Bids and Awards Committee

SUPPLEMENTAL/BID BULLETIN
ADDENDUM NO. 2020-059

Project Title:
Services of Virtual Platform for the 6th Regional Travel Fair (ITB No. 2020-041)

ORIGINAL SPECIFICATIONS	NEW SPECIFICATIONS
Technical Specifications **Note:** Bidders must state either **"Comply"** or **"Not Comply"** in the column "Statement of Compliance" against each of the individual parameters of each Specification**:**	**Technical Specifications** **Note:** Bidders must state either **"Comply"** or **"Not Comply"** in the column "Statement of Compliance" against each of the individual parameters of each Specification**:**

Item	Specification	Statement of Compliance Bidders must state here either "Comply" or "Not Comply"
1	**OBJECTIVES:** The event aims to regain public interest to travel domestically following the new norms in travel. To increase again the volume of domestic travelers as well as domestic tourism expenditure through the selling of different tour packages that will encourage tourists to travel locally. Aside from the economic benefits to our country, the event enhances efforts to combat seasonality and increase the level of the culture of tourism/travel among Filipinos	

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1	**OBJECTIVES:** The event aims to regain public interest to travel domestically following the new norms in travel. To increase again the volume of domestic travelers as well as domestic tourism expenditure through the selling of different tour packages that will encourage tourists to travel locally. Aside from the economic benefits to our country, the event enhances efforts to combat seasonality and increase the level of the culture of tourism/travel among Filipinos Also, to encourage the Public; mainly, the potential domestic	

				tourists, to visit the Virtual Business to Consumer (B2C) platform to transact with various exhibitors who sell domestic tour packages, accommodations, transportation, and airline tickets, MICE facilities, etc.	
2	**COMPONENTS OF 6TH REGIONAL TRAVEL FAIR (VIRTUAL AND ONLINE EDITION)** **A. Tourism Forum (Webinar) 10 December 2020** The Tourism Forum is focused on educating tourism stakeholders which aims to update the knowledge and enhance the understanding of the following topics: (500 participants composed of Tourism Stakeholders) ● Participants' orientation/familiarization on technical know-how on Virtual B2B and B2C engagement. ● Tourism Entrepreneurship in the New Normal (Tentative Topic) **B. Travel Exchange (TRAVEX)/(B2B) for 10-11 December 2020** TPB will conduct Business-to-Business virtual discussions between participating Buyers and Sellers. This aims to generate direct sales and business leads, renew business deals as well as give them the opportunity to network and meet new business partners.		2	**COMPONENTS OF 6TH REGIONAL TRAVEL FAIR (VIRTUAL AND ONLINE EDITION)** **A. Tourism Forum (Webinar) 10 December 2020** The Tourism Forum is focused on educating tourism stakeholders which aims to update the knowledge and enhance the understanding of the following topics: (500 participants composed of Tourism Stakeholders) ● Participants' orientation/familiarization on technical know-how on Virtual B2B and B2C engagement. ● Tourism Entrepreneurship in the New Normal (Tentative Topic) **B. Travel Exchange (TRAVEX)/(B2B) for 10-11 December 2020** TPB will conduct Business-to-Business virtual discussions between participating Buyers and Sellers. This aims to generate direct sales and business leads, renew business deals as well as give them the opportunity to network and meet new business partners.	

	C. Business-to-Consumer (B2C) for 2 days 10-13 December 2020 It is a consumer expo to be participated in by invited exhibitors composed of domestic travel tour operators and travel agents, domestic hotels and resorts, destination management companies, domestic airlines, etc. The idea is to challenge exhibitors to become more productive by selling exclusive domestic and affordable tour packages to the consumers. ***Schedule of the event is subject to change***		**C. Business-to-Consumer (B2C) for 2 days 10-13 December 2020** It is a consumer expo to be participated in by invited exhibitors composed of domestic travel tour operators and travel agents, domestic hotels and resorts, destination management companies, domestic airlines, etc. The idea is to challenge exhibitors to become more productive by selling exclusive domestic and affordable tour packages to the consumers. ***Schedule of the event is subject to change***	

3	**REGISTRATION PAGE**
	
	1. A dedicated website
	2. Fine-looking customized landing pages for attendee registration including email reminders
	3. Built-In Registration Form for the (Sellers and
	4. Buyers)
	   a. Create easy registration form builder
	   b. Stakeholders & Visitors register & login via the registration site
	5. "Fast Access" Integration
	   a. Registration is done on the customer's website [or some other site/application]
	   b. User's information is saved in the Database
	6. Database Integration
	   a. Registration is done on the customer's website
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			   a. Registration is done on the customer's website	

	[or some other site/application] b. Upon login – can check the customer's Database and retrieve user's information into the Database 7. File upload a. The customers (Seller) provides all registrants information in a (.csv) file b. The file is uploaded by VEM to the VEM database
4	**HOME PLAZA/ WEB LANDING PAGE** 1. A custom lobby with a show greeting and navigation to other show locations a. Business to Consumer (B2C) RTF Show b. Business to Business (B2B) c. Tourism Forum 2. Pick from dozens of backgrounds or upload your own a. Enables easy navigation for attendees b. Use a walk-out greeter or jumbo tron video screen c. Promote sponsors with banners 3. Social media links for promoting
5	**AUDITORIUM PAGE** Attend scheduled live and on-demand presentations within the virtual show. No downloads. No pop-ups. Comes with tools to search and bookmark.
6	**EXHIBIT PAGE**

	A. Business to Consumer (B2C)				D. Business to Consumer (B2C)		
	A. Business to Consumer (B2C) - Duration : *4* days *Featuring the Exhibitors composed Tourism Stakeholders, DOT Regions and selected four (4) community weavers* 1. A custom exhibitor booths can accommodate at least 300 Sellers exhibitors a. Booths can be chosen from the template library or designed from existing sketches. Booths can offer white papers, product collateral, demos, rich media content, surveys, polls, and giveaways to visitors. Group and individual live chats are available for engaging with booth visitors. b. Visit exhibitor booths, chat with representatives, download literature, watch videos, take a survey, register for a prize, etc. c. Chat, Forum and Social Media Links d. Access documents e. Inclusion of On-line Selling in the Platform f. Make On-The-Spot Sales with an E-Commerce Platform g. Interactive games to increase stay-time of the consumers h. Inclusion of presentation of sixteen (16) DOT Regions and selected weavers i. Exhibitors, in this case, can receive notifications of booth visits, queries,				D. Business to Consumer (B2C) - Duration : *4* days *Featuring the Exhibitors composed Tourism Stakeholders, DOT Regions and selected four (4) community weavers* 1. A custom exhibitor booths can accommodate at least 300 Sellers exhibitors a. Booths can be chosen from the template library or designed from existing sketches. Booths can offer white papers, product collateral, demos, rich media content, surveys, polls, and giveaways to visitors. Group and individual live chats are available for engaging with booth visitors. b. Visit exhibitor booths, chat with representatives, download literature, watch videos, take a survey, register for a prize, etc. c. Chat, Forum and Social Media Links d. Access documents e. Inclusion of On-line Selling in the Platform f. Make On-The-Spot Sales with an E-Commerce Platform g. Interactive games to increase stay-time of the consumers h. Inclusion of presentation of sixteen (16) DOT Regions and selected weavers i. Exhibitors, in this case, can receive notifications of booth visits, queries,		

	and purchases while organizers can continue to promote the event using emails and social media in order to continue its activity. j. Shown in FB Live and YouTube Channel **B. Business to Business (B2B) Networking features** Target of 300 participants 150 Buyers 150 Sellers 1. Attendees can chat with each other and share business cards. 2. Provide the pre-scheduled appointments wherein the Buyers and Sellers Meet for B2B component 3. Virtually exchange their products and offerings			and purchases while organizers can continue to promote the event using emails and social media in order to continue its activity. j. Shown in FB Live and YouTube Channel Business to Consumer (B2C) f. Maximum of 1,000 participants per day. Conduct of at least 3 games per day and subject for approval of TPB g. Live streaming capabilities in any available social media platforms (i.e. Facebook, Twitter, and YouTube). **E. Business to Business (B2B) Networking features** Target of 300 participants 150 Buyers 150 Sellers 1. Attendees can chat with each other and share business cards. 2. Provide the pre-scheduled appointments wherein the Buyers and Sellers Meet for B2B component 3. Virtually exchange their products and offerings 4. Minimum of 40 pre-matched Business Appointments per Seller/Buyer for 1 ½ days	

	5. Virtual B2B will be participated by the following: 150 Seller- Delegates (hotel/resort, MICE facilities, transport and airline companies as well as destination management companies and DOT-Regional Offices 150 Buyer-Delegates (Local Tour Operators, Travel Agents, and MICE Operators/Organizers)

C. Tourism Forum (Webinar)
Target Participants: 500
1. Scheduling for event pre-planning, tools to promote the web event, and custom branding everywhere you make contact with potential registrants and new leads.
2. Easy-to-use Webinar Portal
  a. Monitor the entire event, registration, attendees, send automated follow-up emails and distribute recordings, and easily accessible demand
  b. Automatic email reminders and the ability to send invites and registration forms weeks in advance cater to attendees' busy schedules.
3. Large-capacity webinar room at least 500
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	3. Large-capacity webinar room at least 500 attendees, content and

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7	**RESOURCE CENTER** A central repository of all show content –presentations, demos, documents and presentations with search and bookmark tools
8	**NETWORKING/ COMMUNICATIONS CENTER** Professional networking tools to find best matches for attendees, message board forums, message center to send/receive messages and individual or group chat area
9	**PR & INFLUENCER MANAGEMENT** 1. Development of content strategy and editorial lineup; 2. Crafting of at least three (3) press articles with provision for at least two revisions per each; 3. Generate international and local media list in

screen sharing, polls and surveys, live chat and interactive Q&A.
4. Analytics and reports on email, registration, attendance and engagement.
5. E-Certificate shall be provided once they fill-out the survey questionnaire. The design will be provided by TPB.

6. The Tourism Webinar shall be broadcasted in any available social media platform. The recorded webinar shall be played in the virtual event platform.

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9	*PUBLICITY AND PROMOTIONS* a. *Minimum production of three (3) video teasers (30 - 40 seconder)* • *Informing the Public on the Virtual Regional Travel Fair* • *Encouraging the general Public to visit the Virtual B2C Platform to transact business with the exhibitors who are selling tour package, services, etc.*

	collaboration with the project officer; **4.** Disseminate press release to pre-approved target medias and secure at least five (5) pickups per press release; **5.** Invite industry top influencers, key opinion leaders, and vloggers to create a compelling story about the project; **6.** Function as press office to handle inquiries and requests related to Traverse Philippines; **7.** Monitor press releases in print, online, and broadcast media, as applicable; **8.** Compile all international and local exposures made on a monthly basis for submission to the project officer; **9**. Generate report on final media reach, values, and mileage earned for the duration of the engagement.			a. These "infomercial" shall be broadcast to Social Media Platform at least two weeks prior to the event	
10	**SPECIFICATIONS OF DEDICATED SERVER** • On a CDN (Content Delivery Network) • 2 CPU CORES @ 3.1 GHZ • 8 GB MEMORY • 5 TB STORAGE • 3 DEDICATED IPs • UNMETERED BANDWIDTH • FREE 3-YEAR SSL CERTIFICATE • APPROPRIATE DATA SECURITY		10	**SPECIFICATIONS OF DEDICATED SERVER** • On a CDN (Content Delivery Network) • 2 CPU CORES @ 3.1 GHZ • 8 GB MEMORY • 5 TB STORAGE • 3 DEDICATED IPs • UNMETERED BANDWIDTH • FREE 3-YEAR SSL CERTIFICATE • APPROPRIATE DATA SECURITY • Stack for Virtual Platform	

	• Stack for Virtual Platform • Guaranteed 99.99% uptime • 90% Pagespeed Insight result 1. Provide 24/7 technical support 2. Documentation – appropriate system documents to quickly guide users through specific tasks 3. TPB personnel training on how to upload / update / revise content information 4. The RTF Website and its source codes are owned by TPB. Source codes, applications, and databases must be turned over to TPB and installed in the TPB server on or before the end of the contract. 5. Creation of Three (3) G suite accounts with a 1-year validity 6. Coordination with the existing website provider on the transfer of the credentials		• Guaranteed 99.99% uptime • 90% Pagespeed Insight result 6. Provide 24/7 technical support 7. Documentation – appropriate system documents to quickly guide users through specific tasks 8. TPB personnel training on how to upload / update / revise content information 9. The RTF Website and its source codes are owned by TPB. Source codes, applications, and databases must be turned over to TPB and installed in the TPB server on or before the end of the contract. 10. Creation of Three (3) G suite accounts with a 1-year validity 6. Coordination with the existing website provider on the transfer of the credentials	
	VIRTUAL EVENTS PLATFORMS FEATURES		**VIRTUAL EVENTS PLATFORMS FEATURES**	
	1. Log-in and onboarding - Seamless log-in and onboarding specifying interests and other details relevant to the event 2. Three (3) login Mechanism, can log in through ● SocMed, ● Custom Generated OTP (Email & SMS) Customized OTP	**11**	1. Log-in and onboarding - Seamless log-in and onboarding specifying interests and other details relevant to the event 2. Three (3) login Mechanism, can log in through ● SocMed, ● Custom Generated OTP (Email & SMS) Customized OTP	
	3. Virtual Sessions - An exhaustive view of the virtual		3. Virtual Sessions - An exhaustive view of the virtual event schedule for easy perusal. Attendees can;	

event schedule for easy perusal. Attendees can; • Detailed track wise agenda • Set reminders, favorite session and take notes on a session • Download speaker presentations • View speakers speaking at the sessions • Join session icon – attendees can easily click on the icon and join the session virtually • Attendees engagement during the virtual sessions such as asking questions, raising their hands, emoticons and chat panelists and other attendees	• Detailed track wise agenda • Set reminders, favorite session and take notes on a session • Download speaker presentations • View speakers speaking at the sessions • Join session icon – attendees can easily click on the icon and join the session virtually • Attendees engagement during the virtual sessions such as asking questions, raising their hands, emoticons and chat panelists and other attendees
4. Session screening and Live Q&A, attendees can; • Easily screen the entire session • Live stream the entire session remotely and on-demand after the session ended • Can interact with other attendees and panelists present in the live session • Can ask away all their questions through the Q&A feature • Speakers can highlight the questions that they are answering in an ongoing session • Can leave feedback on a session once the screening is over pertaining to the speaker	6. Session screening and Live Q&A, attendees can; • Easily screen the entire session • Live stream the entire session remotely and on-demand after the session ended • Can interact with other attendees and panelists present in the live session • Can ask away all their questions through the Q&A feature • Speakers can highlight the questions that they are answering in an ongoing session • Can leave feedback on a session once the screening is over pertaining to the speaker
	7. Attendee Networking - garnering networking

5. Attendee Networking - garnering networking amongst all attendees and can; • View, search, filter and sort attendee list • Bookmark an attendee to talk to them later • Take notes on attendee profiles • Set up meeting at available time slots of an attendee • Accept, reject and reschedule meetings • Platform suggests TOP 10 attendees that someone should meet • Chat with other attendees and speakers		amongst all attendees and can; • View, search, filter and sort attendee list • Bookmark an attendee to talk to them later • Take notes on attendee profiles • Set up meeting at available time slots of an attendee • Accept, reject and reschedule meetings • Platform suggests TOP 10 attendees that someone should meet • Chat with other attendees and speakers	
6. Chat rooms • attendees can do impromptu meetings by grabbing a chair at the networking lounge • two (2) or four (4) people can be part of the meeting • video pop up opens on the platform itself to facilitate in-person video meetings • a table can be named to an exhibitor or a topic		6. Chat rooms • attendees can do impromptu meetings by grabbing a chair at the networking lounge • two (2) or four (4) people can be part of the meeting • video pop up opens on the platform itself to facilitate in-person video meetings • a table can be named to an exhibitor or a topic	
7. Event News Feed - An exclusive event feed for your attendees to participate and create posts and polls & stay updated with event highlights. Added features such as; • Post text, image, video, and links • Likes, comments on the posts		7. Event News Feed - An exclusive event feed for your attendees to participate and create posts and polls & stay updated with event highlights. Added features such as; • Post text, image, video, and links • Likes, comments on the posts • Post offering or requirement where other	

11	- Post offering or requirement where other attendees can show interest - Create and participate in a poll - Speakers can schedule Polls and trigger at different times •The client can see who has voted for which answers	
	8. Contests / Games – engage your attendees by hosting games to take your virtual conferences to another level - Host an entry contest, best response contest, and quiz contest - Choose winners by yourself or allow attendees to choose a winner basis engagement - Top engaging attendees are showcased on the app - A prize can be awarded to an attended for a maximum engagement	
	9. Partners and Exhibitors – a thorough fame-up of all partners and exhibitors involved in the event. - Partners and Exhibitors profile listings - Categorize your partners & exhibitors - Brochures & documents available for download - View company website and socmed links - Schedule meetings & chat with individuals from these companies	

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TOURISM PROMOTIONS BOARD PHILIPPINES

4th Floor, Legaspi Towers 300, Roxas Boulevard corner P. Ocampo, Sr. St., Malate, Manila 1004 Philippines
Tel: +63 2 8525.9318 to 27 • Fax: +63 2 8521.6165 / 8525.3314 • Email: info@tpb.gov.ph • Website: www.tpb.gov.ph

	• Exhibitors' products & services can be displayed with relevant details • Exhibitors can showcase their company & product videos via Youtube on their profile		via Youtube on their profile	
	10. Speaker Lounge • Attendees can uncover speaker profile • View speakers details and all the sessions that the speaker will be speaking • View and download speaker presentation • Rate a speaker, bookmark them and take notes pertaining to the speaker		10. Speaker Lounge • Attendees can uncover speaker profile • View speakers details and all the sessions that the speaker will be speaking • View and download speaker presentation • Rate a speaker, bookmark them and take notes pertaining to the speaker	
	11. Analytics – analyze everything "Real-Time" happening across the events and make insightful decisions		11. Analytics – analyze everything "Real-Time" happening across the events and make insightful decisions	
	12. Support - a Support Manager designated to the event for complete hand-holding in setting up the virtual event		12. Support - a Support Manager designated to the event for complete hand-holding in setting up the virtual event	
	13. Pre schedule B2B meeting based on the parameters sets by the RTF committee		13. Pre schedule B2B meeting based on the parameters sets by the RTF committee	
12	**REGIONAL TRAVEL FAIR 2020 WEBSITE** 1. Create, design, develop, host, test, implement, and maintain an interactive, appealing, and responsive website that will act as a virtual platform 2. Appropriate rendering on mobile and tablet as well as to different web browsers		**REGIONAL TRAVEL FAIR 2020 WEBSITE** 1. RTF's Website is required to integrate the virtual platform 2. Create, design, develop, host, test, implement, and maintain an interactive, appealing, and responsive website that will act as a virtual platform 3. Appropriate rendering on mobile and tablet as well as to different web browsers 4. Optimal website performance through the	
			12	

	3. Optimal website performance through the use of content management systems and other necessary modules/plug ins 4. The easily maintainable and effective front end, middleware, and database code using best practice coding languages appropriate for the platform 5. Provides accessible back-end support functionality for easy maintenance that should not require specialized skills in web development. 6. Will have Appropriate network bandwidth capacity to allow interruption-free use of the platform. 7. Functional and well-optimized Search Engine Optimization 8. Integrated cybersecurity measures to protect users and the data disclosed 9. Infomercial showcasing all about Regional Travel Fair.	
13	**Free value added services for one (1) year web hosting and maintenance**	
14	**WEBSITE TRAFFIC AND LEAD GENERATION** 1. Generate report on final media reach, values, and mileage earned for the	

	use of content management systems and other necessary modules/plug ins 5. The easily maintainable and effective front end, middleware, and database code using best practice coding languages appropriate for the platform 6. Provides accessible back-end support functionality for easy maintenance that should not require specialized skills in web development. 7. Will have Appropriate network bandwidth capacity to allow interruption-free use of the platform. 8. Functional and well-optimized Search Engine Optimization 9. Integrated cybersecurity measures to protect users and the data disclosed 10. Infomercial showcasing all about Regional Travel Fair	
13	**Free value added services for one (1) year web hosting and maintenance**	
14	**WEBSITE TRAFFIC AND LEAD GENERATION** a. Generate report, implement and optimize website marketing traffic and lead generation campaign for the duration of the RTF's website.	

	duration of the engagement;
	 2. Develop strategy to generate healthy inbound traffic to the Traverse Philippines Virtual Platform through employing the following:
	   a. Search Engine Marketing and Optimization
	   b. Social Publishing
	   c. Top of the Funnel (TOFU) Content Marketing
	   d. Middle of the Funnel (MOFU) Content Marketing
	   e. Bottom of the Funnel (BOFU) Content Marketing
	   f. Conversion Path Creation
	 3. Develop market persona model that will identify profile of target audience in order to craft targeted marketing messages;
	 4. Employ the following inbound marketing strategies for optimal reach:
	   a. Search Engine Marketing and Optimization
	   b. Social Publishing
	   c. Content Marketing
	   d. Video Marketing
	 5. Implement and optimize website marketing traffic and lead generation campaign.			

15	**SOCIAL MEDIA MARKETING** 1. Design a comprehensive social media campaign for		**SOCIAL MEDIA MARKETING**	
		15	a. Design, generate report and implement a Youtube and Facebook video performance campaign that can generate impressions and video views.	

#	Description	
	two platforms (Facebook, Twitter and Instagram); 2. Develop content calendar with original content posts (includes creative design) for identified social media platforms with at least three (3) mirrored posts per week; 3. Community and response management for identified social media platforms during regular working days (Mondays to Fridays from 9:00 AM to 6:00 PM); 4. Submission of monthly social media performance report for identified social media platforms 5. Design and implement a Youtube video performance campaign that will generate at least 100,000 impressions and at least 15,000 video views in total	
16	**MONITORING AND REPORTING** 1. Generate performance reports for all components; 2. Prepare analysis performance reports for all components; 3. Generate report on final reach, values, and mileage earned for all components for the duration of the engagement.	
17	**OTHER REQUIREMENTS** 1. Provide website user guidelines and documentation;	

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16	**MONITORING AND REPORTING** 1. Generate performance reports for all components; 2. Prepare analysis performance reports for all components; 3. Generate report on final reach, values, and mileage earned for all components for the duration of the engagement.	
17	**OTHER REQUIREMENTS** 1. Provide website user guidelines and documentation; 2. Provide content and source codes of the website to the project officer upon project completion 3. Bidder must undertake a technical dry-run at least 3 calendar days prior to	

Left column:

2. Provide content and source codes of the website to the project officer upon project completion
3. Bidder must undertake a technical dry-run at least 14 calendar days prior to the implementation of the Event.
4. Bidder shall coordinate with the RTF Virtual Technical Team Committee
5. Assign key personnel with relevant experience for the PROJECT ·
- ●Project Manager (1 personnel)
- ●Content Manager (1)
- ●Graphic Designer (1)
- ●Platform Developer (2)
- • Technical Support Team (2)

| 18 | **QUALIFICATION OF BIDDER**

 1. Supplier must be an ICT, Web Developer or Virtual Platform Service Provider which must have been in business operation for at least three (3) years;
 2. Must have handled at least 3 similar projects | |

19	**Terms of Payment**	
	1. Approved Timeline and Gantt Chart (approved by TPB) 2. Approved Mock-up designs (based on the approved theme) for	15% of the total contract price

Right column:

the implementation of the Event.
4. Bidder shall coordinate with the RTF Virtual Technical Team Committee

1. Assign key personnel with relevant experience for the PROJECT ·
- ●Project Manager (1 personnel)
- ●Content Manager (1)
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19	**Terms of Payment**	

	11. Approved Timeline and Gantt Chart (approved by TPB)
	 12. Approved Mock-up designs (based on the approved theme) for
	    a. Virtual Event Platform
	    b. Website
	
	 3. Approved proposed concepts/designs for virtual event platform
		15% of the total contract price

a. Virtual Event Platform b. Website 3. Approved proposed concepts/designs for virtual event platform and website			
4. Acceptance and approval of the design template for the Virtual Event Platform and Website	35% of the total contract price		
5. Complete implementation of all approved deliverables (virtual event platform is running and the website must have been launched at this time)	40% of the total contract price		
6. Upon submission of Terminal Report	10% of the total contract price		
20			
21			

and website			
4. Acceptance and approval of the design template for the Virtual Event Platform and Website	35% of the total contract price		
5. Complete implementation of all approved deliverables (virtual event platform is running and the website must have been launched at this time)	40% of the total contract price		
6. Upon submission of Terminal Report	10% of the total contract price		
20	Submission of on-line promotions and print out of design and functionalities of virtual platform.		
21	Presentation of mock registration system, website, business matching application, on-line promotions, and virtual event platform during the post-qualification.		
22	The virtual event platform, website, business matching (B2B), registration system, and analytic reports should be customizable at no added cost.		

22			
23		23	*Schedule of Requirements*

	Delivered, Weeks/Months
Event Date : ***Schedule of the event is subject to change***	**10-13 December 2020**
A. RTF Website: 1. The website layout and pages are in accordance with the agreed content structure 2. On-line Registration System of participants 3. Send Email Blast	7 days before the event
B. Seamless Virtual Platform Log-in on the following activities 1. Tourism Webinar 2. Business to Business Session (B2B) 3. Business to Consumer (B2C)	5 days before the event
C. Social Media Marketing	3 before and

					during the eventdays before and until the actual event	
				D. PR and Publicity Activities	5 days before and until the actual event	
				E. Technical rehearsal and walkthrough	3 days before the event	
				F. Business Appointment Matching Buyers and Sellers	5 days before the event	
				G. Website Traffic and Lead Generation Report	During and after the Event	
				H. Terminal Report of 4-day Activities	5 to 7 days after the event	
				I. Bidder must undertake a technical dry-run at least 3 calendar days prior to the implementation of the Event.	3 calendar days prior to the impleme ntation of the Event	
				Bid Opening Date: November 18, 2020, 2:00 P.M *Venue: Tourism Promotions Board 4th Floor Legaspi Towers 300, Roxas Boulevard, Manila*		

TOURISM PROMOTIONS BOARD PHILIPPINES
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Tel: +63 2 8525.9318 to 27 • Fax: +63 2 8521.6165 / 8525.3314 • Email: info@tpb.gov.ph • Website: www.tpb.gov.ph

		OR
Bid Opening Date: November 18, 2020, 10:30 A.M *Venue: **Tourism Promotions Board** 4th Floor Legaspi Towers 300, Roxas Boulevard, Manila* *In case of electronic bid submission, the Bidders shall submit their bids in two (2) password-protected compressed archive folders, one each for "Technical Documents" and "Financial Documents", based on the attached guidelines.*		**Opening of Bids_Services of Virtual Event Platform for the 6th RTF** When Wed Nov 18, 2020 2pm – 3pm Philippine Standard Ti Where https://us02web.zoom.us/j/87167336956?pwd=dmxKV1htWFhxNkhVWDU3Mm5lQVZhdz09 In case of electronic bid submission, the Bidders shall submit their bids in two (2) password-protected compressed archive folders, one each for "Technical Documents" and "Financial Documents", based on the attached guidelines.

I hereby certify to comply with all the above Technical Specifications.

_____ _____ _____
Name of Company   Signature over Printed Name   Date
                        of the Authorized Representative

I hereby certify to comply with all the above Technical Specifications.

_____ _____ _____
Name of Company   Signature over Printed Name   Date
                        of the Authorized Representative

For guidance and information of all concerned.

ATTY. VENANCIO C. MANUEL III
Chairperson
Bids and Awards Committee
November 10, 2020

Received by:

_____
Date