



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6988681
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement Services of a Webinar Management Service Provider/On-line Event Organizer
Area of Delivery Metro Manila

Solicitation Number:	2020-05-0039a	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	1
Classification:	Goods - General Support Services	Document Request List	0
Category:	Services	Date Published	08/05/2020
Approved Budget for the Contract:	PHP 225,000.00	Last Updated / Time	08/05/2020 09:50 AM
Delivery Period:	6 Month/s	Closing Date / Time	11/05/2020 14:00 PM
Client Agency:			
Contact Person:	FELICISIMO EVANGELISTA MAXIMO Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 peles.maximo@yahoo.com		

Description

TERMS OF REFERENCE
(Services of a Webinar Management Service Provider/
Online Event Organizer)

I. PROJECT: DOT Online Learnings

BACKGROUND

In view of the Extended Community Quarantine (ECQ) brought about by the COVID-19 pandemic, most of our tourism stakeholders feel helpless and unproductive due to minimized or totally closed operations. It is important to let stakeholders know that there are initiatives that can be undertaken even during and post-ECQ. Thus, the Department of Tourism through the Office of Industry Manpower Development is developing online learning courses as an alternative to the regular training programs conducted by the DOT. This platform will give stakeholders the opportunity to learn and stay relevant and updated even during the ECQ. Consistent with the Bayanihan To Heal As One Act, the program is one of the activities identified by the DOT to assist and encourage stakeholders as they cope, transition and adapt to the new normal and move towards recovery.

- Target Viewers : Managers, supervisors and workers from tourism enterprises

as tourist accommodation facilities, travel and tour operators, MICE facilities, food establishments and other tourism related enterprises, tour guides and other tourism front-liners; tourism officers, as well as tourism and hospitality educators and trainers.

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- Date/Period Covered : May 15 to November 30, 2020

II. PURPOSE/OBJECTIVES

- To provide professional handling of webinar production and logistics
- To have a wider audience reach

III. TECHNICAL DESCRIPTION/SPECIFICATIONS

Can provide the following requirements:

- Nine (9) sessions of online forum/webinar production and livestreaming for general information and awareness topics to be identified by the DOT-OIMD
- Conduct pre-event and preparation assistance
- Online production management and livestreaming
- Recording and Sharing for viewership
- Link sharing
- Connectivity hosting and recording
- Unlimited number of viewers
- Transcription of viewers' comments/feedbacks after each session
- Statistical report and analysis

IV. APPROVED BUDGET FOR THE CONTRACT:

TWO HUNDRED TWENTY-FIVETHOUSAND PESOS (Php225,000.00)
inclusive of applicable taxes

V. PROJECT OFFICER/CONTACT PERSON

ARLENE A. ALIPIO / MARIAN B. OBISPO
Manpower Planning and Monitoring Division
Office of Industry Manpower Development
Email: arlene_itik@yahoo.com / marian.obispo@gmail.com

Other Information

NOTE: The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

1. Current Mayor's / Business Permit/BIR Certificate of Registration (Individual)
2. PhilGEPS Registration Number or Platinum Membership
3. Latest Annual Income or Business Tax Return (for ABC's above Php500,000.00)
4. Duly Notarized Omnibus Sworn Statement (original or certified true copy)

Kindly submit your quotation for the above requirement via email to: femaximo@tourism.gov.ph or psfrancisco.logistics@yahoo.com or taromanes@tourism.gov.ph not later than 2:00 pm of May 11, 2020

Created by FELICISIMO EVANGELISTA MAXIMO

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