

ANEX A: TECHNICAL SPECIFICATIONS

TPB MEMBERSHIP PROGRAM 2024

Scope of Services/ Technical Specifications Events Management Services (Goods)

I. BACKGROUND

Mandated by Republic Act 9593, the Tourism Promotions Board (TPB) Membership Program aims to provide marketing services and benefits to its members through various activities that promote, advocate, and represent its members' interests for the benefit and sustainable development of their business, the tourism industry as a whole. The three (3) primary areas where TPB assists its members are promotional assistance, targeted market intelligence, and sustainable business generation.

One of the key benefits of the membership program is access to activities that target business leads and generate sustainable business growth. This includes priority access to familiarization trips, industry site inspections, product presentations, market briefings, and other valuable resources.

In view of the Program's commitment, the Industry Relations and Services Division (IRSD) proposes to implement the following activities in 2024 to sustain its services to TPB members:

- TPB Members' ThinkTalk Session

Based on the foregoing premises, the TPB Philippines is inviting qualified Events Management Companies/Event Organizers or other suppliers providing similar services, to assist in the preparation, coordination, and implementation of requirements for the abovementioned events.

II. OBJECTIVES

1. To strengthen the partnership between TPB and its members, encouraging active involvement and commitment to the recovery and growth of Philippine tourism
2. To encourage strong collaboration and partnership with the private sector and tourism stakeholders in marketing the Philippines as a premier tourism destination
3. To strengthen the marketing capability of members
4. To educate TPB members on the principles of sustainable tourism and inspire them to advocate for responsible travel practices within their networks
5. To provide a platform to build business, insights, network, and brand for the TPB members
6. To professionalize the tourism industry through improved reputation, greater customer satisfaction, and effective management

III. SCOPE OF SERVICES

	LOT 1 TPB MEMBERS' THINKTALK SESSION	PHP 600,000.00						
	<p>Indicative Topics:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">June 2024</td> <td>Leadership & Management and Branding</td> </tr> <tr> <td>August 2024</td> <td>Customer Service Skills</td> </tr> <tr> <td>October 2024</td> <td>Digital and Social Media Marketing</td> </tr> </table> <p>Virtual Meeting Session Management (Plenary Format)</p> <p>Target Audience: 150 TPB Members and other tourism stakeholders</p> <p>1. Pre-session:</p> <p style="padding-left: 40px;">1.1 Must submit a proposed course outline, roster of subject matter experts (minimum of 2 per session) and host/moderator with their respective Curriculum Vitae, and posted design for the TPB's selection/approval.</p> <p style="padding-left: 40px;">1.2. Development, management, and handling of participants' online registration, confirmation, and attendance via Zoom platform.</p> <p style="padding-left: 40px;">1.3. Send electronic direct mail to the participants providing meeting links, on-demand/recorded sessions, etc.</p> <p>2. In-session</p> <p style="padding-left: 40px;">2.1. Provision of one (1) meeting host/moderator and program management team to handle the online meeting/learning sessions using the Zoom platform</p> <p style="padding-left: 40px;">2.2. Conduct of a mini raffle draw</p> <p style="padding-left: 40px;">2.3. Provision of one (1) major raffle prize per meeting (total of 3) - 3D/2N hotel/resort accommodation (standard or deluxe category) for two (2) with breakfast at a TPB member establishment, in the form of travel vouchers worth a maximum of PHP 20,000.00 each. Location (province/city) shall be at the winners' option provided that the cost is within the indicated budget. Validity should be not less than one (1) year from the date of issuance of the voucher.</p> <p style="padding-left: 40px;">2.4. Provision of two (2) minor raffle prizes per meeting (total of 6) - travel-related products worth PhP3,000.00 each</p>		June 2024	Leadership & Management and Branding	August 2024	Customer Service Skills	October 2024	Digital and Social Media Marketing
June 2024	Leadership & Management and Branding							
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	<p>2.5. Delivery/courier of a maximum of ten (10) prizes and speakers' tokens within the Philippines</p> <p>3. Post-session (for every session implemented):</p> <p>3.1. Preparation and dissemination of e-certificates of attendance. Design and specifications are subject to the approval of the TPB.</p> <p>3.2. Dissemination of copies of presentations and recorded sessions</p> <p>3.3. Provision of the consolidated output of photo, video/raw recordings, and other documentation of the whole learning session one week after each session stored in a USB/hard drive</p> <p>3.4. Administration of post-event evaluation (template to be provided by TPB) and preparation of summary and evaluation.</p>
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IV. QUALIFICATION OF BIDDERS

Lot 1	<ol style="list-style-type: none"> 1. Submit a list of completed virtual learning sessions using the Zoom platform similar and relevant to the above-mentioned topics for the past 3 years in the private and government offices. Government offices must submit at least one of the following: <ol style="list-style-type: none"> a. Notice of Award (NOA) b. Purchase Order (P.O.) c. Event Contract, and/or Notice to Proceed (NTP) 2. Submit a customized proposal tailor-fit (not generic) to the audience's needs and objectives including a course outline. 3. Submit a roster of subject matter experts (one per session) and host/moderator (one per session) for TPB to choose from with their respective Curriculum Vitae. 4. Submit proof of a licensed Zoom account that will host the entire online meeting/training. 5. With at least 3 years of experience in conducting learning sessions.
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V. PROJECT IMPLEMENTATION SCHEDULE

Lot No.	Project	Date (<i>indicative</i>)
1	TPB Members' ThinkTalk Session	Session 1: 26 June 2024 Session 2: 07 August 2024 Session 3: 09 October 2024

VI. APPROVED BUDGET FOR THE CONTRACT

The bid amount should not exceed the Approved Budget for the Contract (ABC) inclusive of all applicable taxes, as follows:

Lot No.	APPROVED BUDGET FOR THE CONTRACT (ABC)
Lot 1	SIX HUNDRED THOUSAND PESOS ONLY (Php600,000.00)

VII. DELIVERY SCHEDULE

LOT 1 TPB MEMBERS' THINKTALK SESSION	
1. Timeline and Gantt Chart	Within one week upon issuance of NTP
2. Concept, topics, program, course outline, proposed speakers, host/moderator for the 3 sessions	
3. Mock-up designs of posters (based on the approved theme) for the 3 sessions	5 days upon approval of concept
4. Registration form, speakers' profile, poster design, streaming platform, and other pre-event requirements	Session 1: 3 days upon approval of mock-up design Session 2: 1st week of July 2024 Session 3: 1st week of September 2024
5. Dry run	Session 1: 1st week of June 2024 Session 2: 4th week of July 2024 Session 3: 4th week of September 2024
6. Conduct of event proper	Session 1: 26 June 2024 Session 2: 07 August 2024 Session 3: 09 October 2024
7. Post-event requirements	5 days after the event proper per session
8. Overall completion of services required for the implementation of the project	End-1st week November 2024
9. Post-event report, data analytics report, database, and all recorded content	

VIII. TERMS OF PAYMENT

Lot No.	Particulars/ Milestones	Terms of Payment
1	1. Upon approval by TPB of timeline/Gantt Chart 2. Upon approval of the concept, topics, program, course outline, proposed speakers, host/ moderator for the first session 3. Upon approval of mock-up designs of posters (based on the approved theme) for the first session	15% of the total contract price
	4. Upon completion of the 1 st Session and its post-meeting requirements 5. Upon approval of the concept, topics, program, course outline, proposed speakers, host/ moderator for the second and third sessions 6. Upon approval of mock-up designs of posters (based on the approved theme) for the second and third sessions	35% of the total contract price
	7. Upon completion of 2 nd and 3 rd Sessions and their post-meeting requirements	40% of the total contract price
	8. Upon submission of post-event report	10% of the total contract price
	TOTAL CONTRACT PRICE (inclusive of service charge and all applicable taxes)	<u>100%</u>

Willing to provide services on a “send-bill” arrangement. 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. Total cost should be based on actual expense. (ABC)

Please send a billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES, 4/F Legaspi Towers 300, Roxas Blvd., cor. P. Ocampo St., Malate, Manila 1104

Note: The bidder is encouraged to have a Landbank account. Payment will be made through an LBP bank deposit. Otherwise, bank charges will be shouldered by the travel agency/ tour operator company.

IX. CONTACT PERSON

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