



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7288516  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** TERMS OF REFERENCE FOR THE SERVICES OF MARKETING / ADVERTISING AGENCY TO MANAGE THE HOSTING OF "WEBINAR FOR OVERSEAS FILIPINOS"

#### Area of Delivery

<b>Solicitation Number:</b> 2020-10-0095	<b>Status</b>	<b>Active</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>	27/10/2020
<b>Approved Budget for the Contract:</b> PHP 116,000.00	<b>Last Updated / Time</b>	27/10/2020 00:00 AM
<b>Delivery Period:</b>	<b>Closing Date / Time</b>	30/10/2020 14:00 PM
<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

TERMS OF REFERENCE FOR THE SERVICES OF MARKETING / ADVERTISING AGENCY TO MANAGE THE HOSTING OF "WEBINAR FOR OVERSEAS FILIPINOS"

##### Background

The Department of Tourism (DOT) through the Office of Tourism Development Planning, Research and Information Management (OTDPRIM) will conduct a Webinar for Overseas Filipinos on Sunday, 08 November 2020 pursuant to the Administrative Order No. 202 creating the Inter-Agency Committee (IAC) for the celebration of the Month of Overseas Filipinos to commemorate the events with the end view of promoting the welfare of Filipino migrants and recognizing their role in nation-building. The DOT, together with the various government agencies, Non-Governmental Organizations (NGOs) and People's Organizations (POs), are part of the said IAC.

For this year's celebration, the DOT through the Office of Tourism Development Planning, Research and Information Management (OTDPRIM) will conduct a Webinar for the Overseas Filipinos with the following objectives: Highlight the role of the Overseas Filipinos as modern-day heroes and Ambassadors of Tourism; Serve as a venue to provide information regarding the existing as well as future assistance and programs offered by the government and private sector for the Overseas Filipinos; and Serve as a platform to discuss the Opportunities in the Tourism Industry.

Consequently, the DOT is in need of an Advertising/ Marketing agency to provide management services for the conduct of the said webinar. The said agency must be able to provide the following services:

Pre-broadcast orientation for organizers and speakers;  
Provision of a moderator and performer;  
Online platform, technical production management and livestreaming of the webinar; and  
A technical team to coordinate with the DOT and to oversee the implementation of the actual webinar.

The said agency shall have prior experiences in hosting webinars with international speakers.

B.) Approved Budget for the Contract: Php 116,000.00

C.) Payment Terms: Government Procedure

D.) Contact Person:

Jan Alexandra B. Tobias

Tourism Operations Officer II

Policy Formulation and International Cooperation Division jbtobias@tourism.gov.ph / ird@tourism.gov.ph

#### 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 30 October 2020 at 2:00 pm

Kindly submit your quotation thru email jsfrancisco@tourism.gov.ph, femaximo@tourism.gov.ph, msdante@tourism.gov.ph and taromanes@tourism.gov.ph

**Created by** John Paulo Samonte Francisco

**Date Created** 26/10/2020

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