

## Request for Quotation

5 July 2021

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

Quotation No. **TPB-RFQ 2021-07-239**

PR No. 6.039

**Project Title:** 2<sup>nd</sup> Tourism and Technology Forum

**Requirements:** Services for Content Creation and Speakers Management

Unit	Particulars	Unit Cost	Total Cost
Lot 1	<p><b>Services for Content Creation and Speakers Management for the 2<sup>nd</sup> Tourism and Technology Forum on 7 – 8 September 2021, Manila, Philippines (Hybrid Event)</b></p> <p><b>Technical Reference:</b></p> <p><u>Background:</u></p> <p>The ongoing global pandemic has made it imperative for tourism stakeholder 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 2<sup>nd</sup> Travel and Tourism Technology Forum (TTF), organized by the Tourism Promotions Board (TPB) Philippines, aims to re-skill the tourism stakeholders in marketing and promoting their products and services through digital avenues and revisiting their brand to appeal to their target audience in the new normal. The event also aims to introduce a variety of digital tools and solutions to stakeholders so as to engage potential clients/ 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 innovative marketing programs. 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 maximum of 120 onsite delegates and an approximate of 500 online participants. Registration will be offered free to travel and tourism stakeholders.</p> <p>In view of this, the TPB is in need of a company that can assist in developing the program and content of the Forum, manage and source quality local and international presenters / speakers / moderators relevant to the session topics of the Tourism and Technology Forum.</p>	PhP800,000.00	PhP800,000.00

	<p><u>Scope of Services:</u></p> <ol style="list-style-type: none"> <li>1. Conceptualize a program that will provide the following: <ul style="list-style-type: none"> <li>• Re-skill the tourism stakeholders in marketing and promoting their products and services through digital avenues</li> <li>• Help tourism stakeholders revisit and improve their brand to appeal to their target audience in the new normal</li> <li>• Provide inputs on trends in marketing and branding</li> <li>• Advise on digital tools / solutions / innovations related to tourism and MICE products and services</li> </ul> <p>*there should be focused/ industry-specific breakout sessions for tourism stakeholders/ sellers and destination organizations/ LGUs that will help each industry category in improving their sales and marketing skills, target and provide solutions on industry-specific issues</p> </li> <li>2. Secure six (6) to twelve (12) high-caliber local and international presenters/speakers/moderators whose subject expertise are relevant to the topics/issues to be discussed at the Tourism and Technology Forum; <ul style="list-style-type: none"> <li>• Presenters / Speakers / Moderators, are preferably thought-leaders or an authority or have an in-depth knowledge of any of the following topics: Tourism industry, Destination Marketing, Digital Marketing, Content Creation, Branding, E-Commerce and Marketing Analytics, among others. They must provide global perspectives on issues to be tackled in the Forum. Speakers may come from various regions (US, Europe and Asia-Pacific) and from leading multinational marketing and technology companies such as Google, Tiktok, Facebook, Instagram, etc.</li> <li>• Industry Professionals / Resource persons invited in similar conferences, seminars, workshops and webinars for at least 2 years, and with positive review from the audience should be a priority—to ensure relevance of the sessions to the Tourism industry;</li> <li>• TPB may recommend / invite directly possible speakers for the Forum. TPB, as organizer of the event, may negotiate directly for preferential rates to maximize the budget allocation for speakers’ professional fees;</li> <li>• Any recommended presenters/speakers/moderators will be subject to the approval of TPB. Quotations / professional fees of recommended speakers should be disclosed to TPB. TPB reserves the right to re-negotiate with recommended speakers;</li> <li>• Once approved, the TPB, as the national organization recognized by international tourism associations/ organizations, may opt to formally invite the vetted presenters/speakers/moderators;</li> <li>• The TPB, together with its Event Platform Technical team, shall provide speakers with their technical requirements during rehearsal and actual sessions.</li> </ul> </li> <li>3. Facilitate the payment of honorarium/ professional fees or other logistical expenses of approved presenters/speakers/moderators; <ul style="list-style-type: none"> <li>• The company must have the capability to provide advance payments of professional fees to presenters/speakers/moderators, as required;</li> </ul> </li> </ol>		
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- The company must be able to settle the remainder of professional fees within five (5) working days after the speaker’s session, as applicable.
4. Coordinate with approved presenters/speakers/moderators and provide the requirements from presenters/speakers/moderators
- To execute agreement with the TPB-approved Speakers;
  - Biodata/ profile and photo of the speaker for event promotion;
  - Presentation should be submitted prior to the Speaker’s technical rehearsal;
  - Arrange for the authorization of TPB to share the recorded/slide presentation to participants of Tourism and Technology Forum (within the TPB Facebook Page and Website);
  - Speakers Management Company should comply with the Philippine Data Privacy Act;
5. Assign a point person whom the TPB MICE organizing committee will coordinate with for this project

Eligibility Requirements:

1. Must be a Filipino-owned, operated and legally registered Speakers Bureau / Professional Conference Organizer (PCO), Business Events Management Company under Philippine laws for at least three (3) years.
2. Must have an experience in conference program conceptualization and sourcing and handling speakers for corporate or government events or other similar events
  - a.) Submission of agreements/ contracts of a similar nature from 2018 - 2021
  - b.) Submission of sample previous conference programs created and speakers contracted for past clients from 2018 - 2021.
3. Bidders need to submit a proposed program and speakers according to the requirements/ program objectives listed in the Scope of Services.

Proposed Schedule of Activities:

(Subject to change)

Date	Activity
5-9 July 2021	Submission of proposed program, topics and speakers
15 July 2021	Invitation and confirmation of speakers
29 July 2021	Target completion of Presenters/Speakers/Moderators
15 August 2021	Speakers Technical Rehearsal / Deadline of Submission of Pre-recorded Sessions
7 September 2021	Start of the 2 <sup>nd</sup> Tourism and Technology Forum
8 September 2021	End of the 2 <sup>nd</sup> Tourism and Technology Forum

Approved Budget for the Contact (ABC):

The Approved Budget for the Contract (ABC) is **EIGHTHUNDREDTHOUSANDPESOS (PHP800,000.00)** inclusive of applicable

taxes.

- The bid amount shall include the total amount of professional fees, management fees and applicable taxes. Allocation for Speakers Professional Fees should not be lower than PHP300,000.00
- Accepts send-bill arrangement. Billing on the Professional Fees paid to the Speakers should be based on actual cost.

Terms of Payment:

Send bill to the Tourism Promotions Board; Final payment in 30 days upon completion of deliverables and receipt of invoice, billing and/or other pertinent documents


Criteria for Evaluation:

	CRITERIA	Score	Rating
I.	Firm Experience and Capability	30 pts	
	<p>1. Has been involved in providing training and learning interventions in government and private sector organizations:  <input type="checkbox"/> More than 3 years (15pts)  <input type="checkbox"/> At least 3 years (10pts)</p> <p>2. Conducted conferences/ learning programs related to the following topics: Tourism, Destination Marketing, Digital Marketing/ Communications, Content Creation, Branding, E-Commerce, Marketing Analytics and Digital Solutions.  <input type="checkbox"/> 5 conferences/ learning programs and above (15pts)  <input type="checkbox"/> 2 conferences/ learning programs but less than 5 conferences/ learning programs (10pts)</p>		
II.	Qualifications of Speakers/Presenters/Moderators who will be selected to the event	30 pts	
	<p>1. Industry Professionals / Resource persons invited in similar conferences, seminars, workshops and webinars for at least 2 years  <input type="checkbox"/> 5 years and above (30pts)  <input type="checkbox"/> At least 2 years but less than 5years (25pts)</p>		
III.	Plan of Approach and Methodology	40 pts	
	<p>1. Bidder's proposal of the program (topics and speakers) (20)                  2. Relevance of the customized topics to the organization's requirements and event objectives (20)</p>		

	<p>Passing Rate: 85%</p> <p>Percentage of the Proposals:</p> <p>Technical Proposal: 80%</p> <p>Financial Proposal: 20%</p> <p>Note: Interested suppliers are required to prepare a 20 minutes presentation of their Plan Approach and Methodology for the project. The date of presentation is to be issued once the relevant notices are signed and approved.</p> <p><u>Contact Persons:</u></p> <p>For particulars, please contact TPB-MICE Organizing Committee:</p> <ol style="list-style-type: none"> <li>1. Ms. Raquel Tria Acting Head, MICE Department raquel_tria@tpb.gov.ph</li> <li>2. Ms. Sherdoll Bayona Senior Convention Services Officer, MICE Department sherdoll_bayona@tpv.gob.gov.ph</li> <li>3. Ms. Natasha Blanquisco Convention Services Officer III, MICE Department</li> </ol> <p style="text-align: center;"><b>*** Nothing Follows ***</b></p>		
Terms	30 days upon receipt of invoice.		
Delivery	7 – 8 September 2021		
ABC	<b>PhP800,000.00</b> inclusive of all applicable charges and taxes		

The last day for submission of **quotation** is not later than 09:00 a.m. on **9 July 2021, thru e-mail at [farhan\\_ambiong@tpb.gov.ph](mailto: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, duly signed by your representative and stating the shortest time of delivery 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 8 525-9318local 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 (Revised)

*[shall be submitted with the Bid]*

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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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing 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.

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**



**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_,  
Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*