

22 October 2020

REQUEST FOR PROPOSAL (RFP)

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

RFP No. TPB-PR 2020.10.343

Requirement: Services of an Event Management Company

Project : Association Summit 8th Edition (AS8) Virtual Conference

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount(PhP)
1 Lot	<p>PR No. 10.023 Services of an Event Management Company for the Association Summit 8th Edition (AS8) Virtual Conference 25-26 November 2020</p> <p>Theme: Leading with Agility Target Participants:</p> <ul style="list-style-type: none"> • Associations • Association Executives • All individuals related to the management of an association / organization <p>Program Components: Please see Terms of Reference</p> <p>I. Scope of Services</p> <p>Conceptualization, planning, coordination and technical management of the two-day virtual conference of the Associations Summit 8th Edition (AS8), to include the following:</p> <p>A. Recommend, deliver and utilize the most efficient event platform for the program components</p> <p>B. Provide a dedicated platform connectivity hosting</p> <p>C. Conceptualize customized virtual exhibition design for every area of the virtual event</p>	980,000.00	980,000.00

	<ul style="list-style-type: none"> • Create a Virtual Conference Lobby which will be embedded in the AS8 website and should only be activated during the actual dates of the event; • Designate tabs / menu toolbar for activities happening in the Conference and as shown on the Virtual Conference Lobby (schedule must be updated daily) <p>D. Develop and manage the participants' online registration</p> <p>E. Organize and manage the virtual sessions/events based on the approved program</p> <p>F. Generation of Analytics</p> <p>G. Assign competent key personnel with relevant experience for the project.</p> <p>H. Other Services as specified in the Terms of Reference</p> <p>ELIGIBILITY REQUIREMENTS</p> <p>A. Technical Requirements</p> <ol style="list-style-type: none"> 1. Must be Filipino-owned, operated and legally registered event management company under Philippine laws, and in operation for the last two (2) years. 2. Must have an experience in handling local and international events including virtual webinars/conference for at past two (2) years. Bidder must submit a list of all ongoing and completed government and private contracts of at least three (3) virtual events handled for the last 2 years. 3. Must have key personnel who have expertise and experience in handling and managing virtual events with a minimum experience of the least one (1) year. Bidders must submit CVs of identified personnel. 4. Must submit an articles of incorporation, CDA or DTI certificate, whichever is applicable 		
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	<p>CRITERIA FOR EVALUATION</p> <table border="1"> <thead> <tr> <th>Proposal</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>A. Technical Proposal</td> <td>80%</td> </tr> <tr> <td>B. Financial Proposal</td> <td>20%</td> </tr> </tbody> </table> <p>Technical and Financial Proposals Criteria and Rating (80% Passing Score)</p> <p>Qualified Bidders will be required to make a presentation (maximum of 15 minutes) of their Plan Approach (the date of the presentation will be on short notice).</p> <p>Please see attached Terms of Reference for the detailed scope of works, rating criteria for the technical proposal, terms of payment, and other details</p>	Proposal	Weight	A. Technical Proposal	80%	B. Financial Proposal	20%		
Proposal	Weight								
A. Technical Proposal	80%								
B. Financial Proposal	20%								
Terms	As stated								
Delivery	As stated								
ABC	PhP980,000.00 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 **28 October 2020, 5:00PM**, subject to the Terms and Conditions stated herewith and the shortest time of delivery.
Thank you very much.

For easy identification of emails, the subject of your email shall be in this format: **EMC for AS8 Virtual Conference_ <company name>**

Thank you very much.

ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact Person
Contact No

JANET G. VILLAFRANCA
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