



HRAS - PROCUREMENT

REQUEST FOR QUOTATION
Sealed Bidding

PR No.: BTIPR - 38476

Date: 11/19/2020

R.F.Q. No.: 202011-8920

Delivery

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.

Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. Row 1: Hiring of Service Provider, Scope of Work: 1. Administrative Management, 2. Design and execute virtual stage and backdrop based on conference theme, 3. Follow up/Registration of Participants and Marketing, 4. Program Management, 5. Documentation, 6. Other administrative/logistical tasks. Note: 2020 Manufacturing Summit to be held virtually, via an online platform. (REFER TO THE ATTACHED TOR FOR DETAILS AND FULL SPECIFICATIONS)

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Remarks All item should be treated as one lot. Please note on the delivery term indicated above. ABC: 400,000.00

Prepared by:

CLARISSE ANNE D. SALENGA
ADMIN. OFFICER II

Very truly yours,

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:

**Manufacturing Summit 2020**  
**REBUILDING TOWARDS A SMARTER AND RESILIENT**  
**MANUFACTURING SECTOR**

**09-11 December 2020**  
**via Online Platform**

**Terms of Reference (TOR) for Summit Management Firm**

**I. BACKGROUND**

The Manufacturing Summit is an annual gathering of stakeholders from the public and private sectors across the country to take stock of the performance of the manufacturing sector, discuss current concerns, and consider ways to address these. The Summit is conducted consistent with the implementation of the Inclusive Innovation Industrial Strategy (i<sup>3</sup>S), which focuses on building competitive and innovative industries in the country and strengthening their linkages in regional production networks and global value chains.

For 2020, the Summit aims to tackle pressing and current issues that has adversely impacted the industry such as the COVID-19 pandemic. It will also look into how the manufacturing sector can rise up and rebuild. This year's summit will also present the role that new technologies will play in helping the industry become more resilient.

In spite of the global pandemic that has affected our everyday lives, we continue to sustain our efforts for the manufacturing sector to move forward as one of the central pillars of the country's major economic drivers. The DTI, for the first time, will organize the Manufacturing Summit 2020, the fifth annual summit, via online platform, to be held on three afternoons, on the week of 09-11 December 2020.

**II. OBJECTIVES**

The objectives of this year's Summit are:

1. Present the menu of stimulus packages to help the sector recover from the current crisis and learn from the strategies developed by other countries to aid their industries navigate through the pandemic and recover;
2. Learn how the sector can mitigate losses brought about by the crisis, bounce back and thrive in the new economy; and explore how the country's supply chains can be strengthened to take advantage of the opportunities brought about by the crisis; and
3. Discuss the importance of innovation and technology to help firms regain traction and prepare and strategize their future directions, to remain competitive in the global market.

It is expected to gather around 500 online participants, including key officials from the government, industry associations/business chambers, and other stakeholders (academic/research community, donor agencies) coming from all over the country.

### III. EVENT OVERVIEW

Event Type	Summit Conference – online, mega-webinar type
Duration	3 half-days; week of 09-11 December 2020; 01:30 PM – 03:30 PM and 04:00 PM – 06:00 PM, with a break between 03:30 PM – 04:00 PM
Expected Audience No.	500 attendees
Venue/Platform	Online – Zoom, Hopin or a fully capable online platform that would suit the requirements of the event and that the summit management firm would confidently recommend and competently operate
Speakers Profile	High-Level - Top Government Officials, company owners, business association heads, distinguished academicians
Audience Profile	Mid-to-High Level – business (firm owners, managers, association/chamber officials, investors), government (various officials, international organization officials, technical staff), academe (economists, professors, researchers)

### IV. EXPERIENCE, EXPERTISE AND SKILLS REQUIRED

- Must be a reputable events management firm with an excellent track record and solid experience in organizing similar activities; at least minimum of 5 years of experience in conducting government and/or corporate events;
- Must have experience and technical expertise in mounting online events, preferably webinars, online product launches, conferences and summits.
- Must provide proof of at least satisfactory rating/feedback from previous client/s;
- Must have demonstrated knowledge of and extensive experience in planning and organizing, and effectively managing major national and high-level events conducted online;
- Has prior similar experience working with government agencies/offices and private institutions;
- Has demonstrated strong coordination, facilitation skills, and sound judgement;
- Must provide composition and number of team members that would handle the project and provide support for the event;
- Can work well under pressure, flexible, and client-oriented.

## **V. SCOPE OF WORK**

The Summit Management Firm is expected to provide full events management service and support in the organization and conduct of the 3-day Online Conference, in close coordination with the Department of Trade and Industry - Bureau of Trade and Industrial Policy Research (DTI-BTIPR). They will perform the following tasks and such other related assignments as may be required by the DTI.

### **1. Administrative Management**

- a. Produce and manage online registration, secretariat, and other online needs of participants;
- b. Provide online event direction and assistance to speakers/panelists/moderators/emcee;
- c. Recommend and hire one (1) reputable event emcee, and three (3) reputable panel moderators, upon approval of DTI-BTIPR; and
- d. Handle all arrangements needed for the Online Summit, including the creation of virtual stage, green screen backdrops, transitions, speaker intro decks, the conduct of technical dry runs in preparation for the event, coordination and technical arrangements with the platform/application recommended and provided by the events management firm, ensure stable Internet Service Provider and back-ups, set-up of conference overall virtual venue.

### **2. Design Services and Collateral Preparation**

Design and execute virtual stage based on conference theme, virtual backdrops layout, program, speaker's profile/intro deck, animated transition fillers, e-advertisement/social media cards.

### **3. Invitation/Registration of Participants and Marketing**

- a. Prepare and send out online invitations; take charge of following-up and signing-up confirmed attendees, ensuring optimal attendance (target of 500+ invites);
- b. Handle the processing of online registration submission through the application/platform;
- c. Coordinate confirmation from government agencies and other VIPs (including panelists, speakers and moderators);
- d. Handle Summit-related technical concerns of participants, including speakers and other VIPs;
- e. Promote event via Social Media and/or other platforms/channels;

- f. *Oversee and process the online registration of participants through the application/platform.*

#### **4. Program Management**

- a. Coordinate and implement all decisions on the program schedule;
- b. Control all aspects of production to include virtual stage management (includes time management of speakers' presentations), virtual floor management (includes music and backdrop before the event and during the intermission at 330-4pm), and technical direction for sound and PowerPoint decks and AVPs;
- c. Provide the necessary manpower to ensure the smooth and efficient conduct of the event (i.e., overall events director/manager, stage/floor director, technical person for transitioning, app troubleshooting and on-the-fly backdrop/profile editing);
- d. Prepare and send out to confirmed speakers/panelists/moderators any technical/administrative guidelines and advise on the submission deadline for resume, photo;
- e. Create the PowerPoint decks to introduce each portion of the program and each speaker or panelist;
- f. Prepare the virtual cue cards for the emcee/ host/ voice-over;
- g. Prepare flag ceremony AVP and invocation (if necessary);
- h. Prepare elevator/house music (before the event and during break);
- i. Prepare and operate the chosen platform/application;
- j. Arrange and operate concurrent livestream via FB and Youtube (including monitoring of comments and saving/posting the video afterwards);
- k. Prepare the technical sequence guide, which incorporates cues for sound, intro/extro of emcee, moderator, and speakers;
- l. Ensure speakers, moderators, panelists are guided properly for their roles;
- m. Conduct pre-event technical rehearsals with panelists and speakers, providing guidelines and assistance to ensure smooth presentation during the event.
- n. Assist in the announcement and promotion of the DTI's Event Assessment form (integrated with the platform) to event attendees/participants.

#### **5. Documentation**

- a. Provide the needed documentation of Conference proceedings (provide a copy of the recording of whole event (3 days, 5 talks) and submission of the recordings of the proceedings in video format (mp4 or any supported format that may be opened by PC media player); and
- b. Prepare and submit post-event report including participants roster (per talk) and analytics, including observed analytics from concurrent livestream audience via Facebook and Youtube.

## **6. Other administrative/logistical tasks**

- a. Convene organizational online meetings with client, prepare agenda and the minutes of previous meetings; and
- b. Coordinate schedule and manage conduct of pre-Summit meetings.

As a general rule, the Summit Management Firm must ensure that all pertinent clearances and approvals are obtained from DTI and that decisions are made or actions taken independently by the firm comply with guidelines/instructions provided. It should seek advice from DTI-BTIPR whenever necessary.

## **VI. DELIVERABLES**

- Layout of online conference collaterals (virtual stage, backdrop, program, transitions, speaker's profile, etc.);
- Invitation/follow-up of participants and event promotion;
- Provision of emcee and moderators (with discussion and approval of DTI);
- Provision and full operation of online platform capable of the following:
  - required 500+ audience capacity
  - separate public stage for participants and private panelist/speakers/tech channel/room
  - host/co-host
  - chat function for questions (DTI to manage and filter questions to moderator)
  - Audio-Visual Presentation(AVP)/PowerPoint screen share
  - Livestream over Social Media channels;
- Technical dry run of event with organizer;
- Event proper's full operations and management, including simultaneous livestream over Facebook and Youtube
- Full coordination with DTI organizers;
- Recorded videos of event (3-day conference, 5 talks total); and
- Post-event analytics report with analysis.