



PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES  
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Tel No. 8877-4013/4006 : Fax 8877-4099 : TIN # 000-844-550

REQUEST FOR QUOTATION

Date: November 05, 2024  
Reference No (PR No.): 2024-373

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 **November 11, 2024 (5:00 PM)** addressed to the *Procurement Management Division of the Administrative and Finance Department* at the abovementioned address. PIDS reserves the right to reject any and 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. Suing  
CAO, Procurement Management Division

Item	Qty	UOM	Articles/Description	Unit Cost	Total Cost
1	1	Lot	Event Management Coordinator for November to December 2024 (Retainer Basis) <b>ABC: <u>PhP 250,000.00</u></b>  Scope of Service: 1. Provide at least 5 team members to perform the following: a. Photo documentation b. Video documentation and same day edit, if possible c. Written documentation (proceedings or summary of discussions) d. Assist in the Zoom and FB livestream of the event e. Assist in camera operation for Zoom and FB livestream f. Assist in the other logistical requirements  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. Serve as a retainer, assisting with livestreaming and written documentation, and, if feasible, photo and video documentation for one (1) contingency small-scale events (online or hybrid) until the contract ends.  4. Perform other pertinent tasks related to the event.  <i>Note: Please see the attached Terms of Reference for complete details</i>		
Requirements: <ul style="list-style-type: none"> <li>Valid Mayor's/Business Permit</li> <li>PhilGEPS Registration No. (if <b>PhilGEPS Platinum Certificate</b> is provided, Mayor's/Business Permit is no longer required)</li> <li>Notarized Omnibus Sworn Statement</li> </ul>					

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

_____	_____
Name of Firm (Bidder)	Signature over Printed Name of Bidder's Representative
_____	_____
Address	Business Permit No.
_____	_____
Telephone and/or Mobile No.	Tax Identification Number (TIN)
_____	_____
Email Address	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**

#### **Event Management Consultant for Small-scale PIDS Fora on a Retainer Basis**

##### **A. Background and Rationale**

The Philippine Institute for Development Studies (PIDS) is dedicated to conducting forward-looking, responsive, and evidence-based policy research while effectively communicating its findings and recommendations to key stakeholders. A crucial component of this mission is the dissemination of research outputs through various communication platforms, including public seminars and webinars.

In response to the COVID-19 pandemic in 2020, PIDS launched its public webinar series to adapt to the changing landscape of knowledge dissemination. This series primarily highlights the Institute's completed studies, along with occasional presentations of partner research outputs. This year, with an average of two webinars organized each month, these knowledge events have successfully reached a wide, multisectoral audience, fostering dialogue and knowledge exchange.

As the demand for these events continues to grow and partnerships with external organizations expand, PIDS recognizes the need for additional support in managing these activities. To enhance its capacity and ensure the smooth execution of future events, PIDS proposes the hiring of an Events Management Consultant (EMC) on a retainer basis.

By hiring the EMC on a retainer basis, PIDS will have access to consistent, high-quality event management services, enabling the Institute to be more responsive to partners' requests and adapt to the increasing number of collaborative activities. The EMC will be instrumental in ensuring the successful organization of these knowledge-sharing events, allowing PIDS to focus on its core mission of conducting policy research and delivering actionable advice to policymakers and stakeholders.

The retainer arrangement ensures that the EMC is always available to provide timely support for the Institute's monthly webinars and any other collaborative events, maintaining the high standards of PIDS' public engagement and knowledge dissemination initiatives.

##### **B. Scope and Work Deliverables**

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

###### General Tasks:

1. Provide at least 5 team members to perform the following:
  - a. Photo documentation
  - b. Video documentation and same day edit, if possible
  - c. Written documentation (proceedings or summary of discussions)
  - d. Assist in the Zoom and FB livestream of the event
  - e. Assist in camera operation for Zoom and FB livestream
  - f. Assist in the other logistical requirements
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. Perform other pertinent tasks related to the event.

Below are the event details and the specific assistance required:

Date	Event details	Set-up/ Venue	Assistance needed
November 28, 2024   9:00 AM to 6:00 PM	<p><b>Asia Pacific Forum: Navigating the Changing Geoeconomic Landscape in the Indo-Pacific Region: The Role of ASEAN</b></p> <p>This event is in collaboration with the Japan Economic Foundation. The forum aims to foster meaningful dialogue among experts, scholars, and leaders from various sectors in the Asia-Pacific region.</p>	Makati Diamond Residences and via Zoom	<ul style="list-style-type: none"> <li>• Photo documentation</li> <li>• Video documentation and same day edit, if possible</li> <li>• Written documentation of the whole-day event (full proceedings); see sample here: <a href="#">APF2023 summary en .pdf</a></li> <li>• Assistance on FB livestreaming and Zoom webinar on the day of the event. <u>The EMC is only required to livestream the morning session of this event with an expected 50 to 60 participants onsite.</u></li> <li>• Assistance in other event requirements on the day of the event (chat prompts, timer, Q&amp;A monitoring, etc.)</li> </ul>
December 3, 2024   9:00 AM to 12:00 PM	<p><b>PIDS' Philippine APEC Study Center Network (PASCN) Annual General Assembly and Symposium</b></p> <p>This event features a public forum in the morning, followed by the General Assembly in the afternoon. The EMC is only required to document the morning session of this event.</p>	NCR hotel and via Zoom	<ul style="list-style-type: none"> <li>• Photo documentation</li> <li>• Written documentation (summary of the event for press release reference)</li> <li>• Assistance on FB livestreaming and Zoom webinar on the day of the event</li> <li>• Assistance in other event requirements on the day of the event (chat prompts, timer, Q&amp;A monitoring, etc.)</li> </ul>
December 5, 2024   9:00 AM to 5:00 PM	<p><b>PIDS' Socioeconomic Research Portal (SERP-P) Annual Meeting</b></p> <p>This meeting brings together SERP-P partners and consists of a public forum in the morning and a workshop in the afternoon. The EMC is only</p>	NCR hotel  Morning session (with livestream), afternoon session	<ul style="list-style-type: none"> <li>• Photo documentation</li> <li>• Video documentation with same day edit, if possible</li> <li>• Written documentation during the workshop proper (afternoon)</li> <li>• Assistance on FB</li> </ul>

	required to document the morning session of this event.	(onsite only)	livestreaming and Zoom webinar in the morning session <ul style="list-style-type: none"> <li>• Assistance in other event requirements on the day of the event (chat prompts, timer, Q&amp;A monitoring)</li> </ul>
November to December	One contingency event scheduled from November to December, as requested	TBC	<ul style="list-style-type: none"> <li>• Photo documentation (<i>for hybrid event</i>)</li> <li>• Video documentation with same day edit, if possible (<i>for hybrid event</i>)</li> <li>• Written documentation (summary)</li> <li>• Assistance on FB livestreaming and Zoom webinar</li> <li>• Assistance in other event requirements on the day of the event (chat prompts, timer, Q&amp;A monitoring)</li> </ul>

As indicated in the final row, the EMC will serve as a retainer, assisting with livestreaming and written documentation, and, if feasible, photo and video documentation for additional one (1) small-scale events (online or hybrid) until the contract ends.

Further, the EMC is required to be onsite at PIDS for key events to ensure smooth coordination and seamless execution of tasks such as technical setups, livestreaming, and coordination with PIDS staff. The EMC will be responsible for managing logistics related to their team's needs during online or hybrid events, which includes arrangements for snacks, refreshments, and transportation costs. Please note that PIDS will not cover these expenses; the EMC must handle these arrangements independently.

### C. Deadline of Outputs

The EMC shall submit the following outputs using the general timeline:

Output	Timeline
List of equipment and names of team members	1 week before the event
Photo documentation	1 week after the event
Written documentation	2-3 weeks after the event

### D. Qualifications

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, preferably development-oriented fora, via in-person, virtual, or 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:

<b>Criteria</b>	<b>Percentage</b>
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%
<b>TOTAL:</b>	<b>100%</b>

#### **E. Duration**

The contract shall be valid until December 31, 2024, and shall be renewed subject to the approval of PIDS Management.

#### **F. Project Cost**

The approved budget for the contract is **PHP 250,000**, to be paid upon the completion of the scheduled events as outlined and after acceptance and approval by PIDS of the necessary deliverables. Payment shall be processed upon submission of a statement of account.

#### **G. 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.

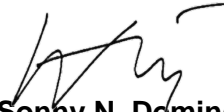
#### **H. Compliance with PIDS Data Privacy Policy**

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).

Submitted by:

  
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OIC-Division Chief  
Public Affairs Division

Reviewed by:

  
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