

October 19, 2021

REQUEST FOR PROPOSAL

Request for Proposal No. TPB-PR.2021.10.386

Requirements : Services of an Event Management Company for Virtual Event
Project Title : Association Summit 9th Edition
Date : November 24-25, 2021 (Event/Activity date is subject to change)
Approved Budget : One Million Pesos (PhP1,000,000.00)

The TPB, through its Bids and Awards Committee (BAC), is in need of the Services of an Event Management Company to provide the effective management of the proceeding of Association Summit 9th Edition (AS9) by delivering the necessary online technical requirements, technical manpower, talents, concept design, and all other provisions for the successful conduct of the event on November 24-25, 2021 (Event / Activity date is subject to change).

The Small Value Procurement (SVP) for Consulting Services will be undertaken in accordance with Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, other known as the Government Procurement Law.

As such, **Bidders / Suppliers are invited to submit a bid proposal (Legal, Technical, and Financial)** duly signed by your authorized representative not later than **October 27, 2021** until 12:00 Noon for the items described in the Technical Specifications, subject to the Terms and Conditions stated herewith.

SPECIFICATIONS OF THE AS9

- A. Theme
“Associations and the Pandemic: Lessons Learned and Way Forward”: A Conversation Among Members and Stakeholders
- B. Audience Profile
 - Associations
 - Association Executives
 - All individuals related to the management of an association / organization
- C. Target Number of online audience
 - 300 – 600
- D. Components of the Summit
The following are the components of the Forum:
 1. Opening Ceremony
 - Duration: Maximum of 30-45 minutes
 - Setup: Live and pre-recorded
 - Content: MICE & tourism videos, opening energizing production/entertainment, prayer, national anthem, Event Moderator’s opening spiel, welcome remarks from Guest of Honor, Gamification (onsite and online games to pump up audience participation),
 2. Plenary Sessions (Main Stage)

- Four (4) plenary sessions; two (2) sessions per day
 - Duration: Minimum of 45 minutes / Maximum of one (1) hour each
 - Setup: Live online or pre-recorded
 - With interactive Q&A
3. Panel Sessions
 - Four (4) plenary sessions; two (2) sessions per day
 - Duration: Minimum of 1 hour and 30 min / Maximum of two (2) hours each
 - Setup: Live online or pre-recorded
 - With interactive Q&A
 4. Ang Susi Awarding Ceremony
 - Duration: One (1) hour
 - Setup: Live online and pre-recorded of winners messages
 - Six (6) – Eight (8) winners
 5. Closing Ceremony
 - Duration: Maximum of 20 minutes
 - Setup: Live online
 - Content: MICE & tourism Videos, event moderator's closing spiel, closing remarks from PCAAE Official or Guest of Honor
 6. Gamification
 - At least 2-3 sets of interactive activities for each day of the Summit, to be participated by online delegates (mechanics c/o of Philippine Council of Associations and Association Executives (PCAAE)).

SCOPE OF SERVICES

The Event Organizer shall:

1. Conceptualize, manage and implement the overall program scenario* for the following activities:

Day / Time	24 November 2021 Wednesday	25 November 2021 Thursday
08:00 – 08:30	Registration	Registration
08:30 – 09:15	Opening Ceremony National Anthem Invocation Energizing Prod Number Welcome Remarks Greetings from ASAE Opening / Keynote Remarks	General Council of Members Meeting / CEO Report
09:15 – 09:30	<i>Break / Gamification</i>	<i>Break / Gamification</i>
09:30 – 10:30	Main Stage	Main Stage
10:30 – 10:45	<i>Break / Gamification</i>	<i>Break / Gamification</i>
10:45 – 11:45	Main Stage	Main Stage
12:00 – 13:00	<i>Lunch Break</i>	<i>Lunch Break</i>
13:00 – 15:00	Panel Session 1	Panel Session 3
15:00 – 15:15	<i>Break / Gamification</i>	<i>Break / Gamification</i>
15:15 – 17:15	Panel Session 2	Panel Session 4
17:15 – 17:30	<i>Break / Gamification</i>	<i>Break / Gamification</i>

17:30 – 18:00	Ang Susi Award Presentation (10-15 Awardees)	Closing ceremony
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**Schedule and program is subject to change*

2. Form an Event Management Team that will execute, oversee and manage the required online technical requirements of the event which may include, but not limited to the following:
 - Event Coordinator / Project Manager
 - Content Manager / Script Writer
 - Virtual Platform Operator / Technical Personnel
 - Creative Artwork Specialist / Graphic Manager*
 - Event Host / Moderator
 - Others as Required by TPB
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 PCAAE*)

Qualifications of the Event Moderator/ Host:

 - 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/PCAAE
 - Must be available to present and deliver spiels live online during the two-day summit

** Recommendation of a Celebrity Host (Business/Travel/Lifestyle Program Host) is an advantage*
4. Provide the following general requirements:
 - a. Integrate an entertainment production fit for the audience for the Opening Ceremony; and possibly a brief introduction AVP for the Ang Susi Awarding Ceremony, as needed.
 - b. Create pre-event promotional materials and facilitate attendance promotions (*design and content to be provided and approved by PCAAE*)
 - c. Design creative materials including event banner, background, signage, title card (*for approval of PCAAE*)
 - d. 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 and event information (*for approval of PCAAE*)
 - e. Organize and facilitate speakers' technical rehearsal; secure a copy of speaker's presentations and management of pre-recorded presentations, technical requirements and etc.
 - f. Conduct a final orientation or tech-run of the Summit before the actual event dates
 - g. Organize and manage online sessions for the entire duration of the Summit
 - h. Provision for possible simultaneous FB-streaming, as needed
 - i. Record all sessions and upload to a specific online drive including all other creative materials pertaining to the event and endorse to the TPB
 - j. Document in video the Summit to include presentations in the sessions and endorse to the TPB in an external hard drive
 - k. Generate and submit an Event Analytics Report of the event covering the following:
 1. Number of Online Registrations (*Real-time report*)
 2. Number of Online Views per session (*Real-time report*)

3. Attendee Evaluation Survey
 4. Summary of Questions and Feedback/ Attendee Engagement, as applicable
- l. Produce a short (2-3min) audio visual summary of the 2-day event
 - m. Provide update and feedback to the TPB and PCAAE on a regular basis on the progress of the preparations of the event and other related areas
5. Provision of an **Online Event Platform** with the following functionalities:
 - a. Act as a landing site/ portal with the event brand/ title where delegates can access the sessions. Said portal should be responsive/ accessible via mobile and computer screens
 - b. Preferably has an online registration integrated in the platform for at least 300 to a maximum of 600 registrants
 - c. It should have the capacity to hold a live plenary and panel sessions for at least 300 pax online at a time
 - d. It should allow storage and streaming of on-demand videos after the live sessions
 - e. It should have a virtual backstage where speakers can be prepared/ managed, or an alternate area/ means to communicate with speakers
 - f. Should be able to facilitate the participation/engagement of delegates
 - g. Has an integrated interactive Q&A / On-Screen Polling Tools, should the sessions require this
 - h. Has the ability to send to delegates announcements and notifications
(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)
 6. Ensure delivery of the following technical requirements:
 - a) Create and manage the design and content of the online platform (to include but not limited to the landing page, entrance to program sessions, title cards for each session, etc.)
 - b) Provide maintenance and support during the actual event (especially technical issues requiring troubleshooting)
 - c) Seamlessly incorporate streaming of the live program and management of the speakers/ program in the platform
 - d) Assist in the conduct of gamification activities and facilitation of Q&As
 - e) Provide the necessary updates and reports related to the use/ engagements of delegates in the platform
 - f) Disseminate / upload and collection of digital evaluation form (*content to be provided and approved by PCAAE*)
 - g) Development of an e-Certificate and distribution to qualified delegates (*content to be provided and approved by PCAAE*)

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. Must submit a list of team members to be assigned to the project with their respective CVs / professional profile. Team members must have at a minimum of three (3) years of experience in organizing local and international events.
 - Event Coordinator / Project Manager
 - Content Manager / Script Writer
 - Virtual Platform Operator / Technical Personnel

- Creative Artwork Specialist / Graphic Manager*
- Event Host / Moderator
- Others as Required by TPB
* may have less than 3 years of relevant experience

3. Must have organized and staged at least one (1) virtual/online event/webinar
4. 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 Digital Platform to use (*with license, certification or its equivalent*) for the virtual set up
2. Registration System including issuance of Evaluation and E-Certificate
3. Program Scenario for virtual event
4. Concept for the opening ceremony show/entertainment
5. Set up/ design for online/virtual event (Plenary and Panel Sessions)
6. Event Moderator / Host

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

APPROVED BUDGET FOR THE CONTRACT (ABC) INCLUSIVE OF APPLICABLE TAXES

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 proposal (RFP).

TIMELINE/ SCHEDULE OF REQUIREMENTS

The project will commence upon receipt of Notice to Proceed (NTP) up to the end of the actual event on November 24-25, 2021 of which marks the target completion of the project;

Proposed Submission (Indicative Dates)	Particulars
08 November 2021	Submission of preliminary set up design for onsite and virtual platform
08 November 2021	Start of Online Registration
15 November 2021	Finalization of Opening Program AVP
22-23 November 2021	Speakers Tech Run and Dry run of Opening Show (as applicable)
24-25 November 2021	Event Proper

03 December 2021	Submission of statistics/ data, event documentation materials.
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TERMS OF PAYMENT

A. The indicative payment scheme is as follows:

Amount	Deliverables
15% 1 st progress payment	Upon submission and approval of preliminary design of the online platform and set-up
45% 2 nd progress payment	Upon completion and approval of the virtual platform components; 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 in a hard drive

B. The following documents should be submitted by the winning bidder to facilitate 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

C. The TPB processes payments through fund transfer through Land Bank of the Philippines (LBP). Should the winning bidder/ supplier do not have an LBP account, fund transfers may still be remitted to the preferred bank of the supplier but bank charges to be borne by the supplier;

CRITERIA FOR EVALUATION

- Bidders will be required to make a presentation (maximum of 15 minutes) of their Concept and Planned Approach. **Tentative date of Presentation is on October 27, 2021 2:00 PM thru Zoom, the BAC Secretariat will email the Zoom Link**
- The winning bid must attain a rate of 80% based on the following set of selection criteria with their corresponding weight assignment:
- Quality-Cost Based Evaluation Procedure

Proposal	Weight
Technical Proposal	80%
Financial Proposal	20%

RATING GUIDE FOR TECHNICAL PROPOSAL

TECHNICAL BID/PROPOSAL CRITERIA RATING (80% Passing Score)

	CRITERIA	WEIGHT
I	QUALITY OF PERSONNEL WHO MAY BE ASSIGNED TO THE PROJECT	30%
	<p>Profile and expertise of key personnel assigned to the project showing specialization and/or experience in the conduct of similar events with minimum experience of 3 years (<i>not including the Creative Artwork Specialist</i>):</p> <ul style="list-style-type: none"> • Event Coordinator / Project Manager • Content Manager / Script Writer • Virtual Platform Operator / Technical Personnel • Creative Artwork Specialist / Graphic Manager* • Event Host / Moderator • Others as Required by TPB <p><i>*may have less than 3 years of relevant experience</i></p> <p>Key personnel involved in the project must have:</p> <ul style="list-style-type: none"> • 3 or more years of relevant experience (<i>all personnel except CAS</i>) (30%) • Less than 3 years of relevant experience (<i>any personnel other than CAS</i>) (20%) <p><i>Covering the suitability of the key staff to perform the duties of the particular assignments and general qualifications and competence including education and training of the key staff and similar projects handled by personnel (based on submitted CVs).</i></p>	
II	COMPANY EXPERIENCE AND CAPABILITY	30%
	<p>A. Experience of the firm in handling similar nature of work (10%)</p> <ul style="list-style-type: none"> • More than 3 years (10%) • At least 3 years (5%) <p>B. List of implemented similar projects for the last 3 years; - Experience in working with government projects will be an advantage (5%)</p> <ul style="list-style-type: none"> • More than 10 projects (5%) • 5-10 projects (3%) • Less than 5 projects (2%) <p>C. Implemented similar event with a government agency (5%)</p>	

	<p>D. Number of Virtual/Hybrid Events organized (10%)</p> <ul style="list-style-type: none"> • More than 2 Virtual/Hybrid Events (10%) • 1-2 Virtual/Hybrid Events (8%) <p><i>Bidder has presented evidence in implementing/managing similar projects whose quality is acceptable to the event requirement.</i></p>	
III	PLAN OF APPROACH AND METHODOLOGY	40%
	<p>A. Adherence of the proposal to all the required components of the AS9 as mentioned in this bid (20%)</p> <p>B. Creativity and innovation in the plan of approach* (10%)</p> <p>C. Feasibility of the planned execution of the overall scope of work* (10%)</p> <p><i>*In consideration of Proposed Set/Stage Design, Scenario, Proposed Moderator, Proposed Event Platform and Registration System to use (with certification or its equivalent) for the hybrid set up.</i></p>	
	TOTAL	100%

I. OTHER TERMS AND CONDITIONS

- 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”.
- C. Neither party shall be held liable to the other for any failure to perform any obligation due to fortuitous event or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural or man-made eventuality.
- D. Bidder must be willing to respond to immediate/unforeseen changes in the specifications, activities, schedules based on IATF and LGU pronouncements

ADDITIONAL INFORMATION

For particulars, please contact:

- Ms. Sherdoll Anne Bayona
Acting Head, Events Marketing & Services Division, MICE Department
Sherdoll_bayona@tpb.gov.ph
- Ms. Mary Ann Caramat
Project Officer, Events Marketing & Services Division, MICE Department
Maryann_caramat@tpv.gob.gov.ph

Copies of the following legal and eligibility requirements are also required to be submitted along with your financial bidproposal:

Legal Documents:

1. 2021 Mayor/Business Permit / License
2. SEC / DTI Registration Certificate
3. PhilGEPS Membership/ Certificate
4. Revised Omnibus Sworn Statement
5. BIR Registration / TIN
6. Income Tax Return
7. Secretary's Certificate
8. Company Profile

Technical Documents:

1. Statement of all ongoing and completed government and private contracts, including contract awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the last Three (3) year prior to the deadline for the submission and receipt of eligibility documents.
2. Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in Clause 1.2 their respective curriculum vitae.
3. Joint Venture Agreement (if applicable). In case the joint venture is already in existence, or duly notarized statement from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.
4. TPF 1. Signed Technical Proposal Submission Form
5. A brief description of the organization and outline of recent experience of the Consultant on projects of a similar and related nature (TPF 2. Consultant's References)
6. Comments, if any, on the TOR (TPF 3. Comments and Suggestions of Consultant on the Terms of Reference, etc.)
7. TPF 4. Description of the Methodology and Work Plan for Performing the Project .
8. TPF 5. Team Composition and Task.
9. TPF 6. Format of Curriculum Vitae for Proposed Professional Staff (Currently Notarized CV)
10. TPF 7. Time Schedule for Professional Personnel Indicating the estimated duration in terms of person-months and proposed timing of each input for each nominated experts
11. Work Plan showing in graphical format the timing of activities (TPF 8. Activity (Work) Schedule)

Note: You can download the sample form of Technical Proposal Form (TPF) from the Philippine Bidding Document for Consulting.

Please submit your quotation/proposal and eligibility documents to the Bids and Awards Committee, Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila or thru email at bac_sec@tpb.gov.ph cc soc_torres@tpb.gov.ph

For any clarification, you may contact the BAC Secretariat at telephone number 8525-9318 loc. 266 or email at bac_sec@tpb.gov.ph cc soc_torres@tpb.gov.ph

Thank you very much.



ATTY. VENANCIO C. MANUEL III
Chairperson
Bids and Awards Committee

