

TECHNICAL SPECIFICATIONS

SERVICES OF AN EVENT MANAGEMENT COMPANY FOR THE CHINA OUTBOUND TOURISM AND TRAVEL MARKET (COTTM) 2023

** as of 13 October 2023*

I. BACKGROUND:

China Outbound Tourism and Travel Market (COTTM) 2023 which has been running for eighteen (18) years now is regarded as the industry's most important platform and remains the only business to business event that focuses purely on the outbound market. The 2019 show was participated by 450 exhibitors from seventy (70) countries. The show attracts 5,000 Chinese trade buyers from the leading outbound tour operators and travel agents.

The Philippines has been participating in COTTM since the show's inception. It is an institutional event where Philippine private sector partners meet with, establish contacts and close deals with Chinese travel companies.

Alongside the exhibition, COTTM also features seminars, live case studies, workshops and panel discussions of global reputation.

This year, COTTM will be held on 15-17 November 2023 at the National Agricultural Exhibition Center, Chaoyang District, Beijing, China.

The Philippines will have a 66 square meter booth that can accommodate a maximum of 10 Philippine seller companies as co-exhibitors. The co-exhibitors will be composed of but not limited to hotels/resorts, travel agencies/tour operators, airlines, local government offices, DOT regional offices and tourism industry associations. Each co-exhibitor will be provided with a counter or meeting table.

A networking cocktail event will be organized in the Philippine pavilion. The organizers will provide a 20-minute Philippine destinations presentation slot in the exhibition main stage to be conducted by TPB or PDOT Beijing.

II. OBJECTIVES:

- To re-introduce the Philippines to the market post-pandemic and update the Chinese travel agents about Philippine tourism products after the pandemic;
- To provide a venue for Philippine tourism stakeholders and Chinese players to re-establish business contacts and linkages;
- To gain insights and stay abreast of developments in the Chinese travel market post-pandemic.

III. SCOPE OF SERVICES:

The Tourism Promotions Board (TPB) is inviting qualified Event Management Companies/Event Organizers/Production Companies or other Suppliers providing similar services preferably with counterparts in China, to assist in the preparation, coordination, and implementation of requirements for the abovementioned event based on the following guidelines:

A. Food and Beverages Requirements for the Briefing with Private Sector

- Exclusive dinner in a Chinese Restaurant at Php 1,500.00 per pax for 30-35 pax on 14 November 2023;
- With brewed coffee and tea station;
- With basic audio-visual system (LCD projector with screen, sound system with at least two (2) microphones).

B. Venue Rental with Food and Beverages for the Philippine Tourism Presentation and B2B Networking

Sourcing and booking of appropriate venue for the Philippine Tourism Product Presentation and B2B Networking on 17 November 2023 (preferably in Hilton Hotel Beijing or other similar 5-star hotel within five (5) km radius from the official venue of COTTM) that can accommodate the following requirements:

Registration

1. Two (2) IBM Tables with 3 chairs each for registration
2. Brewed coffee, tea and pastries during registration
3. Electric outlets

Tourism Presentation and B2B Networking

1. Twelve (12) round tables with ten (10) chairs each
2. Stage set-up, design, decorations (as needed)
3. LED screen (3.5m x 7m)
4. Basic audio-visual system (speakers, wireless microphones, etc.) and lighting system
5. Laptops (mac and windows) with appropriate connectors
6. Appropriate cables and video adapters (VGA, HDMI, etc.)
7. Presentation clicker/laser pointer/easel
8. Technical booth
9. Internet connection
10. Electric outlets
11. Free-flowing brewed coffee/tea/water

Networking Dinner

1. Filipino-inspired dinner buffet amounting to Php 3,000/pax for 100 pax (menu for approval of TPB)

2. Basic audio-visual system (speakers, wireless microphones, etc.) and lighting system

Secretariat Room

1. IBM Tables and chairs for 20 pax
2. Free-flowing brewed coffee/tea/water with pastries for 20 pax
3. Electric outlets

b. Cultural Entertainment

- Solo performer/singing group/band or a repertoire of Philippine folk dancers to showcase Filipino talent, subject to TPB's approval
- Length of show: 15-30 minutes (Product Presentation) and 1-2 hours (Networking Dinner)
- The music genre should be fit for an international audience and would include Filipino culture and tradition
- Proposed program and list of performers for approval of TPB/PDOT Beijing Offices
- Preferably based in Beijing (EMC to provide accommodation with breakfast, transportation and other travel requirements, if needed)

c. Hosting

- One (1) professional emcee proficient both in English and Mandarin

d. Documentation

- One (1) professional photographer to cover and document the Philippine Tourism Presentation and B2B Networking (and to drop by the COTTM Show Proper also to take photos before the Tourism Presentation). TPB will have full ownership of all the photos. EMC to submit the raw and edited photos to TPB.

e. Printing and production of the following requirements:

- One (1) Photowall (2.5m H x 3.5m W)
- One Registration Board (2.5m H x 3.5m W)
- Two (2) Pull-up Banners (6' H x 2.5' W)
- One (1) Backdrop (2.5m H x 3.5m W)

f. Attendance Promotion Campaign

- Online invitation and registration system. Target number of Chinese buyers is 80-100 pax.

C. Other Requirements

a. Administrative Requirements

- Assistance on other related matters that may not have been included in this document but deemed necessary by either party.

IV. PROJECT IMPLEMENTATION SCHEDULE

Date	Activity
15-17 November 2023	COTTM Show Proper
17 November 2023	Philippine Tourism Presentation and B2B Networking

V. QUALIFICATION OF THE BIDDER

1. Must be a duly-registered Philippine company engaged in the business as an Events Management Company/Production Company with experience in event organization and implementation; preferably with counterpart in China;
2. Must be in operation for at least three (3) years; and
3. Must have organized and implemented at least three (3) fairs/events with similar scale and with international participation or audience, preferably in China.

VI. APPROVED BUDGET FOR THE CONTRACT:

The Approved Budget for Contract (ABC) is **NINE HUNDRED NINETY-THREE THOUSAND EIGHTY-SIX PESOS AND 57/100 (PHP 993,086.57)**, inclusive of all applicable taxes and bank-related fees.

VII. TERMS OF PAYMENT

- Must be willing to provide services on a “send-bill” arrangement based on the **actual costs incurred**.
- Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations.
- Thirty (30) days upon receipt of SOA/billing.
- Full payment will be on the send-bill arrangement to the **TOURISM PROMOTIONS BOARD PHILIPPINES** after the completion of services.

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The supplier is encouraged to have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

VIII. CONTRACT DURATION

The contract shall commence from the date of the receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

IX. PROJECT OFFICERS' CONTACT INFORMATION

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