



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7976466
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of a Conference Integrator in connection with Philippines' participation in UNWTO and APEC Meetings

Area of Delivery

Solicitation Number:	RFQ No. 2021 - 09 - 0098	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Events Management	Date Published	07/09/2021
Approved Budget for the Contract:	PHP 200,000.00	Last Updated / Time	06/09/2021 13:02 PM
Delivery Period:	2 Day/s	Closing Date / Time	10/09/2021 10:00 AM
Client Agency:			
Contact Person:	John Paulo Samonte Francisco Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 jsfrancisco@tourism.gov.ph		

Description

Terms of Reference for the required Conference Integrator in connection with the Philippines' virtual participation to the 54th UNWTO Meeting of the Commission for East Asia and the Pacific (CAP), 33rd Joint UNWTO Commission Meeting of the Commission for East Asia and the Pacific (CAP), UNWTO Commission for South Asia (CSA), and the 58th Meeting of the APEC Tourism Working Group 14-15 September 2021, Department of Tourism
 Requirement: Conference Integrator

Rationale

The Department of Tourism will participate virtually to the following UN World Tourism Organization (UNWTO) and Asia Pacific Economic Cooperation (APEC) meetings:

14 September 2021, 2:00 pm - 5:30 pm (Philippine Standard Time)

1.54th UNWTO Meeting of the Commission for East Asia and the Pacific (CAP)

2.33rd Joint UNWTO Commission Meeting of the Commission for East Asia and the Pacific (CAP) and the Commission for South Asia (CSA)

15 September 2021, 07:00 am - 12:00 pm (Philippine Standard Time)

3.58th APEC Tourism Working Group (TWG) Meeting

Due to the prevailing guidelines and precautions, the Philippines' participation to the above-mentioned UNWTO and APEC Meetings will be virtual. The UNWTO Commission Meetings is hosted by the UNWTO Headquarters in Madrid, Spain while the APEC TWG Meeting is hosted by the Ministry of Business, Innovation and Employment of New Zealand.

Legal Basis

Pursuant to Section 12(I) of Republic Act No. 9593 (Tourism Act), the Office of Tourism Development Planning, Research and Information Management (OTDPRIM) under the Tourism Development (TD) Sector is mandated to pursue the Department's interests in multilateral, international and regional tourism cooperation, agreements and treaties. With the Philippines as a Member State of the UNWTO and a Member Economy of the APEC TWG, the Department of Tourism is mandated to represent the Philippines in the UNWTO and the APEC TWG.

In this regard, the DOT requires the services of a Conference Integrator that will assist in the implementation of conduct and virtual attendance of the Philippines in the UNWTO and APEC Meetings as this is a combination Senior and Technical Officials' level meeting.

Venue: The Officials and Project Officers shall report to the Department of Tourism for the said meeting for a formal meeting setup. Therefore, the winning bidder will be requested to report to the DOT subject for discussion on the number of personnel as well as observance of health and safety protocols.

Scope of Services

The Conference Integrator is expected to provide the following:

- 1) Integrated Sound System with monitors and connectivity for online conferencing;
- 2) Three (3) Goose Microphones and required audio connections;
- 3) Three (3) TV Monitor, 55" or larger, for video display
- 4) High Resolution Video Camera, for video input;
- 5) Online documentation and recording of the meetings;
- 6) Photo documentation of the preparation as well as during the meetings;
- 7) Provision of Meals:

Date

No. of Pax

Meals

13 September 2021 (preparatory arrangements)

5 Pax

AM, PM Snacks, Lunch and Dinner

14 September 2021

7 Pax

PM Snacks, Lunch and Dinner

15 September 2021

7 Pax

AM Snacks and Lunch

8) Provision of RT-PCR Test for Seven (7) DOT Officials and Officers. 9) Table arrangements including cloth overlay and acrylic barriers; 10) Ingress and Technical Run on 13 September 2021; and 11) RT-PCR Tests for personnel who will be assisting onsite for technical matters.

Other Requirements

Must be Filipino-owned, operated and legally registered professional conference organizer/ production house / events management entity.

Must have experience in organizing international and online events in the Philippines. Bidder to submit company profile and events previously handled related to tourism.

To ensure the proper execution of the meetings, the DOT requires the submission of the breakdown of the bidder's proposal and listing for the production management that shall be deployed in the Department of Tourism.

Budget Estimate: The project costs Php 200,000 (Inclusive of all fees and taxes).

Payment: Government Procedure

Prepared By and Contact Persons:

Mr. Jaime Victor S. Bayhonan

OIC-Chief

International Relations Division

jsbayhonan@tourism.gov.ph / ird@tourism.gov.ph

Ms. Jem Micaiah M. Turla

Senior Tourism Operations Officer

International Relations Division

jmturla@tourism.gov.ph / ird@tourism.gov.ph

Approved By:

Mr. Warner M. Andrada

OIC-Director

Office of Tourism Development Planning,

Research and Information Management

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Events Management	UNWTO-APEC Meetings	1	Lot	200,000.00

Other Information**Eligibility Requirements**

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)
4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 10 September 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 06/09/2021

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.