

Request for Quotation

19 February 2021

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

Quotation No. **TPB-RFQ 2021-02-070**

PR No. 2.018

Project Title: Travel and Tourism Technology Forum (TTF)

Requirements: Services of an Event Management Company

Unit	Particulars	Unit Cost	Total Cost
<p>Lot 1</p>	<p style="text-align: center;">Services of an Event Management Company for Travel and Tourism Technology Forum (TTF) 2021</p> <p style="text-align: center;"><u>Technical Specifications</u></p> <p>Background:</p> <p>The ongoing global pandemic has made it imperative for tourism stakeholders to transform their business model by reconsidering strategies, improving operations, facilities, systems, and refocusing marketing and promotional plans through the use of technology to remain competitive and relevant in the market.</p> <p>The Travel and Tourism Technology Forum (TTF), organized by the Tourism Promotions Board (TPB) Philippines, aims to raise awareness on technological trends and a variety of digital tools to engage travelers at home and encourage them to travel whenever possible. It likewise aims to generate valuable feedback and ideas from industry stakeholders for creating a new direction for smart tourism projects. The TTF will be held in a hybrid format wherein selected speakers and delegates will be present in both live and virtual sessions. The Forum will run a series of informative sessions and open discussions presented by industry experts over a period of two days. Moreover, the forum is expected to be attended by a maximum of 50 onsite delegates and an approximate of 500 online participants. Registration will be offered free to travel and tourism stakeholders.</p> <p>To ensure the success implementation of above-mentioned event, TPB is in need of the services of an Event Management Company to assist in the effective management of the proceedings of the event by delivering the necessary onsite and online physical and technical requirements, technical manpower, talents, concept design, and all other provisions for the successful conduct of the event.</p>	<p>PhP1,000,000.00</p>	<p>PhP1,000,000.00</p>

Components of Forum:

The following are the components of the Forum:

- a) Opening Ceremony (Virtual and Onsite)
 - Duration: Maximum of 30 minutes
 - Setup: Live & Onsite
 - Content: Gamification (onsite and online games to pump up audience participation), MICE & tourism videos, prayer, national anthem, Event Moderator’s opening spiel, welcome remarks from Guest of Honor

- b) Plenary Sessions
 - Duration: Minimum of 45 minutes / Maximum of one (1) hour and 30 minutes
 - Setup: either pre-recorded, live onsite or online (*all event activities should be accessible/viewed onsite, offsite and online*)
 - Maximum of six (6) educational sessions for the two (2) days duration of the Forum
 - With interactive Q&A (onsite and online)

- c) Closing Ceremony
 - Duration: Maximum of 30 minutes
 - Setup: Live Onsite and online
 - Content: MICE & tourism Videos, event moderator’s closing spiel, closing remarks from Guest of Honor

- d) Gamification
 - Two (2) sets of interactive activities for each day of the Forum, to be participated by onsite and online delegates

Scope of Services:

The Event Organizer shall:

1. Conceptualize, manage and implement the overall program scenario* for the following activities: (Please refer to the attached Terms of Reference).
**schedule and program is subject to change*

2. Form an Event Management Team that will execute, oversee and manage the required onsite and online physical & technical requirements of the event which may include, but not limited to the following: (Please refer to the attached Terms of Reference)

3. Event management shall provide a moderator/emcee who will ensure the smooth transition in-between sessions, facilitate panel discussions and Q&A, gamification activities, synthesize the program and make it dynamic / interactive (*for approval of TPB*)

Qualifications of the Event Moderator/Host:

	<p>Scope of Services:</p> <ul style="list-style-type: none"> ● Should be aesthetically pleasing, preferably has experience in hosting and moderating similar events such as conferences, fora, workshops, symposiums, and other corporate / association events, subject to the approval of the TPB ● Must be available to present and deliver spiels live,online and onsite during the two-day forum <p>*Recommendation of a Celebrity Host (<i>Business/Travel/Lifestyle Program Host</i>)is an advantage</p> <p>4. Provide the following general requirements:</p> <ol style="list-style-type: none"> a. Create pre-event promotional materials and facilitate attendance promotions (<i>design and content to be provided and approved by TPB</i>) b. Design creative materials including event banner, background, signage, digital juice, title card (<i>for approval of TPB</i>) c. Prepare a program scenario and script to include the following: Spiels of Event Moderator / Voice Over, Session Briefer, Speaker’s Introduction, Webinar Decorum and Housekeeping Reminders including safety and health protocols, and other announcements and event information (<i>for approval of TPB</i>) d. Organize and facilitate Speakers’ Technical Rehearsal; Secure a copy of Speaker’s Presentations and management of pre-recorded presentations, technical requirements and etc. e. Conduct a final orientation or dry-run of the Forum before the actual event dates f. Organize and manage onsite and online programs/sessions for the entire duration of the Forum g. Record all sessions and upload to a specific online drive including all other creative materials pertaining to the event h. Document in photo and video the Forum to include presentations in the sessions and endorse to the TPB in an external hard drive i. Generate and submit an Event Analytics Report of the event covering the following: <ul style="list-style-type: none"> ● Number of Online Registrations (<i>Real-time report</i>) ● Number of Online Views (<i>Real-time report</i>) ● Social Media Engagement ● Attendee Evaluation Survey ● Summary of Questions and Feedback j. Provide update and feedback to the TPB on a regular basis on the progress of the preparations of the event and other related areas <p>5. Ensure delivery of the following physical and technical requirements:</p> <p><u>ONSITE:</u></p> <ol style="list-style-type: none"> a) Over-all venue décor/execution and construction for the abovementioned event to include, but not be limited to: 		
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	<ul style="list-style-type: none"> ● Stage design / decoration <i>(using existing stage of the venue)</i> ● Venue styling ● Printing of Banner, Signage, Title Card <i>(if necessary)</i> ● Registration Counter <p>b) Provide the following requirements for the hybrid Forum and coordinate with the technical team of the venue (TBA) for the set up and installation of all physical and technical requirements, to include, but not be limited to the following:</p> <ul style="list-style-type: none"> ● Audio-Visual and Lighting System (speakers, microphones, etc.) ● LED wall screen, backdrop, stage / set design ● LED projector and screen (as needed) ● Stage truss system (as needed) ● Speakers' technical requirements ● Microphones (lapel and wireless) ● Amplifiers ● Laptops (mac and windows) with appropriate connectors ● Presentation Clicker/Laser Pointer/Easel ● Appropriate cables and video adapters (VGA, HDMI, etc.); and ● Professional lighting system (if needed) ● Signage/roll-up banner within and around the venue (if needed) ● Close circuit camera and dedicated camera/s for documentation purposes ● Non-wired/wireless internet connection equipment ● Other requirements/equipment needed for streaming live the pre-recorded/online sessions at the venue <p><i>*See attached Annex A for recommended specifications of technical equipment (subject to change/approval)</i></p> <p><u>ONLINE:</u></p> <p>c) Provision and management of an online event/webinar platform that has a capacity to deliver the following requirements:</p> <ul style="list-style-type: none"> ● Can accommodate at least 500 to 1000 online users/viewers ● With registration system ● Can be integrated and streamed live in Facebook ● Can control and manage speakers in a virtual backstage ● Can facilitate the participation/engagement of delegates ● Has an integrated interactive Q&A / On-Screen Polling Tools <p><i>* Bidder should submit a webinar account (e.g. Licensed Zoom Account) or equivalent certificate reflecting capability to provide the above requirements</i></p> <p>d) Create and manage a Registration System of the Forum</p> <ul style="list-style-type: none"> ● Registration should be integrated into the online event platform ● Must be able to accommodate at least 500 to 1000 registrants ● Manage electronic issuance of registration confirmation, event notifications and reminders including provision of designated links for webinar sessions, event feedback forms and on-demand/recorded sessions 		
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- Dissemination / uploading and collection of digital evaluation form *(content to be provided and approved by TPB)*
- Development of an e-Certificate and distribution to qualified delegates *(content to be provided and approved by TPB)*

Eligibility Requirements:

A. Profile and Competency

1. Must be Filipino-owned, operated and legally registered Events Management Company / Production House / Conference Integrator under Philippine laws. Must have been in operation for at least three (3) years;
2. Key team members of the Events / Production Company must have a minimum of three (3) years of experience in organizing local and international events;

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|--|---|
| • Event Coordinator | • Script Writer |
| • Event Director | • Photographer & Videographer |
| • Technical Director | • Event Host/Moderator |
| • <i>(Lights, Sounds, Online Platform)</i> | |
| • Stage Manager | • Voice Over Talent |
| • Creative Artwork Specialist (CAS)* | • Others as necessary / required by TPB |

** may have less than 3 years of relevant experience*

3. Must submit a list of personnel to be assigned to the project with their respective CVs / Professional Profile
4. Must have organized and staged at least one (1) Virtual/Hybrid Event;
5. Must submit a list of all ongoing and completed government and private contracts for the last three (3) years similar or related to the requirements;

B. Other Special Requirements

Bidders will be required to submit their proposal for the following*:

1. Event Moderator / Host
2. Platform to use *(with certification or its equivalent)* for the Virtual/Hybrid set up
3. Registration System including issuance of Evaluation and E-Certificate
4. Program Scenario for Hybrid Event
5. Stage Design / Set up for Hybrid Event
6. Gamification Activities
7. Layout of Promotional Materials, Background, Signage, Evaluation and Certificate

***Note: the above proposals will form part of the evaluation**

Approved Budget for the Contract (ABC):

Approved Budget for the Contract (ABC) is **ONE MILLION PESOS (PHP1,000,000.00)** inclusive of all applicable fees and taxes. The cost of items in the bid should be broken down. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above mentioned approved budget. The deadline for submission of bids should be at time and place specified in the request for quotation (RFQ).

Terms of Payment:

The indicative payment scheme is as follows:

Amount	Deliverables
15% (1 st progress payment)	Upon submission and approval of presentation, program concept, script, flow and set-up retirements
45% (2 nd progress payment)	Upon presentation and approval of final dry run/tech check
40% (3 rd progress payment)	Upon completion and satisfactory performance of services and submission of deliverables such as end reports, recordings of the activities, videos, photos.

The following documents should be submitted by the winning bidder for the processing of payment:

- Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to:

MARIA ANTHONETTE C. VELASCO - ALLONES
Chief Operating Officer
Tourism Promotions Board
4/F Legaspi Towers 300, Roxas Blvd., Manila 1100

- Copy of Official Receipt

Additional Information:


Contact Persons:

1. Ms. Raquel Tria
Acting Head, MICE Department
raquel_tria@tpb.gov.ph
2. Ms. Sherdoll Bayona
Senior Convention Services Officer, MICE Department
sherdoll_bayona@tpv.gob.gov.ph

	<p>3. Ms. Natasha Blanquisco Convention Services Officer III, MICE Department natashia_blanquisco@tpb.gov.ph</p> <p>Other Terms and Conditions:</p> <p>A. The TPB shall have full ownership of all the data gathered and presented (both in hard or softcopy files) from the event. B. The winning bidder will be bound by and should comply with Republic Act No. 10173 otherwise known as the "Data Privacy Act of 2012".</p> <p>For the Annex A: Recommended Specifications of Onsite and Online Technical Equipment (as applicable), please refer to the attached Terms of Reference for more information.</p> <p style="text-align: center;">*** Nothing Follows ***</p>		
Terms	30 days upon receipt of invoice.		
Delivery	Upon receipt of the approved Notice to Proceed (NTP)		
ABC	PhP1,000,000.00		

The last day for submission of **quotation** is not later than 03:00 p.m. on **24 February 2021, thru e-mail at farhan_ambiong@tpb.gov.ph** for the advance copy of the bid documents and the original copy to the address provided below, subject to the Terms and Conditions attached herewith, stating the shortest time of delivery, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila. Please address your quotation to the undersigned.

Thank you very much.


ELOISA A. ROMERO
Administrative Officer V
Procurement and General Services Division

Contact Person **FARHAN M. AMBIONG**
Contact No 8 525-9318 local 268

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. *Business or Mayor`s Permit/Certification (as of 2021)*
2. *Annual Income Tax Return (latest)*
3. *Company Profile (latest and updated)*
4. *PhilGEPs Certificate/Membership (latest)*
5. *Notarized Omnibus Sworn Statement (provided below)*

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

3. *[Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued], [place issued]*

IBP No. _____ *[date issued], [place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____