

27 April 2021

REQUEST FOR PROPOSAL (RFP)

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

RFP No. TPB-PR 2021.04.157

Requirement: Services of an Events Management Company for the Conduct of the Virtual Pacific Asia Travel Association (PATA) Adventure Travel Conference and Mart

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount(PhP)
1 Lot	<p>Virtual Pacific Asia Travel Association (PATA) Adventure Travel Conference and Mart</p> <p>Date: 25-27 May 2021 Participants: Tourism professionals from the public and private sectors</p> <p>The event will be conducted in a two (2)-day hybrid format with the following components:</p> <ol style="list-style-type: none"> 1. Travel Mart – Focusing on adventure products and services, it will be participated by a mix of local and international buyers and sellers on a B2B and business matching platform; 2. Conference - Online educational sessions will explore the dynamics, trends, and nuances of this fast-growing tourism market segment; 3. Networking –ATCM 2021 participants will be provided with an online platform to network and exchange ideas with their counterparts; 	1,000,000.00	1,000,000.00

	<p>4. Gamification and Destination Experiences - Online games and live destination experiences will be integrated in the program to provide delegates a unique and fun virtual experience of the Philippines.</p> <p>Scope of Work/Deliverables The Event Organizer shall:</p> <ol style="list-style-type: none"> 1. Conceptualize, manage and implement the overall program scenario for the virtual / onsite event. 2. Form an Event Management Team that will execute, oversee and manage the required onsite and online physical & technical requirements of the event 3. Source and hire a conference program moderator/emcee to ensure the smooth transition in-between sessions, to facilitate Q&A, Gamification Activities and synthesize and make the program dynamic and interactive (<i>for approval of TPB</i>) 4. Provide the following general requirements: <ol style="list-style-type: none"> a) Design creative materials including event banner, background, signage, digital juice, title card (<i>for approval of TPB</i>); b) 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>); c) Organize and facilitate Speakers' Technical Rehearsal; Secure a copy of Speaker's presentations and 		
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	<p>management of pre-recorded presentations, technical requirements and etc.;</p> <ul style="list-style-type: none"> d) Conduct a final orientation or dry-run of ATCM at least a week before the actual event dates; e) Organize and manage onsite or online programs/sessions for the entire duration of the ATCM; f) Record all sessions and upload to a specific online drive including all other creative materials pertaining to the ATCM; g) Document in photo and video the ATCM to include presentations in the sessions and endorse to the TPB in an external hard drive; h) Generate and submit an Event Analytics Report of the event i) Provide update and feedback to the TPB on a regular basis on the progress of the preparations of the ATCM and other related areas. <p>5. Provide Onsite and Online Physical and Technical Requirements</p> <p>Eligibility Requirements</p> <ul style="list-style-type: none"> 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 <p>Must submit the articles of incorporation, CDA or DTI certificate, whichever is applicable</p> <ul style="list-style-type: none"> 2. Must have organized and staged at least three (3) Virtual/Hybrid Events; <p>Must submit a list of all ongoing and completed government and private contracts</p>		
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for the last three (3) years whether similar or not similar to the requirements;

3. Key team members of the Events / Production Company must have a minimum of three (3) years of experience in organizing local and international events:

- Event Coordinator
- Event Director / Content Manager
- Technical Director and Support Team
- Stage Manager
- Script Writer
- Creative Artist

Must submit a list of personnel to be assigned to the project with their respective CVs / Professional Profile; **Use TPF6 Form, the document need not be notarized**

4. Must be registered in the Philippine Government Electronic Procurement System (PHILGEPS);

CRITERIA FOR EVALUATION

Proposal	Weight
A. Technical Proposal	80%
B. Financial Proposal	20%

Technical and Financial Proposals
Criteria and Rating (80% Passing Score)

Qualified Bidders shall be required to present their technical proposal (maximum of 15 minutes), the date of the presentation will be on short notice.

Please see attached Terms of Reference for the detailed scope of works, rating criteria for

	the technical proposal, methodology and, other details.		
Terms	As stated in the TOR		
Delivery	As stated in the TOR		
ABC	PhP1,000,000.00 inclusive of applicable taxes		

Please submit your **proposal and legal documents** duly signed by your representative to the email address *janet_villafranca@tpb.gov.ph* not later than **03 May 2021, 5:00PM**, subject to the Terms and Conditions stated herewith and indicating the shortest time of delivery.

The proposal shall be in a **compressed file folder**, for easy identification of emails, the subject shall be in this format: **EMC for PATA_<Company Name>**

Thank you very much.

ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact Person

JANET G. VILLAFRANCA

Email:

janet_villafranca@tpb.gov.ph

Note:

- 1. All entries must be typewritten on your company letterhead.**
- 2. Price Validity shall be for thirty (30) calendar days.**
- 3. Suppliers must submit the following legal documents to be eligible to participate in the bidding:**
 - PhilGEPS Registration Certificate
 - Mayor/Business Permit
 - Latest Income Tax Return Certificate
 - Omnibus Sworn Statement (using the revised form)
 - Company Profile