

TECHNICAL SPECIFICATIONS
EVENTS MANAGEMENT SERVICES FOR THE MICE PLUS PROGRAM

I. BACKGROUND

The Tourism Promotions Board (TPB), an attached agency of the Department of Tourism (DOT), exists to market and promote the Philippines domestically and internationally as a world-class tourism and MICE destination.

The MICE Plus Program is a set of incentive packages and privileges that the TPB offers to boost MICE industry by attracting local and foreign MICE planners/organizers to bring MICE events to the Philippines. At the same time, it encourages local MICE players to pursue and organize more events in the country at regional and international levels.

On that note, the MICE Plus Program provides cultural shows and tokens to both local and international guests.

II. OBJECTIVES

Aligned with TPB's mandate to market the Philippines as a major convention destination in Asia, it shall take charge of attracting, promoting, facilitating and servicing large-scale events, national and international fairs and conventions, congresses, incentive travels and the like. With this, our requirement has the following objectives:

- Create a favorable image of the Philippines within the international community by strengthening the country as a MICE destination.
- Develop the country as a center of world congresses and conventions.
- Promote the Philippines as a fun and uniquely diverse MICE and tourism destination.
- Feature the best of Philippine cultural performances, such as but not limited to folkloric dances, music, band, etc. showing Luzon, Visayas and Mindanao culture, highlighting inclusivity and sustainability.

III. SCOPE OF WORK and SPECIFICATIONS

A. SCOPE OF SERVICES

The EMC shall:

1. Deliver a total of twenty-five (25) performances for the period covering April to December 2024.
 - Indicative number of performances: Ten (10) in Metro Manila; Fifteen (15) out of Metro Manila
 - Performances can either be: Cultural Show, Ati-Atihan Show, Pangkat Kawayan, or String Quartet.
2. Deliver a total of five (5) rondalla performances at the airport arrival area for the period covering April to December 2024.
3. Deliver Two Thousand Five Hundred (2,500) pieces "Welcome Kits" as giveaways for distribution to participants of foreign incentive groups only.

B. SPECIFICATIONS

1. For Performances:

- The audience ranges from 75 pax to more than a thousand foreign and local delegates.
 - Specific dates and venues of performances will be notified to EMC at least two (2) weeks prior to show dates via electronic mail.
 - Upon TPB's endorsement, the EMC shall coordinate directly with the event organizer for technical requirements such as lights and sounds, audiovisual requirements, staging, program, dry run, and other elements of the show prior to the performance.
 - EMC must have the capacity to deliver simultaneous performances in multiple venues.
 - EMC must have a wide network of highly skilled and talented Filipino talents/performers that will comprise the ensemble of performers. EMC may engage talents/performing groups from other destinations in the country.
 - For the cultural show, performing group must have an ensemble of male and female singers, 4-man rondalla, and dancers, plus director/coordinator and production assistants. Maximum length of the show is 30 minutes of lively musical and dance presentation, unless instructed otherwise.
 - EMC must ensure that performers have appropriate costumes and props necessary for the performances.
 - EMC shall bear the professional fees of the performers, director and production assistants and logistical expenses such as travel arrangements which may include land and air transportation, accommodation, meals and other miscellaneous expenses, as needed.
 - EMC must ensure that shows/presentations will depict the best of the Philippines in music, songs, and dances, both traditional/cultural and contemporary genres in a fresh, dynamic, and unique approach, and fit for an international audience.
 - The show/presentation must have a lively music and dance numbers to draw the crowd's attention. The director/coordinator must be flexible in dividing the show/presentation into sets as deemed fit in the program.
2. For Rondalla Performances:
 - The Rondalla must be composed of a 5-member group.
 - Must wear a traditional or modern Filipiniana attire
 - Rondalla performance will be provided only for group arrivals of 200 or more foreign delegates
 3. For Giveaways:
 - Incentivized "Welcome kits" to include travel necessities, such as but not limited to wipes, tissue, sun block, alcohol, etc. plus a ref magnet with Philippines logo (EMC to provide suggestions).
 - Welcome Kits must be delivered in full.
 - Welcome kits must be in a resealable kraft paper packaging with window.
 - Recipients are foreign participants of incentive groups.

IV. BIDDER'S QUALIFICATIONS

- A. Must be Filipino-owned, operating and legally registered events management company under Philippine laws;
- B. Must have a minimum three (3) year-experience in organizing medium-scale events and performances ranging from traditional, cultural, classic, folk, ballroom, to modern and contemporary genres, featuring Filipino artists and talents.
- C. Must have handled at least two similar projects in the past three years either government or private.

V. PROJECT IMPLEMENTATION AND CONTRACT DURATION

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of the deliverables or until December 2024.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **FOUR MILLION FIVE HUNDRED SIXTY THOUSAND PHILIPPINE PESOS ONLY (PHP4,560,000.00)** inclusive of all applicable taxes.

The EMC must be able to deliver the goods or perform the services procured under the contract satisfactorily. Unacceptable delivery of goods or performance of services shall rescind the contract, subject to the Guidelines on Termination of Contracts enumerated in Annex “A” of Republic Act No. 9184 or the Government Procurement Reform Act.

VII. TERMS OF PAYMENT

A. The contracted amount is payable in tranches

No of Payments	Milestones / Deliverables	% of Contract Price
1 st Payment	Upon full delivery of tokens	20%
2 nd Payment	After the 8th performance	30%
3 rd Payment	After the 16th performance	30%
4 th Payment	After the last performance and full delivery of Rondalla performances at the airport	20%

B. The EMC will bill the TPB based on actual number of performances rendered and tokens delivered which must not exceed the contracted amount.

C. The EMC must send billing to the TPB, accompanied by proof of implemented performances such as photos and videos. Payment shall be processed upon satisfactory completion of each milestone/deliverable.

D. Bidders are encouraged to have a Land Bank of the Philippine (LBP) account. Payment will be deposited to the supplier’s LBP account. In case the supplier does not have an LBP account, bank charges will be shouldered by the supplier.

VIII. PROJECT OFFICER’S CONTACT INFORMATION

MILO S. OROPEZA

Acting Head, Events Marketing and Services Division
MICE Department, Tourism Promotions Board Philippines
Tel: (+63 2) 8525 9318 to 27
Email: milo_oropeza@tpb.gov.ph

MARY ANN CARAMAT

Project Officer, Events Marketing and Services Division
MICE Department, Tourism Promotions Board Philippines
Tel: (+63 2) 8525 9318 to 27 | Email: maryann_caramat@tpb.gov.ph