

10 August 2020

REQUEST FOR PROPOSAL (RFP)

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below;

RFP No. TPB-PR 2020.08.229

Requirement: Services of an Event Management Company to Conduct the Motivational and Inspirational Leadership Webinars

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount(PhP)
1 Lot	<p>PR No. 8.007 Conduct the Motivational and Inspirational Leadership Webinars</p> <p>I. COMPONENT OF THE PROGRAM</p> <p>Motivational and Inspirational Leadership Webinars <u>Webinar Sessions Management and Live Streaming Process (Plenary Format)</u> Series of two seminars with a maximum of 2 hours per session for 2 days</p> <p>Target Audience: 500 pax (minimum)</p> <p>Proposed Program Outline:</p> <p>I. Introduction II. Welcome Remarks III. Introduction of the Speaker IV. Plenary Session- Speaker's Presentation V. Q and A VI. Synthesis VII. Closing Remarks</p>	900,000.00	900,000.00

	<p>II. SCOPE OF SERVICES AND DELIVERABLES</p> <p><u>PRE - EVENT</u></p> <ol style="list-style-type: none"> 1. Webinar program conceptualization and planning (with TOPIC inputs from TPB) 2. Research of potential <u>FOREIGN</u> speakers and experts on Motivation and Leadership 3. Pre-event promotion and attendance promotion 4. Creative design of e-poster (theme and concept c/o TPB) 5. Development of an online registration form to be linked to the TPB Membership website 6. Management of online registration confirmation 7. Electronic direct mails to all participants to include event reminders, links for live streaming, on-demand / recorded sessions, etc. 8. Development of an online evaluation form of the webinar 9. Development of Webinar Guide / Etiquette 10. Pre-event orientation and preparation assistance including technical rehearsals of all speakers 11. Provide TPB a copy of the speakers' presentation 12. Conduct dry – run of the program 5-7 days before the actual date <p><u>ACTUAL EVENT</u></p> <ol style="list-style-type: none"> 1. Program implementation, assistance, and coordination 2. Scriptwriting for all sessions, if needed 3. Provision of session moderator/s to introduce speakers and to facilitate Q&A and synthesis 4. Online production management on live streaming tools/sites/platforms 		
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5. Live streaming should be accessible to a minimum of 500 participants
6. Connectivity hosting and recording of all sessions
7. Transcription of the program
8. Live / interactive Q&A and on-screen polling with real-time results
9. Gamification / other engagement tools

POST EVENT

1. Dissemination of Webinar e-Certificates to all qualified participants
2. Consolidation of speakers' presentations and dissemination to all participants
3. Uploading of on-demand content on the TPB Membership Website (subject to end user's confirmation)
4. Processing of speakers' honorarium and applicable professional fees
5. Data Analytics (registration total, demographics, attendee profile, attendee engagement, etc.) and participants' evaluation
6. Submission of all recorded content and post-event report

GENERAL REQUIREMENTS

PROVISION OF AN **ONLINE EVENT PLATFORM** TO INCLUDE ALL THE COMPONENTS SPECIFIED ABOVE

Manage the events listed below on a turnkey basis from planning and preparation to execution and documentation.

1. Develop and implement as agreed upon project budget;
2. Provide administrative support as follows:

	<ul style="list-style-type: none"> - Develop a work program with the corresponding timeline and provide regular and timely feedback/status of preparations to TPB; - Coordinate with TPB on the overall execution of the event, promotion, as well as budget allocation; and - Handle the documentation of all events/activities and maintain an efficient filing and referencing system of all documents. <ol style="list-style-type: none"> 3. Provide a dedicated Overall Project Manager and a full-time secretariat with ample and efficient personnel to manage the preparation, planning, coordination, and conduct of the event; 4. Update TPB on a regular basis on the progress status of the event: <ul style="list-style-type: none"> - Activities/Events - Program Schedules, and - Other related areas 5. Databases must be regularly backed-up 6. Provide (Survey) Customer Satisfaction Feedback System 7. Databases and applications, if any, must be turned over to TPB. 8. Compliance to the Data Privacy Act for the database created and all session recordings 9. Submission of a <u>POST EVENT REPORT</u> <p>QUALIFICATION OF BIDDER</p> <p>A. Bidders must have been in operation as an EMC/event organizer for at least five (5) years.</p>		
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- B. Bidder must have at least three (3) years of experience in event management/event organizing.
- C. Bidder must have had at least three (3) projects hosting online Virtual Events.
- D. Key personnel involved in the project must have a minimum of three (3) years of relevant experience supported by CVs:
 - 1. Project Manager (1 personnel)
 - 2. Content Manager (1)
 - 3. Graphic Designer (1)
 - 4. Technical Support Team (2)

**Note: Bidders may recommend additional personnel deemed fit for the team following the scope of work and deliverables.*

VII. ELIGIBILITY REQUIREMENTS

- A. SEC Registration and Articles of Incorporation/DTI/CDA
- B. List of all its ongoing and completed government and private contracts within the past three (3) years similar or related to the requirements
- C. List of personnel to be assigned to the project with their respective job description and work experience for the last three years

Percent (%) weight for the Technical and Financial Proposal is:

Proposal	Weight
Technical Proposal	85%
Financial Proposal	15%

Passing rate is 80% .

Qualified Bidders will be required to make a presentation (maximum of 15 minutes) of their

	<p>Plan Approach (the date of the presentation will be on short notice).</p> <p>Please see attached Terms of Reference for the terms of payment, rating criteria and other details</p>		
Terms	As stated		
Delivery	As stated		
ABC	PhP900,000.00 inclusive of service charge and all applicable taxes		

Please submit your **proposal and legal documents** duly signed by your representative to email address *janet_villafranca@tpb.gov.ph* not later than **14 August 2020, 5:00PM**, subject to the Terms and Conditions stated herewith and the shortest time of delivery.
Thank you very much.



ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact Person

JANET G. VILLAFRANCA

Contact No

0995-0274187

Note: All entries must be typewritten in your company letterhead.

Price Validity shall be for a period of thirty (30) calendar days.

Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. PhilGEPS Registration Certificate
2. Mayor/Business Permit
3. Latest Income Tax Return Certificate
4. Omnibus Sworn Statement
5. Company Profile