

TECHNICAL SPECIFICATIONS
SERVICES OF AN EVENTS MANAGEMENT COMPANY FOR THE FACULTY AND VIPS DINNER OF THE
ASPIRE 2024 CONGRESS
23-26 May 2024, PICC

I. BACKGROUND

ASPIRE, the Asia Pacific Initiative on Reproduction, an Asia-wide medical society based in Singapore, is devoted to the promotion of the practice, training, and research in the field of human reproduction. ASPIRE organizes a congress hosted annually, with the last congress held in Adelaide, Australia in 2023.

Through the efforts of the Philippine Society for Reproductive Medicine (PSRM), the ASPIRE has appointed the Philippines as host of the **13th ASPIRE Congress** on **23-26 May 2024** at the Philippine International Convention Center (PICC). This appointment was also secured through the support and assistance of the Tourism Promotions Board (TPB) Philippines.

The TPB is providing support and assistance for the ASPIRE 2024 Manila Congress under the Enhanced MICE Plus Program, in line with the objective to boost MICE tourism by encouraging local MICE players to pursue and organize more events in the country, and in the efforts to help tourism industry stakeholders recover from the huge impact of the pandemic.

ASPIRE 2024 Manila is expecting an attendance of between 1,200 to 1,500 fertility doctors, scientists, and experts from pharmaceutical companies coming from over 35 countries, including around 150 Speakers/VIPs mostly from the Asia Pacific region, and other guests from Europe and the Americas.

The aim of the ASPIRE 2024 Congress will be reflected in the congress theme: *Pearls of Wisdom in Reproductive Medicine: Towards Personalization and Improving Access* through the pre-congress courses, keynote lectures and simultaneous sessions. Other components of the congress include exhibits, networking activities, and a tour for Accompanying Persons.

The **ASPIRE 2024 Manila Local Organizing Committee (LOC)** composed of officers and members of the PSRM hopes to put its best foot forward in terms of medical science, organization, and tourism when it is finally their turn to host the ASPIRE event face-to-face this year by designing a scientific program with important and inclusive topics to be presented by the most celebrated experts.

It is in this regard that the TPB, as part of its support and assistance to this event, is hosting the **ASPIRE 2024 Faculty and VIPs Dinner Reception** for the Speakers and special guests of the congress in order to ensure its successful conduct. As such, the TPB is in need of an **Events Management Company (EMC)** that can render a themed dinner function for the Speakers and VIP participants of ASPIRE 2024 Manila. Below are the details:

II. SPECIFICATIONS

Event	TPB-hosted Faculty and VIPs Dinner Reception
Date & Time	25 May 2024 (Saturday) 7:00 to 10:00 PM
Proposed Venue	A historical/cultural venue in Manila such as Illustrado, National Museum of Natural History, The Manila Metropolitan Theater
Proposed Theme	Filipino Fiesta
Set-Up	Banquet
Profile of Guests	Foreign Speakers from the medical field;

	Local VIPs (medical association officials) and other guests
No of Pax	150 - 200 pax
Minimum Guarantee	180 pax
ABC	PhP840,000.00

This function is intended to be mainly an informal and memorable dinner for international healthcare professionals, with the attendees coming directly from the sessions in PICC. The suggested theme is “Filipino Fiesta” to be able to showcase Filipino culture.

III. SCOPE OF SERVICES

Venue

1. Bidder’s proposal must include at least two (2) recommended venues that comply with the following requirements:
 - Must be available on 25 May 2024, 7:00 PM to 10:00 PM
 - Must be within 7 kilometers radius from the official congress venue, the PICC;
 - Preferably a venue of historical/cultural significance
 - Must be a covered/indoor airconditioned venue that can be styled using ambient décor to complement the selected theme
 - Venue package should include at least two (2) hours for ingress/egress, in addition to a minimum of three (3) hours use for the dinner reception proper
 - Must have adequate parking spaces nearby

Food and Beverages

1. Bidder must be able to provide the following F&B requirements:
 - Buffet style dinner for a minimum of 150 pax, maximum of 200 pax, on 25 May 2024;
 - A selection of at least two special local and international menus, which should cost no less than PhP1,700.00 net per pax;
 - Menu choices should include appetizer/salad, soup, main course (with choices of beef or pork, chicken, fish/seafood, vegetable dishes), rice, pasta, desserts, hot & cold drinks; Final menu for approval of the TPB and the LOC;
 - Provision for possible dietary restrictions of some guests (vegetarian, halal, gluten free, food allergies, etc.);
 - Food presentation and sampling/tasting, as may be required by event organizers, at least two weeks before the event date.

Banquet Set-up

1. Dining tables and chairs appropriately dressed (table linens, chair covers) and ambient décor to complement the theme or look of the event;
2. Menu cards and food labels on the tables, place cards on identified tables, as applicable;
3. Sufficient number of uniformed and well-trained banquet service personnel/ waiter service on stand-by for the VIP tables, and a dedicated Event Sales Leader to attend to all arrangements;
4. F&B to be served fresh/hot and ready at least 30 minutes before the dinner.
5. Compliance with hygienic practices/services and standard food safety regulations.

Venue Styling and Décor

1. Complete styling of the main dining room (indoor) according to the selected theme, e.g. hanging buntings or pahiyas/kiping lantern, and such;
2. Styling/décor to include the immediate area around the function room such as the entrance area, walkways and stairways leading to the main dining area;
3. Any additional décor/elements that may be needed to enhance the execution of the theme (look and feel) at the venue;

4. Overall venue styling and décor plan must be in consultation with, and subject to the approval of, the TPB and the ASPIRE LOC prior to finalization at least two weeks before the event date.

Entertainment

1. Provide performers that can deliver the fiesta experience for guests as they enter the venue such as banda kawayan or rondalla musicians, Masskara/Ati-Atihan dancers and drumbeaters, etc.;
2. Provide singers/musicians that can deliver a simple/ambient 10 to 15-minute live musical performance in the main dining area, which complements the theme;
3. Entertainment presentation must use lively music that encourages audience interaction;
4. Performers must have experience performing for large audiences in various international events held in the Philippines;
5. Meals, transportation, and other miscellaneous requirements of the performers during the event date;
6. Technical requirements such as lights and sounds, A/V system, as may be needed, to enhance the entertainment program;
7. Entertainment plan for discussion with, and subject to the approval of the TPB and the ASPIRE LOC prior to finalization at least two weeks before the event date.

Other Requirements

1. Photo / Video Documentation
 - Document the event in photo and video in HD .mov or .mp4 format
 - Copies of the photos and videos (raw) must be saved in an external hard drive, for submission to the TPB within 15 days after the event
2. Must be flexible and can adjust immediately to urgent requirements without additional costs to TPB;
3. Other arrangements that may be mutually agreed upon by the TPB/event organizer and the supplier.

IV. ADDITIONAL TECHNICAL REQUIREMENTS

1. Must have previous experience servicing government or private social functions/conferences/dinner receptions with international guests
 - Submit a list of at least three (3) similar completed projects for National Government Agencies (NGAs) or Local Government Units (LGUs), and/or Private Agencies, Institutions or Organizations with a Certificate of Completion with Satisfactory Performance as a supporting document.

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **EIGHT HUNDRED FORTY THOUSAND PESOS ONLY (PHP840,000.00)** inclusive of applicable taxes and fees. The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the approved budget. Bidders are required to submit a budget bid proposal with a breakdown of costs which should cover the following and all necessary related expenses:

1. Venue rental and overall venue styling/themed décor
2. Food and Beverage, Banquet services
3. Technical equipment and utilities

VI. TERMS OF PAYMENT

1. Payment will be on send-bill arrangement.
2. A Statement of Account / Billing Statement with detailed costs including management fee must be submitted upon completion of all services rendered
3. Full payment will be made in 30 days upon completion of the requirements stipulated in the technical specifications and scope of services
4. Additional guests in excess of 200 pax and/or any requested special arrangement/s that is not covered by this contract shall be charged to the account of the ASPIRE international and local organizers
5. Payment will be made through the Land Bank of the Philippines (LBP) account. Should the winning bidder not have an LBP account, bank charges to a preferred alternate bank will be shouldered by the bidder.

VII. CONTRACT DURATION

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

VIII. PROJECT OFFICER'S CONTRACT INFORMATION

For particulars, please contact the following Project Officers:

Milo S. Oropeza	milo_oropeza@tpb.gov.ph	525-9318 local 229
Joy C. Casiano	joy_casiano@tpb.gov.ph	525-9318 to 27 local 220

----- NOTHING FOLLOWS -----