

## **TERMS OF REFERENCE**

### **I. PROJECT**

In an effort to promote the Philippines as a premiere scuba diving destination, Dive Fiesta Philippines 2017 (DF17) is being conceived as an hardline venture to directly attract international buyers of dive travel packages into business engagements with Philippine dive resorts and outfitters.

DF17's principal component is the business exchange wherein table-top discussions between the international operators and their local counterparts are arranged in set appointments. An equally important module is the familiarization program affording guests a first-hand experience of the island's inherently diverse underwater beauty, the quality of its dive facilities and the warmth of its people.

### **III. PURPOSE/OBJECTIVES**

- To provide venue for foreign buyers of dive travel products to discuss business with Philippines dive tourism suppliers with possibility of securing booking on-site or at least business leads;
- To position the Philippines as the premier diving and business hub in Asia; and,
- To sustain global awareness of the Philippines as having the richest marine biodiversity in the world.

### **IV. MINIMUM REQUIREMENTS FOR SUPPLIERS**

- Willing to provide services on "send-bill" arrangement;
- Must be DOT-Accredited establishment
- Flexible and could adjust immediately to urgent requirements without additional cost to the client;

### **V. SCOPE OF WORK/DELIVERABLES**

1. Existing Credit Line with TPB and must be DOT Accredited;
2. Floor Area: at least 300 square meters or bigger;
3. Must have a foyer to accommodate spillover of guests;
4. Must be within the Entertainment City, Manila

5. A venue that showcases a mix of Filipino modern and luxurious architecture with accents of rich textures and elegant tones;
6. Arrangement Set-Up
  - a. All dinnerware and glassware necessary for the event
  - b. Waiters/Service Personnel clad in clean uniforms
  - c. Provision of tables with center piece
  - d. Buffet table with elegant skirting following the motif
  - e. Clean linens as specified/required for the event
  - f. Set-up ready one hour before the start of the dinner
7. Provision of other facilities/services, as follows:
  - Venue good for 175 pax
  - Round tables set-up
  - Registration table
  - Existing Light and Sound System
  - Wi-fi access in the area
  - Signages and usherettes to guide the delegates to the venue
  - Valet services & Car passes
8. Other Requirements

Any other requirements that may be mutually agreed upon by the TPB and the service provider.

#### VI. **TIME FRAME AND SCHEDULE OF WORK**

To provide venue and F&B requirements for the dinner on October 10, 2017.

Bid Price Ceiling is **PHP 750,000.00** inclusive of service charge and all applicable taxes. Cost of items in bid should be broken down. The winning bid shall be determined **based on the quality of the proposal with the most advantageous financial package cost**, provided that the amount of bid does not exceed the abovementioned approved budget.

For particulars please contact:

Nerissa Jean Cruz and Phoebea Ann Co, Project Officers, Europe Division  
James Sy, Project Manager, DIVE Fiesta 2017

Telephone numbers: 525-9318 local 263 and 243