

## TECHNICAL SPECIFICATIONS

### SERVICES OF AN EVENTS MANAGEMENT COMPANY FOR THE ENHANCED 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 tourism by attracting foreign MICE planners/organizers to bring 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.

For the MICE Plus Program, the TPB requires an event management company to provide tokens and performances that showcase the rich Philippine heritage at various international conferences, incentive travel programs, and other MICE events held in the country.

#### II. OBJECTIVES

In line with TPB's mandate to promote the Philippines as a premier convention destination in Asia, the organization is responsible for attracting, promoting, facilitating, and managing large-scale events, including national and international fairs, conventions, congresses, incentive travel programs, and similar gatherings. 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 / DELIVERABLES / SPECIFICATIONS

Item		Quantity
A	Cultural Shows/Performances	26
B	Rondalla Performances	5
C	T-Shirts	2,000

#### SPECIFICATIONS

##### A. FOR CULTURAL SHOWS/PERFORMANCES

1. Indicative number of performances: thirteen (13) in Metro Manila and thirteen (13) out of Metro Manila.
2. EMC must have the capacity to deliver simultaneous performances in multiple venues.
3. Performances will cover the period from January to December 2025
4. Performances may include either: Cultural Show, Ati-Atihan Show, Pangkat Kawayan, or String Quartet, among others.
5. EMC shall bear the professional fees of performers, director, production assistants and logistical expenses such as technical requirements, travel arrangements which

may include land and airfare transportation, accommodation, meals and other miscellaneous expenses, as needed.

6. EMC must ensure that performers have appropriate costumes and props necessary for the performances.
7. Performing group must have an ensemble of male and female singers, 4-man rondalla and dancers, excluding director/coordinator and production assistants. Maximum length of show is 30-minutes of lively musical and dance presentations, which may include audience participation, unless instructed otherwise.
8. EMC must ensure that shows/presentations 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.
9. The show/presentation must have a lively music and dance numbers to draw the crowd's attention. The Director must be flexible in dividing the show/presentation into sets as deemed fit in the program.
10. EMC must have a wide network of highly skilled and talented Filipino talents and performers. Preferably, the performers should be award-winning or have experience performing before large local and international audiences, including performances abroad but not performances during competition.

#### **B. FOR RONDALLA PERFORMANCES**

1. The indicative number of performances is two (2) within Metro Manila and three (3) outside of Metro Manila
2. Performances will cover the period January to December 2025
3. Rondalla must be composed of 5-6 band members
4. Must wear traditional or modern Filipiniana attire during performances

#### **C. FOR T-SHIRT**

1. T-shirt with 100% cotton fabric or cotton-polyester blend but not more than 10% polyester with full color print via Direct-to-Film (DTF) / Direct-to-Garment (DTG) printing (for TPB's approval).
2. Bidder must submit sample of t-shirt with print **to be included in the technical bid.**
3. Winning bidder must submit sample of T-shirt with the design provided by TPB within five (5) calendar days upon receipt of the Notice to Proceed (NTP).
4. Winning bidder must deliver the total quantity, thirty (30) working days after the final approval of T-shirt with print, at the TPB office located at the 4<sup>th</sup> Floor Legaspi Towers 300, Roxas Blvd. Malate, Manila
5. Sizes are: 500 Medium, 600 Large, 600 Extra Large, 300 2 XL (American Size).

#### **D. COORDINATION WITH TPB, EMC, and PROPONENT**

1. The TPB shall notify the winning bidder via e-mail the schedule of performances (date, time and venue) at least two (2) weeks prior to the show dates.
2. Upon TPB's endorsement, the winning bidder shall coordinate directly with the event organizer's contact person with regards to the technical requirements such as lights and sounds, audiovisual requirements, staging, program, dry run, and other elements of the show prior to the day of performance. **Performers must be pre-approved by TPB prior to endorsement to the proponent or must come from TPB pre-approved pool of performers.**

### **IV. PROJECT IMPLEMENTATION SCHEDULE/SCHEDULE OF REQUIREMENTS**

**Implementation Schedule:** January – December 2025

### **V. BIDDER'S QUALIFICATIONS**

- A. Must be operating and legally registered events management company under Philippine laws;
- B. Must have a minimum three (3) year-experience in organizing medium-scale events (300 – 500 participants) and performances of dances ranging from traditional, cultural, classic, folk, ballroom, to modern and contemporary genres, featuring Filipino artists and talents.
- C. Must have handled at least two (2) similar scale international groups with a minimum of 300 participants. Must provide a list of similar projects handled for the past three (3) years.

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

The Approved Budget for the Contract is **Four Million Five Hundred Thousand Pesos Only (Php4,500,000.00)** only, inclusive of all applicable taxes.

The event management company 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**

The contracted amount is payable in following tranches:

<i>No of Payments</i>	<i>Milestones / Deliverables</i>
1st Payment (20% of the contract price)	After full delivery of T-shirts
2nd Payment (30% of the contract price)	After the 10 <sup>th</sup> performances of cultural shows and Rondalla combined.  <i>Submission of compilation of photos (in .jpeg format) of the performance to be attached in the billing.</i>
3rd Payment (30% of the contract price)	After the 20 <sup>th</sup> performances of cultural shows and Rondalla combined.  <i>Submission of compilation of photos (in .jpeg format) of the performance to be attached in the billing.</i>
4 <sup>th</sup> Payment (20% of the contract price)	After the 26 <sup>th</sup> cultural show and 5 <sup>th</sup> Rondalla performances combined.  <i>Submission of compilation of photos (in .jpeg format) of the performance to be attached in the billing.</i>

- A. Send bill arrangements
- B. Supplier must submit the following documents:
  - Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to:

MS. MARIA MARGARITA MONTEMAYOR NOGRALES  
 Chief Operating Officer  
 Tourism Promotions Board c/o the MICE Department

6<sup>th</sup> Floor, Five E-Com Center, Mall of Asia Complex, Pasay City

- Proof of implemented performances such as photos (jpeg format) and videos submitted via e-mail
- C. Bidder is encouraged to have a Land Bank of the Philippines (LBP) account. Should the winning bidder do not have account in LBP, bank charges to a preferred alternate bank will be shouldered by the bidder.

**VIII. CONTRACT DURATION**

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

**IX. PROJECT OFFICER'S CONTACT INFORMATION**

MILO S. OROPEZA Acting Head, EMSD, MICE Department	miro_oropeza@tpb.gov.ph
JELLINE JAZEL C. SANTOS Project Devt Officer, EMSD, MICE Department	jelline_cruz@tpb.gov.ph,
MARY ANN CARAMAT Project Officer, EMSD, MICE Department	maryann_caramat@tpb.gov.ph