request List</b>  <b>Date Published</b>  <b>Last Updated / Time</b>  <b>Closing Date / Time</b>	<b>Pending</b>  3  0  0  17/12/2020  16/12/2020 12:31 PM  21/12/2020 10:00 AM
<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

I. PROJECT TITLE PCSSD Health and Safety Guidelines (HSG) and Interim Guidelines for Accreditation Webinar

##### III. BACKGROUND

The Philippine Commission on Sports SCUBA Diving (PCSSD) is an attached agency of the Department of Tourism (DOT) that serves as the regulating body for recreational SCUBA diving in the country. As such, the Commission is mandated to promulgate programs, projects, and activities geared towards the development of the country as a premier diving area in Asia, by formulating and implementing rules, regulations, safety standards, and operating procedures.

In line with the Commission's mandate, the PCSSD has issued the "Health and Safety Guidelines Governing the Operations of Dive Establishments Under Community Quarantine and in the New Normal" and the proposed "PCSSD Interim Guidelines for Accreditation." Additionally, there is a need for stakeholders to be updated on industry protocols and trends in the new normal, not only locally but in the international scene. Thus, the PCSSD is in need of the service of Events Company to facilitate the webinars for the dive stakeholders.

##### IV. OBJECTIVES

- To discuss with the dive stakeholders the formulated PCSSD Health and Safety Guidelines (HSG) Governing the Operations of Dive Establishments in the New Normal, institutionalize updated health and safety protocols in the operations of dive establishments and liveboards in the New Normal Scenario
- To discuss the Interim Guidelines for Applications for Accreditation to the dive

stakeholders with the processing of accreditation applications notwithstanding travel and transaction restrictions as a consequence of the imposition of Community Quarantine

- To provide updates for dive stakeholders on the international scuba diving industry trends in the new normal

#### V. MINIMUM REQUIREMENTS

- Must be willing to provide services on send – bill arrangement;
- Must be Philippine Government Electronic Procurement Systems (PhilGEPS) registered;
- Must have at least 3 years of experience in conducting and facilitating physical or online events. Handling SCUBA diving related events is an advantage; and
- Must be able to provide a dedicated team to the Commission as specified in the Qualifications of this Terms of Reference

#### VI. SCOPE OF WORK AND DELIVERABLES

- Pre-Event:

Consult with, and advise the PCSSD-DOT 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, in accordance with the desired outputs;

- Event Deliverables

The Events Management Company will manage and oversee the overall conduct of webinar and should provide the following:

- o Provide the services of one (1) dedicated Project Manager to manage and oversee the implementation of the overall conduct of webinar;
- o Host an online webinar (maximum of three hours) via online video conferencing with live feed on social media platforms such as Facebook and Youtube;
- o Hire an online host to moderate the webinars (must have industry background);
- o Invite two (2) international speakers and (1) local speaker for the Scuba Diving Industry Trends in the New Normal Webinar with honoraria;
- o Prepare flash presentation for the webinar and assistance in editing of video content and presentations of the speakers for the webinars to fit the program concept, format and flow;
- o Develop production script for online host;
- o Conduct email marketing to generate attendees from PCSSD accredited dive establishments and dive individuals;
- o Manage webinar attendee registration;
- o Together with PCSSD, create and finalize a program flow guide which will include an interactive Q&A portion;
- o Possible poll questions for the audience;
- o Design of appropriate e-Certificates to the approved attendees; must be able to disseminate (email or otherwise) said e-Certificates; and
- o Develop an evaluation form in cooperation with PCSSD to be accomplished by registered webinar attendees, must require attendees to accomplish the evaluation form online immediately after the session, as a prerequisite to the issuance of the e-Certificate

- Post-Event

- o Documentation with photos and recording of the webinar;
- o Generate over-all analytics report inclusive of the following metrics;
- o Leads generated (registration database and profile of webinar attendees, include conversion rate);
- o Audience retention;
- o Audience evaluation;
- o Results of poll pitched to the webinar attendees;
- o Live vs. Recording views; and
- o Terminal report of the whole webinar program

#### VII. SCHEDULE OF ACTIVITIES

##### TITLE DATE TIME

PCSSD Health and Safety Guidelines (HSG)  
and Interim Guidelines for Accreditation

29 December 2020 9:00 am -  
10:30 am

International Scuba Diving Industry Trends in  
the New Normal

18 January 2021 9:30 am to  
10:30 am

#### VIII. QUALIFICATIONS OF EVENT MANAGEMENT COMPANY

Event Management Company should possess the following qualifications:

- Company experience and network
  - o Should have recommended contacts from the tourism industry (i.e. Local Government Units (LGUs), Private Dive Associations, etc.)
- Online Platforms
  - o Must have separate, licensed online streaming platforms and online webinar platforms (preferably Zoom, Microsoft Teams, Skype, Google

Meet)

- Team Composition
- o Frontline Team:
  - One (1) Team Leader to plan, organize, direct and manage the webinar;
  - One (1) facilitator/ host/ moderator of the webinar (preferably, with experience in handling a (physical or an online) tourism or scuba diving related seminars/ programs or workshops;
  - One (1) staff to perform secretariat functions (e.g. e-invitations and email blasts, video recording, documentation, and compilation of presentations)
- o Technical/ Production Team:
  - One (1) technical staff to provide technical support during the webinar

#### IX. BUDGET

The total working budget is THREE HUNDRED EIGHTY THOUSAND PESOS (P380,000.00) inclusive of applicable taxes, bank charges, and other fees that may be incurred in the implementation of the project.

Payment to the winning bidder shall be made upon completion of the following:

- Submission of documentation with photos and recording of the webinar;
- Submission of approved graphic designs;
- Submission of registration report and the over-all analytic report; and
- Submission of terminal report of the whole webinar program.

#### X. TERMS OF PAYMENT

- Send bill arrangement: Bill must be addressed to the Philippine Commission on Sports SCUBA Diving- Department of Tourism
- Payment scheme: Milestones achieved in the project implementation, divided in the following:
  - 30% of total contract price: upon presentation (and subsequent approval of PCSSD) of the (1) general design/presentation of the webinar and (2) webinar program (i.e., program flow, technical details, list of possible invited speakers, promotions plan and monitoring and feedback form)
  - 30% upon the submission of the monitoring and feedback report of the first leg of webinar
  - 40% upon the submission of the monitoring and feedback report of the second/last webinar

#### XI. CONTACT INFORMATION

Project Officers : Shaliane L. Carvajal  
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Office : Philippine Commission on Sports SCUBA Diving  
Address : 5F The New DOT Building, 351 Senator Gil Puyat Avenue, Brg. Bel Air, Makati City  
Telephone Number : 459-5200 loc. 510

Email Address : morefun@divephilippines.com.ph

NOTE: The winning bid however, 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.

#### Other Information

##### Eligibility Requirements

1. Registration Certificate from Security and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
2. 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.

For individual consultants not registered under a sole proprietorship, a BIR Certificate of Registration shall be submitted, in lieu of DTI registration and Mayor's/Business permit.

3. PhilGEPS Registration Number
4. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)
5. Professional License/Curriculum Vitae
6. List of key personnel to be assigned to the contract to be bid, with their complete qualification and experience data.

7. Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Terms of Reference.

8. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kindly submit your proposals together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 21 December 2020 at 10:00 am. Late and unsigned proposals shall not be accepted.

**Created by** John Paulo Samonte Francisco

**Date Created** 16/12/2020

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