



PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES
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REQUEST FOR QUOTATION

Date: August 14, 2024
Reference No (PR No.): 2024-272

To All Interested Bidders:

This is to request for quotation on the PIDS procurement requirement enumerated hereunder. If you are interested and, in a position, to furnish the same, we shall be glad to have your best price, terms and conditions of delivery, submitted not later than **19 August 2024 (5:00PM)** addressed to the *Procurement Management Division of the Administrative and Finance Department* at the abovementioned address. PIDS reserves the right to reject any and/or all bids, declare failure of bidding, or not award the contract under the conditions specified in Section 41 of the 2016 Revised IRR of RA 9184.

The price quotation/s, to be denominated in Philippine peso, **shall include all applicable taxes, duties, and/or levies payable.**

Very truly yours,

July R. Sulung

CAO, Procurement Management Division

Item	Qty	UOM	Articles/Description	Unit Cost	Total Cost
1	1	lot	<p>Events Management Coordinator on September 19, 2024</p> <p>Scope of Service:</p> <p>1. APPC set-up (one plenary hall, four breakout rooms, exhibit booths at NCR hotel) and on-the-day coordination.</p> <p>2. Propose audiovisual system and lights and sounds technical setup based on event scale. Including but not limited to LED Wall, LED par lights, 4 moving heads, 4 wireless microphones, 2 per side audio, 2 subwoofers, 1 follow spot, and additional par lights for 14 exhibit booths (table setup only).</p> <p>Two-way radio for tech team.</p> <p>3. Provision of Filipino Sign Language Interpreters Either 2 FSL interpreters with 2.5-hour shift each or 1 interpreter with a 5-hour shift for the opening and closing plenary session only. Interpreters from or referred by the Philippine National Association of Sign Language Interpreters (PNASLI) preferred.</p> <p>Videographer for the sign language interpreters.</p> <p>Includes 1 Static Camera for the interpreters</p> <p>4. Livestream (includes provision of equipment and management)</p> <p>Equipment: 3 Camera Set-up, 2 Professional Videographers, 1 Director/Switcher, HD Cameras</p>		

		<p>with Tripod, Audio Capturing Device, Wireless Video Transmitters, Video Switcher, Laptop, Back-up. Internet Connection, and/or other equipment necessary for recording and managing the livestream.</p> <p>5. Closely coordinate and attend meetings with PIDS production team.</p> <p>Dates of delivery of output/service:</p> <p>September 18 – Ingress and dry-run at NCR Hotel. September 19 (6am to 5:30pm) – actual event September 20 - egress</p> <p>See attached Terms of Reference ABC – PhP550,000.00</p>		
<p>Requirements:</p> <ul style="list-style-type: none"> • Valid Mayor's/Business Permit • PhilGEPS Registration No. (<i>if PhilGEPS Platinum Certificate is provided, Mayor's/Business Permit is no longer required, as long as the attached permit in the Certificate is valid.</i>) • Notarized Omnibus Sworn Statement • Latest Income/Business Tax Returns 				

The price and details of the above offer are certified correct:

Name of Firm (<i>Bidder</i>)	Signature over Printed Name of <i>Bidder's Representative</i>
Address	Business Permit No.
Telephone <i>and/or Mobile No.</i>	Tax Identification Number (<i>TIN</i>)
<i>Email Address</i>	PhilGEPS Registration Number

Note: PIDS is evaluating its supplier's performance based on the quality of services rendered or goods delivered, timeliness of delivery, customer/after sales service and overall quality of service.

Philippine Institute for Development Studies

TERMS OF REFERENCE

Procurement of Services for the Events Management and Coordination for the Conduct of the 10th Annual Public Policy Conference (APPC)

I. Background and Objectives

The Philippine Institute for Development Studies (PIDS) conducts the APPC as the highlight of its Development Policy Research Month (DPRM) celebration held every September.

The APPC aims to convene experts and researchers in the social sciences to flag to policymakers critical issues that must be addressed in the immediate term. It serves as a platform to further bridge research and policymaking and promote evidence-based planning and policy formulation in the Philippines.

This year's APPC theme is "*Securing a Future for All by Growing a Resilient Middle Class*". The middle class is a crucial driver of socioeconomic development in the Philippines. As articulated in the country's long-term vision, *Ambisyon 2040*, the goal is to become a predominantly middle-class society where no one lives in poverty. Middle class households play a vital role in fueling economic growth through their investment and consumption patterns. As skilled taxpayers, the middle class also contributes the majority share of taxes that fund critical public infrastructure and services.

Middle class growth has had unintended consequences since middle-class families opt out of public services and contribute to traffic congestion. The middle class has also been vulnerable to economic shocks and welfare losses. It also exhibits susceptibility to populist capture that can undermine governance. Hence, adaptive policies and governance strategies are vital to sustainably expand the middle class. Opportunities exist like tapping global mega-trends around digitalization, platform economies, remote work and climate action which can open up new avenues for wealth creation and social mobility. But binding constraints around inequality, competitiveness, infrastructure and human capital must also be resolved, ensuring no one is left behind.

To gain deeper insights and advocate effectively for this cause, the APPC will host a one-day event featuring four concurrent sessions. The conference will kick off with an opening session, followed by a morning plenary featuring keynote speakers. In the early afternoon, participants will engage in four breakout sessions simultaneously, allowing for detailed discussions on specific topics. The day will conclude with all attendees reuniting for a closing plenary session in the late afternoon.

To ensure a seamless experience, it is recommended to partner with an experienced event management service. This will guarantee robust technical support for accessible presentations and discussions. Equipping the event with necessary tools will engage participants deeply with featured research and presentations, fostering meaningful dialogue and idea exchange on critical themes.

II. SCOPE AND WORK DELIVERABLES

In coordination with the PIDS Research Information Department – Public Affairs Division, the service provider is required to deliver the following:

1. Manage the whole day event of the APPC with the following event details:

Schedule: September 19, 2024, 8:00 AM to 5:00 PM

Venue: NCR (TBD)

Program Design and Set-up:

Program	No. of Expected Participants	Room Type	Set-up
8:00 am to 9:00 am Registration	250 pax	Plenary Hall	Zoom Webinar and Facebook livestreaming
9:00 am to 12:00 am Opening Plenary Session			
12:00 am to 1:00 pm Lunch			
1:00 pm to 3:30 pm Break-out Session	50 pax	4 break out rooms	Zoom Webinar
3:30 pm to 4:00 pm Coffee Break	50 pax	Plenary Hall	Zoom Webinar and Facebook livestreaming
4:00 pm to 5:00 pm Closing Plenary Session	250 pax		

2. Maintain regular communication with PIDS throughout the project
 - both parties will communicate via email, phone, and meetings (virtual and/or face-to-face) throughout the duration of the project;
3. Attend the project orientation/briefing with the event organizer;
4. Plan and coordinate with PIDS for the technical dry-run and set-up;
5. Provide the following services and equipment:
 - a. **On-the-day coordination** for the hybrid conference
 - inclusive of provision of technical staff for the hybrid set-up and livestreaming
 - b. **Propose audio/visual system and lights and sounds technical setup based on the event scale**
 - Including but not limited to complete lights and audio setup fitting for ballroom venue measuring 23.8 m x 20.8 m; setup includes a minimum of 16 LED par lights, 4 moving heads, 4 wireless microphones, 2 per side audio, 2 subwoofer, 1 follow spot, and additional par lights for 14 exhibit booths (table setup only);
 - Including but not limited to LED Wall (2 sets of 9 ft x 24 ft LED wall)

- c. **Propose all ICT requirements based on the event scale**
 - Including but not limited to live feed video for onsite and livestreaming (includes provision of equipment and management):
 - Minimum of 3 Camera Setup, 2 Professional Videographers, 1 Director/ Switcher, HD Cameras with Tripod, Video and Audio Capturing Device(s), Wireless Video Transmitters, Video Switcher, Laptop(s), back-up Internet Connection, and/or other equipment necessary for recording and managing the livestream
- d. **Provision of Filipino Sign Language (FSL) Interpreters:**
Either 2 FSL interpreters with 2.5-hour shift each or 1 interpreter with a 5-hour shift for the opening and closing plenary session only. Interpreters from or referred by the Philippine National Association of Sign Language Interpreters (PNASLI) preferred;
- e. **Two-way radio or comm set:** 7 pc. comm set for the PIDS production team
- f. **Videographer and tech setup for the sign language interpreters:**
Includes 1 static camera with tripod for FSL interpreter and cloth backdrop (as coordinated with organizer).
- 6. Coordinate with personnel/technical suppliers to ensure booking and delivery of service for the event;
- 7. Aid in the planning and implementation of placing exhibits and booths for PIDS and its partners;
- 8. Perform other pertinent tasks related to the conduct of the event.

III. Minimum Requirements

The EMC must have the following qualifications:

1. Duly registered with relevant government agency (e.g., Department of Trade and Industry or Securities and Exchange Commission) and accredited by the Bureau of Internal Revenue
2. Minimum of two years of establishment with proven expertise in organizing events via in-person and hybrid modes.
3. Submission of the required documents in relation to Republic Act 9184 (Procurement Law)

The Service Provider will be rated using the criteria below:

Criteria	Percentage
Years of experience in events management	40%
Sample works demonstrating experience in providing events management service, audio-visual equipment and technical support for moderate to large-scale conference presentations and/or seminars	40%
Experience working with PIDS	20%
TOTAL:	100%

IV. Project Cost and Terms of Payment

The approved budget for the contract is **PHP 550,000.00** to be paid based on the following set-up/ schedule:

Activity/ Deliverable	Payment
Project briefing and submission of complete list of confirmed production equipment and personnel	30%
Conduct of event and submission of the completion report	70%
TOTAL	100%

V. Ownership of Data

All information, data, reports, or any other material, graphic software or otherwise prepared, collected, and gathered by the event management company shall belong to and remain the exclusive property of PIDS. Said materials should be properly documented and turned over to the Institute before the end of the engagement. The hired firm shall not use in any manner the information and data gathered for commercial or other purposes, and such information and data shall be for the exclusive use of PIDS.

VI. Compliance with PIDS Data Privacy Policy

Before commencing work, the EMC must sign a nondisclosure agreement with PIDS. Any information gathered and generated in performing its duties shall be processed subject to the applicable provisions of the Republic Act 10173, known as the "Data Privacy Act of 2012" and its Implementing Rules and Regulations and relevant issuances of the National Privacy Commission (NPC).

Conforme of Supplier:

Name and Signature