

## **PROCUREMENT OF AN EVENT COORDINATOR FOR PHILRICE'S 36<sup>TH</sup> ANNIVERSARY**

### **I. Project Title**

PhilRice's 36<sup>th</sup> Anniversary

### **II. Background/Objectives**

Executive Order 1061 mandates PhilRice to develop and implement a national rice research for development (R4D) program to improve and sustain rice production in the country. PhilRice, for the past 35 years, has succeeded in the implementation of rice R4D programs and projects on the ground with its vision of a rice-secure Philippines in mind. This was made possible through the partnerships and collaborations with the Department of Agriculture and its regional field offices and attached agencies, state colleges and universities, local government units, private sector, non-government and international organizations, and farmer groups.

Despite this success, the Philippine rice sector continues to struggle with the incessant emergence of shocks to the system. These shocks include those that were unintended (i.e. COVID-19 pandemic), as well as the interventions and initiatives intended for the betterment of the rice sector. All of these events impose serious challenges and influences to the attainment of the Philippines' rice self-sufficiency and security.

While the current situation is threatening as it breaks old rules and convention, this also creates opportunities for exploring new ways of doing and thinking, accelerating the forces of change, and challenging the status quo and mental models. Thus, this year's conference is aptly themed "Rethinking Rice Self-Sufficiency and Security in the New Normal". This will not only showcase our Rice R4D accomplishments but also plans and programs for next year and several years ahead. We bring people together to share experiences, knowledge and insights towards a "Game-Changing Rice R4D".

This conference aims to promote coordination and collaboration among stakeholders of R4D and innovation. We will be highlighting the contributions and ongoing projects and programs of different sectors for the use and benefit of society and the development of the economy, as well as explore opportunities for improvement. The first plenary session will feature presenters from the national government discussing policy, national programs, efforts and initiatives. The local government session will be covering the implementation of grassroots-centric policies and programs such as the Mandanas-Garcia ruling and the Province-led Agriculture and Fishery Extension Systems (PAFES). A Kapihan session will be held for each plenary topic with the private sector and other stakeholders to pave the way for a more holistic discussion.

The conference will be held in a hybrid format where the speakers and minimal audience will be gathered in the CBC Auditorium, and the general audience will be gathered in an online platform where they can access the virtual features of the conference.

The conference aims to:

1. Recognize and appreciate the accomplishments in rice R4D and provide interaction among rice R4D stakeholders;
2. Identify appropriate and efficient strategies, and areas of collaboration with the different sectors in the rice industry in developing and promoting rice and rice-based technologies; and
3. Gather feedback and advice from rice industry stakeholders on the relevant rice R4D thrust and initiatives and recommendation on rethinking rice self-sufficiency and security in the new normal

### **III. Target Audience**

Rice science community and its stakeholders



#### IV. Scope of Work, Schedule of Requirements, and Technical Specifications

[illegible]

ACTIVITY	EXPECTED OUTPUT/ OUTCOME	REMARKS/ SPECIFICATION	SCHEDULE OF REQUIREMENT									
			SEPTEMBER				OCTOBER				NOV	
			W1	W2	W3	W4	W1	W2	W3	W4	W1	
* Video Production and Documentation	Recorded raw footage and processed pre-recorded videos for the opening programs/ presentations/ teaser videos	1) Messages of keynote speakers 2) Presentations of plenary presenters 3) Teaser videos to be used as filler videos on the online platform										
Dry Run of the online platform												
Sending of platform links to participants												
Platform/Website Administration, Hosting and Support		Event coordinator shall: - Host the online platform for the conference, along with the required internet connectivity for the smooth running of the conference - Handle technical support concerns from the participants regarding the online platform										
* Conference Evaluation and Issuance of Certificates												

## V. Payment Terms

The contract will run for 2 months and 1 week in total. The two months, September to October, will be allotted for the preparation for the conference. The first week of November will be the week of the conference.

The proposed payment scheme for the campaign will be billed progressively based on the timeline below:



Accomplishments	Payment
Upon approval of conference proposal	40%
Upon completion of the conference and submission of all deliverables	60%
<b>TOTAL</b>	<b>100%</b>

## VI. Other Terms and Conditions

1. The agency must have handled at least 5 conferences or events of similar nature using digital platforms.
2. They must be flexible in responding to emerging issues and willing to adjust strategies as needed.
3. PhilRice will evaluate bids using the Quality-Cost Based Evaluation/Selection: **80% for quality, 20% for cost**. All materials must be original and subject to the assessment and approval of PhilRice and experts before they are launched to the public. Editing and modifications of the materials to achieve quality outputs will not be given additional costs by the winning bidder to PhilRice.
4. All materials (raw and edited) designed and produced for this conference will be owned by PhilRice, with full and exclusive rights. These materials will be packaged and submitted in hard drives.
5. PhilRice reserves the right to terminate the contract should the deliverables be found to have copyright infringement, plagiarism, and unsatisfactory quality.