

REQUEST FOR QUOTATION

11 August 2021

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

Quotation No. TPB-PR.2021.08.294

PR No. 8.015

REQUIREMENTS: SERVICES OF AN EVENT MANAGEMENT COMPANY (EMC) FOR THE YOUTH FOR TOURISM AND HOSPITALITY (Y4TH) INTERNATIONAL CONFERENCE

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SERVICES OF AN EVENT MANAGEMENT COMPANY (EMC) FOR THE YOUTH FOR TOURISM AND HOSPITALITY (Y4TH) INTERNATIONAL CONFERENCE</p> <p>Indicative Date: 16 & 23 October 2021 Virtual</p> <p>I. SCOPE OF SERVICES</p> <p>A. 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"> • Zoom Meeting (can accommodate from 100 - 10000 online user/viewers) • Zoom Meeting streamed live via Facebook • More than 300 Mbps internet connection • Playback support (slides, videos) • Open Broadcaster Software (OBS) • Appropriate hardware and software equipment necessary for online webinars and broadcasting <p>B. Other Requirements</p> <ul style="list-style-type: none"> • Can integrate registration system in the online event platform • Can 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 	P200,000.00	P200,000.00

	<ul style="list-style-type: none"> • Can control and manage speakers in virtual backstage • Can facilitate speakers’ rehearsal • Can facilitate the participation/engagement of delegates • Can integrate interactive Q&A / On-Screen Polling Tools • Can disseminate / upload and collect digital evaluation form (content to be provided and approved by UPAAA) • Can develop an e-Certificate and distribution to qualified delegates (content to be provided and approved by UPAAA) <p>C. Form an Event Management Team that will execute, oversee and manage the required online physical & technical requirements of the event which may include, but not limited to the following:</p> <ul style="list-style-type: none"> • Event Coordinator • Technical Director (online platform) • Technical Assistant <p>D. Documentation</p> <ul style="list-style-type: none"> • Record/document the whole event to include presentations in the sessions and endorse to the TPB/UPAAA in an external hard drive • Generate and submit an Event Analytics Report of the event covering the following: <ul style="list-style-type: none"> ○ Number of Online Registrations (Real-time report) ○ Number of Online Views (Real-time report) ○ Social Media Engagement ○ Attendee Evaluation Survey (UPAAA to provide survey content) ○ Summary of Questions and Feedback <ul style="list-style-type: none"> • Provide update and feedback to the TPB/UPAAA on a regular basis on the progress of the preparations of the event and other related areas. 		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is P200,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **19 August 2021 on or before 1700H**, 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.

1. Mayor's Permit/ License 2021
2. BIR Registration / TIN
3. Company Profile/ Reference
4. PhilGEPs Certificate
5. Omnibus Sworn Statement

Thank you very much.



ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact Person

(MISS) GENESIS WEIYN B. LEE

Note: **All entries must be typewritten in your company letterhead.**

Price Validity shall be for a period of thirty (30) calendar days.

II. ELIGIBILITY OF REQUIREMENTS

1. Must be Filipino-owned, operated and legally registered Events Management Company under Philippine laws. Must have been in operation for at least two (2) years;
2. Key team members of the Events / Production Company must have a minimum of two (2) years of relevant experience in organizing online local events;
 - Event Coordinator
 - Technical Director (online platform)
 - Technical Assistant
3. Must submit a list of personnel to be assigned to the project with their respective CVs / Professional Profile
4. Must submit a list of all ongoing and completed government and private contracts for the last two (2) years similar or related to the requirements;
5. Licensed zoom account or an equivalent subscription to a streaming software/ platform, as applicable