



Bid Notice Abstract

Request for Proposal (RFP)

Reference Number 7630374
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Events Management Company for the Conduct of Thailand Travel and Dive Expo (TDEX) 2021

Area of Delivery

Solicitation Number: 2021 - 04 - 0030 Trade Agreement: Implementing Rules and Regulations Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) Classification: Consulting Services Category: Consulting Services Approved Budget for the Contract: PHP 999,999.00 Delivery Period: 4 Day/s Client Agency: <hr/> Contact Person: 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	Status	Pending
	Associated Components	4
	Bid Supplements	0
	Document Request List	0
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	Last Updated / Time	20/04/2021 12:38 PM
	Closing Date / Time	26/04/2021 10:00 AM

Description

TERMS OF REFERENCE

I. PROJECT TITLE : Events Management Company

II. PROJECT DATE : May 20 to 23, 2021

III. BACKGROUND

§ The Thailand Travel and Dive Expo (TDEX) is an annual four-day expo established in 2004 to support the growth of the scuba diving industry and showcase activities and equipment related to dive tourism.

§ The show is one of the most recognized scuba diving expos in Asia and is marketed as "The Real Business Hub for the Diving Industry," registering more than 80,000 visitors and more than 250 booths from local and international dive companies including dive certifying schools, dive equipment manufacturers, underwater photographer equipment manufacturers, underwater photographers, dive resort operators and dive enthusiasts.

§ The Office of Product and Market Development (OPMD) - Dive participated in last year's show to network with key industry stakeholders in the Region, and to conduct product presentations and business to business (B2B) meetings.

EVENT DATE VENUE

THAILAND TRAVEL AND May 20 to 23, 2021 Bangkok International Trade

DIVE EXPO (TDEX) 2021 and Exhibition Centre

IV. OBJECTIVES

§ To provide a platform for the Department and the private sector to meet, establish, and renew linkages with dive industry partners in Thailand.

§ To generate marketing and promotions leads that the Department can support to further its goals in creating new dive products and services for the marketplace.

§ To heighten the market presence of the Philippines among Thai divers and make it a preferred destination for a dive holiday

§ To provide a venue for updates on the Philippine dive tourism program amidst the disruption caused by the pandemic, and maintain awareness among the Thai dive market

V. MINIMUM REQUIREMENTS

A. Must be a company capable of providing the following services:

1. Must be able to design, set-up, and dismantle the Philippine Booth at the Thailand Dive

Expo (TDEX) 2021

2. Engaging the services of a printing press company to conceptualize and develop collateral

3. Logistical requirements

4. Organize a digital B2B event and a digital based participation in the booth

B. Must have experience and expertise in planning, implementing and managing major international events in Thailand

C. Must have at least 5 years of experience in planning, implementing and managing international tourism events;

D. Must have handled similar projects /requirements in the past, particularly dive events in Thailand

E. Must have the capability to operate in Bangkok, Thailand

F. Must have experience in dealing with National Tourism Organizations (NTO) preferably the Philippine Department of Tourism

1. Must have a DOT certification of satisfaction from previous project

2. Must have in-depth knowledge of the Philippines

3. Must have an established network in tourism - Dive industry and experience in conducting related B2B events in Thailand with satisfactory rating from contracting party with corresponding certification;

G. Must be willing to do advance payment to relevant suppliers on reimbursement basis

H. Must be accredited by the N.C.C Exhibition Organizer Co., Ltd., (NEO) and/or the Bangkok International Trade and Exhibition Center (BITEC)

I. Must have a dedicated team who will focus on the design and set-up of the Philippine booth

J. Must have the capability to invest, coordinate shipment to organizers of the dive show,

K. Must be able to provide a digital platform for the B2B exchange with charges related to the same that is covered within the budget

L. Must be PHILGEPS registered

VI. SCOPE OF WORK AND DELIVERABLES

I. HYBRID B2B TRAVEL EXCHANGE - Hybrid Business-to-Business (B2B) Digital Networking Meeting with Thai Dive Agents/Operators/Clubs

Date of Implementation : May 20, 2021 (proposed)

Venue : at TDEX 2021 site

Hybrid B2B

Exchange

1. Organize a hybrid B2B within the TDEX site to allow minimum 5 Philippine dive stakeholders and 20 Thai buyers to participate

2. Facilitate the presentation materials of Philippine sellers and prepare translated materials to distribute to the buyers

3. Develop a buyers list and Invite travel buyers to the B2B; handle invitation and confirmation of attendance of at least 15 to 20 Thai dive agents

4. Provide logistical requirements and arrange for the appropriate paraphernalia that will enable the successful implementation of the business meeting to include: (a) meetings room half day use; (b) Audio visual Equipment; (c) B2B digital video conferencing platform/tool; (d) 5 laptop and high speed internet; (e) Hire the services of Thai & English interpreters that will be available physically or digitally to assist in the negotiation meetings on need basis

II. TDEX 2021 PHILIPPINE BOOTH

Dates : May 20 to 23, 2021 (duration of the Thailand Dive Expo 2021)

Venue : Hall EH100, BITEC Bangna, Bangkok, Thailand

Booth Space: 18sq.m. (3.00 x 6.00 m)

Installation &

Booth

Management

1. Provide assistance in coordinating with organizers for PDOT's participation

2. Must be able to provide design and layout for the Philippine booth

- 42" LED TV that will project dive videos and images in the Philippines.

- A Philippine Information counter equipped with the health safety measures by the Organizer, with 1 Laptop Computer and digital application and should be bigger than the rest of the counters.

- Additional Four Counters equipped with the health safety measures according to the Organizer, with 1 Laptop Computer / counter and high-speed internet digital application for B2C use.

3. General stand design theme: DIVE PHILIPPINES

4. Specific stand requirements:

- Special Booth Shell Type design construction inclusive of walls.

- Printing of appropriate backdrop visuals/ overhead ceiling banners/ interior decor as appropriate, fresh plants and flowers, sufficient lighting to convey a tropical island setting and other decorative elements following the general theme as a dive destination.

- Elevated carpeted flooring to cover the electrical wiring and connections, floor must be covered with blue carpet.

- 1 set of system structure for backdrop (6.00 x 2.50m)

- 1 set of system structure for tower (3.00 x 2.50 x 3.50m)

- One (1) Philippine Information Counter should have the following: 1 Table /Counter with Laptop Computer, high speed internet & digital application for webinar, 2 black bar stool, 42" inch LCD screen, power outlet, lockable cabinet, brochure racks, exhibitor directory and stand layout, appropriate visuals and accessories, and clear PVC for health safety measure /social distancing.

- Four (4) Individual workstations should have the following: 1 table/counter with laptop, high speed internet and digital application for webinar, lockable storage cabinet, 1 chair, individual electric outlets and adaptors, and must adhere with the organizers health and safety protocols.

- 1 set of discussion table consist of 1 high round table with 2 white bar stools

- Furniture should fit the tropical setting and conform to the recommended layout by bidding

- company to include counters, tables, chairs, shelves, etc.
 - All exhibition venue connections (electricity, suspensions and permits)
 - Fast and reliable internet access / connection for all Laptop Computers with the required digital webinar application.
 - Provision of Four (4) laptop computer to be used for the B2C component of event
 - Provision of 7 units socket 5 Amp (Laptop 4-point, Information counter 1 point, Discussion 1 point, TV 1 point)
 - 8 units of Spotlight with arm for backdrop and tower
 - Sufficient power outlets and lighting
 - Other accessories needed to achieve the desired theme
 - Safety Standard Hygiene such as Alcohol-based-sanitizing gel must be provided at the respective Webinar Counters for B2C inside the Philippine booth for the visitors.
 - Daily stand cleaning and disinfection of the Philippine stand – before the opening, closing, and as needed (following the guidelines issued by the organizer).
 - Stand construction and dismantling supervision and stand maintenance for the duration of the fair. Dismantling inclusive of storage/disposal of the aforementioned booth parts and egress on the date designated by the event organizer.
5. Construction and installation of the aforementioned booth while strictly following the rules and regulations set by the fair/event organizers.
 6. Dismantling inclusive of storage/disposal of the aforementioned booths/parts and egress on the dates designated by the event organizers.
 7. Must cover the damage insurance fee

Program

Development &

Main Stage

Program

1. Create a program /activities that will generate traffic to the digital medium that will connect our dive operators, Thai and Philippine, to the booth visitors.
2. Hire services of Thai interpreters (at least 2 to 3) to help man, assist and do translations at the Philippine Booth on queries addressed to our Philippine exhibitors participating thru the digital medium.
3. Facilitate payment for Thai dive influencer who will present about diving in the Philippines
4. Invite expo goers to increase attendance for the Philippine presentation.
5. Dive Map/Brochure and Giveaways
 - Produce giveaways (500) pieces of reusable cotton 3 ply face mask (submit proposal for design)
 - Produce/Print 1,000 copies (A4, back-to-back printing) of dive maps/brochures in Thai language.

VII. BUDGET

Total Estimated Budget: \$19,999.98 or PHP 999,999.00 with breakdown as follows:

1. Booth Special Shell Type Design and Installation, Rental of 4 Laptop Computers with high-speed internet, Thai & English interpreters, and Digital Application for B2C during the duration of expo: \$ 5,000,00 or PHP 250,000.00
2. B2B digital Platform and rental of 5 Lap Top computers with high-speed internet, Thai & English interpreters, coffee break (20-30 packed coffee /snack), networking and in booth expenses (collateral, giveaways, and 2 days speaker honorarium: \$9,200.00.00 or Php 460,000.00
3. Events Management Company Fee: \$5,799.98 or PHP 289,999.00

The total working budget must be inclusive of taxes and other applicable fees. Financial proposal should allow modifications in stand and layout and design according to the needs and requirements of the end user and organizer.

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

VIII. PAYMENT TERMS

Send bill arrangement, government terms

IX. CONTACT PERSON

Contact Person : Katherine D. Patawaran
 Office : Office of Product and Market Development (OPMD) - Dive
 Contact Number : +639561834106
 Email Address : kpatawaran@tourism.gov.ph
 divephilippines@tourism.gov.ph

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Events Management	Procurement of Events Management Company for the Conduct of Thailand Travel and Dive Expo (TDEX) 2021	1	Lot	999,999.00

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. (See attached Annexes TD 1 & 2)
8. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

For Foreign Bidders, the above documents may be submitted by the appropriate equivalent documents in English, if any, issued by the country of the bidder concerned. Otherwise, it must be accompanied by a translation of documents in English issued by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affair in the Philippines

Note: Kindly submit your proposals together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 26 April 2021 at 10:00 am. Late and unsigned proposals shall not be accepted.

Created by John Paulo Samonte Francisco

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