

ANNEX A: TECHNICAL SPECIFICATIONS

SERVICES OF A DESTINATION MANAGEMENT COMPANY (DMC) FOR MICECON 2024

I. Background

The Philippine MICE Conference (MICECON), the country's largest gathering of Meetings, Incentive Travel, Conventions and Exhibitions (MICE) professionals in the Philippines, will be held on 10-12 July 2024 in the Clark Freeport Zone. It will be held as a three-day educational event in full face-to-face (F2F) format with the following event components:

- First-Time Attendees Session
- Corporate Social Responsibility Event
- Philippine MICE Youth Challenge
- Personality Development Session
- Plenary and Breakout Education Sessions
- Pre-event and Post Event Tours
- MICE Marketplace
- Social Networking Functions

MICECON will be held in partnership with the Clark Development Corporation (CDC), in line with the CDC's Strategic MICE Masterplan, that aims to improve the competitiveness level of the local MICE destination. The event will feature a global perspective on the MICE industry by inviting international and local speakers to tackle high-level issues about the sector, provide updates on global marketing strategies and current best practices in the new normal.

II. Objectives

Specifically, the Tourism Promotions Board (TPB) requires the services of a Destination Management Company (DMC) during MICECON 2024 to smoothly implement the event components.

III. Scope of Services

The Destination Management Company shall provide the following requirements:

ITEM # 1	Detailed Requirements								
<p>PRE-CONFERENCE ACTIVITY - Corporate Social Activity (CSR) Delegates' Food & Beverage</p>	<p><u>Number of participants:</u> 150 pax</p> <p><u>Minimum pax guarantee:</u> 120 pax</p> <p>Indicative Date and Time: 10 July 2024, 10:00 AM - 2:00 PM</p> <p>Venue: Clark Weekend Market (Aetana Market)</p>								
<p align="center">Food and Beverage for the CSR Delegates</p>									
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		<p>c. food items in bento box: rice, pasta/noodle, chicken, fish, vegetable and dessert</p> <p>(note: include three (3) menu options during bid submission)</p> <p>d. cold fruit drinks/tea in glass bottles</p> <p>2. Fifteen (15) platters of authentic Kapampangan sisig to be served in the middle of 15 banquet tables* upon the delegates' arrival</p> <p>(One platter should be good for 10 pax)</p> <p>3. Fifteen (15) platters of fresh sliced fruits to be served in the middle of 15 banquet tables* upon the delegates' arrival</p> <p>(One platter should be good for 10 pax)</p> <p>4. Four (4) water stations</p> <p>5. Augmentation of the available tents, tables and chairs installed at the Clark</p>	
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Weekend Market to accommodate 150 pax

6. Skirted rectangular tables to be used during the distribution of boxed lunch

7. One hundred fifty (150) meal stubs

Delivery schedule: 05 July 2024, 1:00 PM

8. Four (4) uniformed servers

a. one (1) server to collect meal stubs and distribute utensils

b. two (2) servers to distribute and collect boxed lunch

c. one (1) server to distribute and collect bottled drinks

9. Two (2) alcohol spray/pump stations

10. Cleaning supplies and other materials for proper waste disposal (trash bins, trash plastics, among others)

Other Requirements

	Date needed	Particulars	
	10 July 2024	One (1) coordinator for the facilitation of the above requirements	

ITEM # 2	Detailed Requirements						
CORPORATE SOCIAL RESPONSIBILITY (CSR) / ACADEMIC COMPETITION / FIRST-TIME ATTENDEES' Prizes / Shirts and Giveaways	Number of participants: 300 pax Minimum pax guarantee: 100 pax Indicative Date: 10 July 2024						
	Corporate Social Responsibility (CSR) Giveaways						
	10 July 2024	Printing and production of CSR t-shirts, print and design subject to TPB's approval a. Size: large and extra large b. One-sided printing c. Print in white d. Shirt color: blue, red, yellow-orange and green e. Quantity per color	150				
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	Large	Extra Large					

Blue	20	15
Red	20	20
Yellow-Orange	25	15
Green	20	15
Total	150	

- f. Material preference: original - CVC
- g. Printing process: rubberized, heat press, sublimation or digital silkscreen
- h. Design layout:
 - Colors: Clark Colors (Blue, Red, Yellow-Orange, Green)
 - Sizes: Large-XL
 - Print: Digital or Silkscreen
 - Note: Love the Philippines print should be 3 inches below the shirts' neckline



- i. Rolled, tied with jute string and individually wrapped in paper
- j. Delivery schedule: 05 July 2024, 1:00 PM

First-Time Attendees Programme

10 July 2024

- 1. Apron with front pocket
- Front pocket with MICECON 2024 logo (in white)
- Material: Canvass
- Colors: 10 colors
- Quantity per color: 11 pcs per color (total of 110 pcs)

100 pax



Apron colors



2. Prizes

2.1. Ten (10) pcs of mini capiz lanterns (plain) worth P1,500.00 each in elegant packaging with MICECON 2024 compliments card

2.2. Ten (10) sets of Kapampangan assorted nuts and pastries worth P1,000.00 each in elegant packaging with MICECON 2024 compliments card

2.3. Ten (10) pcs of San Nicolas cookies and/or Kapampangan chicharon worth P500.00 each in elegant packaging with MICECON 2024 compliments card

Delivery schedule: 05 July 2024, 1:00 PM

Philippine MICE Youth Challenge (Academic Competition)			
	10 July 2024	<p>CHAMPION (Group Award)</p> <ol style="list-style-type: none"> 1. Trophy / plaque - 1 pc. <i>*Preferably ready-made and handcrafted, at least 7"H, with printing of event name and placement</i> <i>*Sample: Mini gong with wooden stand & mother of pearl inlay</i> 2. Framed certificate for each member - 5 pcs. <i>*In glass / resin case / frame which can support an A4 certification with extra 1 - 2 inches margin</i> 3. Cash prize: PhP 50,000.00 <p>1ST RUNNER UP (Group Award)</p> <ol style="list-style-type: none"> 1. Trophy / plaque - 1 pc. <i>*Preferably ready-made and handcrafted, at least 7"H, with printing of event name and placement</i> <i>*Sample: Mini gong with wooden stand & mother of pearl inlay</i> 2. Framed certificate for each member - 5 pcs. 	

**In glass / resin case / frame which can support an A4 certification with extra 1 - 2 inches margin*

3. Cash prize: PhP 30,000.00

2ND RUNNER UP (Group Award)

1. Trophy / plaque - 1 pc.

**Preferably ready-made and handcrafted, at least 7"H, with printing of event name and placement*

**Sample: Mini gong with wooden stand & mother of pearl inlay*

2. Framed certificate for each member - 5 pcs.

**In glass / resin case / frame which can support an A4 certification with extra 1 - 2 inches margin*

3. Cash prize: PhP 20,000.00

SPECIAL Awards

Fresh Idea Award (Group Award)

1. Framed certificate for the team - 1 pc.

**Framed with glass, t'nalak / native weave border, ethnic design, at least 10"x14", with printing of event name and award*

2. Cash prize: PhP 5,000.00

Best Themed Attire (Group Award)

1. Framed certificate for the team - 1 pc.

**Framed with glass, t'nalak / native weave border, ethnic design, at least 10"x14", with printing of event name and award*

2. Cash prize: PhP 5,000.00

Best Pitch (Group Award)

1. Framed certificate for the team - 1 pc.

**Framed with glass, t'nalak / native weave border, ethnic design, at least 10"x14", with printing of event name and award*

2. Cash prize: PhP 5,000.00

Most Valuable Presenter (Individual Award)

1. Framed certificate for the individual - 1 pc.

**Framed with glass, t'nalak / native weave border, ethnic design, at least 10"x14", with printing of event name and award*

2. Cash prize: PhP 5,000.00

		<p>*Framed certificates and trophies estimated at Php 2,000.00 each</p> <p>*With printed / engraved customized PMYC / MICECON logo</p> <p><i>*Supplier to submit proposed items / designs</i></p> <ul style="list-style-type: none">● Certificate paper, printing / engraving, frames, supplies, misc. amounting to PhP 10,000.00● Plated hot lunch (rice, pasta/noodle, chicken, fish, vegetable and dessert) and drinks for 45 pax amounting to PhP1,500 per head (to be served in SMX)● Plated PM snacks with cold drinks (tea/juice) for 45 pax amounting to PhP 500 per head (to be served in SMX)● Coffee/tea service <p>Delivery schedule of framed certificates and plaques: 05 July 2024, 1:00 PM</p>	

ITEM # 3	Detailed Requirements								
ACCOMMODATION WITH FOOD AND BEVERAGE FOR MANILA-BASED SECRETARIAT	Number of pax: 4 pax Minimum pax guarantee: 2 Indicative Date: 08-14 July 2024								
	Accommodation for Manila-based Secretariat								
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IV. Project Implementation Schedule

ITEM	PARTICULARS	DATE/S
1	Pre-Conference Activities	10 July 2024

2	Academic Competition / First Time Attendees Prizes / Corporate Social Responsibility (CSR) Shirts and Giveaways	10 July 2024
3	Accommodation with Food and Beverage for Manila-based Secretariat	08-14 July 2024

V.ADDITIONAL REQUIREMENTS

1. Assistance in preparing/ securing entry documents, as necessary.
2. Must respond to immediate/unforeseen changes in specifications. Must be able to provide alternative options, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events subject to the approval of TPB at no additional cost.
3. Activities and/or schedules/dates may still be changed based on recommendations on the Tourism Promotions Board and DOT Regional Office III.
4. Bidders should submit a budget bid proposal that reflects the cost of the required items. Any event sponsorship (hosted/discounted) will be deducted from the bid amount, if any. Thus, the Destination Management Company will bill TPB based on the actual cost.

VI. QUALIFICATIONS OF BIDDER

1. Must be a Filipino-owned operated and legally registered Destination Management Company Tour Operator/ Travel Agency under the Philippine Laws.
2. Must have been in operation for at least three (3) years handling similar projects related to incentivized programs.
3. Must have a valid Department of Tourism (DOT) Certificate of Accreditation.

VII.APPROVED BUDGET FOR THE CONTRACT (ABC)

The total approved budget is **ONE MILLION PESOS (PHP1,000,000.00)** inclusive of all applicable taxes and fees.

VIII.TERMS OF PAYMENT

Send the bill / Statement of Account to the Tourism Promotions Board after the completion/delivery of goods/services. The bidders are encouraged to have a Land Bank of the Philippines account. Payment will be made through LBP bank deposit or check. Otherwise, bank charges will be shouldered by the service provider.

IX. CONTRACT DURATION

The contract shall commence from the issuance of the Notice to Proceed (NTP) until full/completion of the delivery of requirements.

X. CONTACT INFORMATION

For this requirement, you may contact the assigned Project Officer, **Mr. Dan Joseph B. Ferrolino** through his email at dan_ferrolino@tpb.gov.ph .