



HRAS - PROCUREMENT

REQUEST FOR QUOTATION

Sealed Bidding

PR No.: Digital Philippines - 53014

Date: 11/18/2022

R.F.Q. No.: 202211-12337

Delivery as scheduled

Gentleman:

Please quote hereunder your lowest possible price(s) for the following item(s) which is/are urgently needed by this office. It is requested that the quotation be signed, sealed or stamped and submitted to the Supply Section, Ground Floor Department of Trade and Industry, 361 Sen. Gil J. Puyat Avenue, Makati City, Metro Manila.

NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
	1.0	UNIT	Provision of Services Please see attached TOR for further details		

*****NOTHING FOLLOWS*****

Remarks All item should be treated as one lot. Please note on the delivery term indicated above.
ABC: 950,000.00

Prepared by:

Paula Camille B. Incapas
PAULA CAMILLE B. INCAPAS
ADMIN. OFFICER II

Very truly yours,

Mary Ann D. Yulas
MARY ANN D. YULAS
SUPERVISING ADMIN.
OFFICER

DTI SHOPPING COMMITTEE

Department of Trade and Industry

As per your request, I/We have indicated the prices of the above mentioned articles on the Unit Price and Total Price columns.

Date Submitted

Signature over Printed Name

POSITION: _____

COMPANY: _____

1 / 1

HUMAN RESOURCE AND ADMINISTRATIVE SERVICE

G/F, Trade and Industry Building, 361 Sen Gil J. Puyat Ave., City of Makati* 1200 Philippines
Tels. (632) 751-4997, 751-0384 loc. 2111, Fax (632) 895-3515, e-mail: procurement@dti.gov.ph

TERMS OF REFERENCE

Procurement of Events Organizer and Manager

Event	:	3 rd Logistics Service Philippines (LSPH) Conference
Venue	:	Philippine International Convention Center
Date	:	November to December 2022

I. BACKGROUND

Following the success of the 1st and 2nd Logistics Services Philippines (LSPH) Conference and Exhibition in 2018 and 2019, and the temporary discontinuation in 2020 and 2021 due to the pandemic, the DTI through its Supply Chain and Logistics Management Division (SCLMD) under DTI-Digital Philippines (DP) is organizing the 3rd LSPH Conference. This Conference aims to assess the Ten Commitments of the Philippine Logistics Services Sector, revisit the strategies and present the immediate and medium-term plan to reduce logistics costs in the country and to make the supply chain more efficient. Given the priority accorded by the newly elected President to ensure food security and reduce transport and logistics cost, and the disruption in the supply chain brought about by the pandemic, the 3rd LSPH Conference becomes even more significant.

The 3rd LSPH Conference will be held on December 19, 2022 at the Philippine International Convention Center (PICC). This one-day event will be attended by an estimated 350 participants from the public and private sectors composed of representatives from the government agencies, logistics services sector, MSMEs, exporters, and importers. This event shall be co-organized by the Department of Transportation (DOTR), Department of Trade and Industry (DTI), and the private sector associations affiliated with Logistics Services Philippines:

1. Academy of Developmental Logistics, Inc. (ADLI)
2. Alliance of Concerned Trucker Owners and Operators (ACTOO)
3. Alliance of Container Yard Operators of the Philippines (ACYOP)
4. Asian Terminal Incorporated (ATI)
5. Association of International Shipping Lines (AISL)
6. Association of Off-Dock CFS Operators of the Philippines (ACOP)
7. Chamber of Customs Brokers Inc. (CCBI)
8. Cold Chain Association of the Philippines (CCAP)
9. Confederation of Truckers Association of the Philippines (CTAP)
10. Customs Bonded Warehouse Operators Confederation, Inc. (CBWOCI)
11. Globalport Terminals Inc.
12. Inland Haulers Truckers Association Inc. (INHATA)
13. International Container Terminals Services, Inc. (ICTSI)
14. Philippine Institute for Supply Management (PISM)
15. Philippine Liner Shipping Association (PLSA)
16. Philippine Multimodal Transport Logistics Association Inc. (PMTLAI)
17. Port Users Confederation of the Philippines (PUCP)
18. Procurement & Supply Institute of Asia (PASIA)
19. Supply Chain Management Association of the Philippines (SCMAP)
20. United Portusers Confederation of the Philippines, Inc. (UPC)

II. PROJECT DURATION

The total project duration is November to December 2022.

III. SCOPE OF WORK/DELIVERABLES

The Service Provider shall be tasked to organize and manage the one-day event and expected to undertake the following deliverables:

A. As Conference Organizer/Manager – Execute conference program, ensure time management, supervise lights and sound and other technical requirements and ensure well-organized event, specifically:

- i. Prepare event plan and identify critical target activities and completion dates (pre/during/post) for approval by DTI – SCLMD;
- ii. Coordinate and implement all program schedule that will include event flow and checklist subject to approval of DTI-SCLMD;
- iii. Designate Project Officers who shall work closely and coordinate with DTI-SCLMD in the organization and implementation of the Project;
- iv. Provide Manpower and other requirements (Event Director, Program Sequencing, Host/Emcee, Photographer, Videographer, Production Staff, Crew, Administrative, Secretariat Support, and Ushers, as agreed with DTI-SCLMD;
- v. Provide Same-Day Edit Video that will be played during the end of the Conference; Provide design and layout planning (space planning, event signage plans, venue enhancement, and ID lanyard and ID/Badge with ID Jacket for conference delegates, speakers, and organizers
- vi. Engage a Signage Contractor regarding the printing of signages;
- vii. Provide lights and sounds and equipment required for the event;
- viii. Prepare the technical sequence guide, which incorporates cues for sound and lights;
- ix. Control all aspects of production to include lights and sounds, stage and conference design, floor management, and technical direction for sound, lighting and PowerPoint clips and other presentation as instructed by DTI-SCLMD;
- x. Coordinate with the venue, and food and beverage provider hired by DTI-SCLMD regarding security, janitorial, parking, traffic management, menu, physical set-up, etc.;
- xi. Conduct Conference Orientation Briefing, inclusive of venue, food, program template and basic sound system, and present the ingress/egress guidelines, final floor plan, update on the conference, etc.;
- xii. Conduct a briefing of assigned personnel on the program flow and their roles;
- xiii. Invite, confirm attendance/participation, process application, and coordinate participation of associations/companies endorsed by DTI-SCLMD;
- xiv. Ensure an orderly registration process;
- xv. Provide Online and Onsite Computerized Registration Management, inclusive of encoders, printing of stickers, physical set-up, etc.
- xvi. Set-up the Secretariat at the venue for the duration of the event and manage on-site event arrangements; and
- xvii. Hire manpower and coordinate the installation and dismantling, trucking for delivery and pick-up of items, and other necessary allowance

B. Logistical Management – The Service Provider shall coordinate with DTI suppliers, to wit:

- Coordinate and attend to all the physical and technical arrangements pertinent to conference facilities and requirements, to include venue set-up, audio-visual facilities set-up, backdrop requirement, signage requirement, registration set-up, security procedures, etc.;
- Coordinate with DTI-SCLMD re layout of the Conference floor plan including but not limited to stage plan and table setting;

- Ensure cohesive look in design of Registration Booth Counter, Secretariat Booth and conference;
- Coordinate with DTI-SCLMD in the conduct of Press Conference; and
- Coordinate with Producers of audio-visual production (AVP) on same day edit.
- Coordinate and meet with DTI-SCLMD, PICC and concerned government agencies in ensuring security protocols for the event.

C. Marketing and Promotion

- Provide graphic design / layout of a Tarpaulin Banner to be attached to the different Event Posters, Event Signage Plans, Print Ads, IDs/Hang Sign/LED Screen Ads, Event Directory Front and Cover Design, Inserts Signs, and Invitation;
- Provide Digital Marketing Campaign through social media and other strategic platforms for pre, during, and post-activity
- Provide Online Press release (pre, during, and post);
- Release of Save-the-Date Notice to perspective attendees; and
- Provide Online Google Forms for Client Satisfactory Feedback Form (CSF) for the LSPH Conference in accordance with the template given by the DTI-SCLMD.

D. Post Event Management

- Produce post-activity report to DTI-SCLMD within 30 days upon completion of the project, inclusive of photos, generated information through registration, etc., for liquidation purposes and reference on future events.
- Submit collated responses from the online survey to DTI-SCLMD.
- Oversee the dismantling and removal of the event and clear the venue efficiently
- Prepare and submit a terminal report that will include highlights of the program, attendance list, photo documentation, and audio-video files of the event;
- Facilitate the transfer of all final presentation, raw and final video footages garnered during the event for the use of DTI-SCLMD

IV. QUALIFICATIONS OF THE EVENTS MANAGER AND ORGANIZER

1. Proven track record in handling major events (i.e., Conference, Summit, etc.). Must have at least ten (10) years of experience.
 - a. Must provide a portfolio of past accomplishments
 - b. Must have a satisfactory record of performance with no derogatory findings from previous clients. A certificate of related project is required.
2. Must be composed of a team with proven experience and expertise in events management. The team shall identify:
 - a. Overall Coordinator
 - b. Events Supervisor
 - c. Floor and Stage Director/s
 - d. Videographer/s
 - e. Lights and Sound Supervisor/s
 - f. Photographer/s

V. PAYMENT

For the services rendered by the Service Provider in this project, the DTI-SCLMD shall pay the total contact price of Nine Hundred Fifty Thousand Pesos (Php 950,000.00) with the following schedule of Payment:

Tranche	Percentage (%)	Amount	Deliverables
First Tranche	30%	Php 285,000.00	<ul style="list-style-type: none"> • Approval of implementation plan
Second Tranche	40%	Php 380,000.00	<ul style="list-style-type: none"> • Submission of the following: Draft Layout design /Floor Plan/ Event Layout/Signage Plan/Marketing & Communication Plan • Conduct meeting with the proposed venue together with DTI-SCLMD
Third Tranche	20%	Php 190,000.00	Performance of deliverables and Certificate of Satisfactory Service for the execution of the 3rd LSPH Conference on December 19, 2022.
Fourth Tranche	10%	Php 95,000.00	Complete submission of post-activity report/terminal report upon completion of project, inclusion of the following: photos, audio-video files, attendance list, collated responses from the online survey questionnaire.
TOTAL	100%	Php 950,000.00	

VI. APPROVED BUDGET FOR THE CONTRACT

The total approved budget for the LSPH Conference is Nine Hundred Fifty Thousand Pesos (Php 950,000.00) inclusive of VAT.

The amount excludes payment for venue and food during the one-day event. Transportation and other incidental and administrative costs shall be on the account of the Events Manager/Organizer.

VII. CONFIDENTIALITY

The Events Manager/Organizer warrants the full confidentiality of all information gathered for the terms of reference given by DTI-SCLMD, unless the latter indicates the contrary.

The Events Manager/Organizer shall not disclose any communication disclosed to the firm for the purpose of this Services. After the completion of the contract, all materials, data, and other related documents provided must be returned to DTI-SCLMD