

**TECHNICAL SPECIFICATIONS**  
**Services of a Production House/Event Management Company**

**I. BACKGROUND**

The 36th Joint Meeting of the UN Tourism Commission for East Asia and the Pacific and the Commission for South Asia, along with the inaugural UN Tourism Regional Forum on Gastronomy Tourism for Asia Pacific, are pivotal events aimed at advancing sustainable tourism and gastronomic experiences across the region.

The Joint Meeting of the UN Tourism Commission:

Purpose: This gathering convenes stakeholders from East Asia, the Pacific, and South Asia to deliberate strategies and exchange best practices for fostering sustainable tourism within the region. Key Topics: Discussions may encompass themes such as tourism recovery, sustainable tourism development, regional collaboration, and policy frameworks for tourism expansion.

UN Tourism Regional Forum on Gastronomy Tourism for Asia Pacific:

Purpose: This forum centers on gastronomic tourism, exploring the ways in which culinary experiences can enrich the tourism sector in the Asia-Pacific region. Key Topics: It aims to explore the significance of food and beverages in tourism, methods to promote local cuisines, and the advantages of gastronomic tourism for local economies and cultural preservation.

Both events offer platforms for stakeholders to collaborate, share expertise, and forge partnerships in support of the region's tourism growth and sustainability.

In line with these initiatives, TPB will be hosting a dinner reception to mark the Philippine Hosting of the 36th Joint Meeting of the UN Tourism Commission for East Asia and the Pacific and the Commission for South Asia, alongside the inaugural UN Tourism Regional Forum on Gastronomy Tourism for Asia Pacific.

**II. OBJECTIVES**

The 36th Joint Meeting of the UN Tourism Commission for East Asia and the Pacific and the Commission for South Asia, along with the 1st UN Tourism Regional Forum on Gastronomy Tourism for Asia Pacific, have specific objectives and rationale aimed at promoting sustainable tourism and gastronomic tourism in the region.

36th Joint Meeting of the UN Tourism Commission for East Asia and the Pacific and the Commission for South Asia

Objective:

To foster regional cooperation and dialogue on tourism policies and initiatives.

To identify and address challenges facing the tourism sector in East Asia, the Pacific, and South Asia.

To share best practices and successful strategies for sustainable tourism development.

Rationale:

The meeting serves as a platform for tourism stakeholders to collaborate on regional issues and explore opportunities for joint action.

It encourages cross-border cooperation to boost tourism and promote economic growth in the region.

The meeting aims to strengthen ties and partnerships between countries, enhancing the overall tourism experience for travelers.

#### 1st UN Tourism Regional Forum on Gastronomy Tourism for Asia Pacific

Objective:

To explore the potential of gastronomic tourism in enhancing tourism experiences and attracting visitors to the region.

To promote local cuisines and cultural heritage as key aspects of tourism.

To discuss strategies for integrating food and beverage experiences into tourism offerings.

Rationale:

Gastronomic tourism can be a driver for economic development and cultural preservation, benefiting local communities and businesses.

The forum aims to highlight the diversity and richness of culinary traditions in the Asia-Pacific region.

By promoting gastronomic tourism, the region can offer unique, immersive experiences to travelers, differentiating itself in the global tourism market.

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

- A. Provide technical requirements including but not limited to LED Screen (Length: 12 feet x Height: 9 feet), Lights and Sounds, and Stage during the entire duration of the program.
- B. One (1) group of performers for the whole duration of the event
  - Preferably a band or ensemble
  - Minimum of thirty minutes (30) to maximum of two (2) hours performance
  - Music genre should be fit for an international audience and would ideally include Filipino culture and tradition
  - Performers must have experience with performing for an international audience, subject to TPB's approval
- C. One (1) host who will facilitate the event program for the whole duration of the event.
- D. The bidder should provide full production services that must include a full-production concept and execution of an entertainment package which will be flexible enough based on audience of the event and possible on-site adjustments as required by client.
- E. Repertoire to be submitted upon receipt of NTP to TPB for approval, preferably 70's or 80's genre of mixed international and Filipino songs if with a band, or the songs and/or performance list for the ensemble.
- F. Prepare a program scenario and script to include the following: spiels of Event Moderator / Voice Over/ Performer to be submitted upon receipt of NTP.

Please see below for the proposed program flow:

07:00 PM to 10:00 PM

- Invocation
- Philippine National Anthem
- Welcome Remarks (TPB or DOT)
- Dinner Reception (Ambient Music, Showing of Tourism Videos on Screen)
- Entertainment
- Closing Remarks (TPB or DOT)
- Photo Opportunity
- Announcements/Reminders (if any)

- G. One (1) Project Manager to oversee, coordinate, and execute rehearsals of performers and present a final dry run performance.
- H. Requirements and arrangements may be changed subject to schedule constraints and during the implementation proper. Any changes applied must not exceed the Approved Budget of Contract (ABC);

#### **IV. PROJECT IMPLEMENTATION SCHEDULE**

The delivery of the services of production house/event management company will be on 28 June 2024 in Mactan Island, Cebu, Philippines.

#### **V. ADDITIONAL TECHNICAL REQUIREMENTS**

- Must be Filipino owned, operated and legally registered event management under Philippine laws;
- Must have at least three (3) years of experience in packaging entertainment programs in international and/or domestic events; and
- Must demonstrate a good reputation in the field of corporate launches and events utilizing both entertainment and arts management components (Submit list of similar projects handled within the last 3 years)

#### **VI. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The Approved Budget for Contract (ABC) is **ONE MILLION PESOS ONLY** (PhP1,000,000.00) inclusive of all applicable fees and taxes.

#### **VII. TERMS OF PAYMENT**

- Must be willing to accept a send-bill arrangement with the TPB;
- Payment term is 30-days upon receipt of statement of Account (SOA) or Billing statement;
- Payment will be made through Land Bank of the Philippines (LBP) account. Should the winning bidder not have an account in LBP, bank charges to the preferred alternate bank will be shouldered by the bidder
- Please send the billing statement to the **TOURISM PROMOTIONS BOARD PHILIPPINES** after the completion of services.

## VIII. CONTRACT DURATION

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

## IX. CONTACT INFORMATION

Name : **MILO S. OROPEZA**  
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MICE Department

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Market Specialist III, Sales and Accounts Management Division  
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