

TECHNICAL SPECIFICATIONS
Services of an Events Management Company
for the MICE Stakeholders Networking Cocktail Reception
30 January 2025 | Metro Manila

I. BACKGROUND

The TPB will host a Philippine MICE Stakeholders Networking Cocktail Reception which targets to expand the reach of associations and enjoin a wider scope of Philippine MICE Industry Players (suppliers and other partners). The TPB will invite other local MICE stakeholders, suppliers and associations to the networking event.

This event would be an ideal venue for Philippine MICE industry players to network and foster relationships to help facilitate future MICE events in the country. In addition to this, the event will allow the TPB to continue to promote the Philippine MICE Campaign and enjoin all Philippine MICE stakeholders to help boost the Philippines’ promotion to attract more MICE/ business events to the country.

II. OBJECTIVES

The MICE Stakeholders Cocktail Reception is aimed at the following:

- Strengthen the Philippine Associations Industry since association events are the life blood of the meetings and conventions industry;
- Build a strong relationship with the Philippine Associations industry for the organization to utilize the connection for program partnerships that will help attract future international association events to the country;
- Re-sharpen the skills and knowledge of the industry by extending support for events;
- Align with TPB’s mandate to promote the Philippines as a M.I.C.E. destination and to attract more national and international events to the country through assistance to booked events; and
- Facilitate networking opportunities that will foster collaborations for future events and initiatives

III. SCOPE OF WORK/SERVICES

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| Event | MICE Stakeholders Cocktail Reception |
| Date and Time | 30 January 2025, 4:00 pm – 7:00 pm (indicative) |
| Venue | Metro Manila |
| Number of Pax | 150 pax |
| Participant Profile | <p>Buyer Side</p> <ul style="list-style-type: none"> • Medical associations • Trade organizations • Professional societies • Non-profit organizations • Other national/international associations <p>Supplier Side</p> <ul style="list-style-type: none"> • Professional Congress/Exhibition/Event Organizers • Destination Management Companies/Travel/Tour Operators • Event Management Companies • Production house • Hotels/resorts/MICE venues/facilities • Other MICE suppliers |

The Events Management Company (EMC) must be able to package the following event requirements:

A. Food and Beverage/Catering Services

1. Heavy cocktails from 4:00 pm to 7:00 pm (indicative) with free-flowing beverages;
2. Selection of menus;
3. Dietary requirements of guests (gluten-free, halal, vegetarian, diabetic, people with allergies, etc. with 15% provision for every meal or based on the list to be provided by TPB;
4. Food sampling prior to the event, as may be required;
5. Appropriate number of dressed tables, table centerpieces, and ambient décor;
6. Sufficient number of uniformed and well-trained banquet service personnel as well as standby waiters and a dedicated Event Sales Leader to attend to all arrangements;
7. With packaged complimentary use of venue within five (5) kilometers from the Tourism Promotions Board for 150 pax;
8. To include corkage fees, as may be needed;
9. Any other requirements that may be mutually agreed upon by the TPB and the supplier.

B. Physical and technical requirements to include the following:

1. A dedicated team to execute, oversee and manage the required onsite physical and technical requirements of the networking event
2. Exclusive SSID for the event, as needed
**Internet requirement for the venue is a minimum of 500 mbps*
3. Overall stage setup, venue and stage décor, execution, and construction including, but not limited to the following:
 - Stage and venue setup/design/decoration
 - Venue enhancement
 - Themed event and title cards to be displayed on screen
 - Backdrop and title card layout/design that carries colors of the PCAAE and TPB logos/overall theme on sustainability
4. Audio visual equipment and sound equipment:
 - LED screen following the appropriate size of stage/area of the venue
 - Lighting equipment and special effects, as needed
 - Sound system (speakers, microphones, adapters, etc.), as needed
5. Entertainment/music for a total of 3 hours (including intervals) to include all expenses of performers and technical equipment needed
**Performers, subject to the approval of TPB*

C. Other Terms and Conditions

1. Any necessary changes to be made or implemented in the deliverables listed in the scope of services will be subject to the arrangements and the approval of TPB and must be within the contracted amount.
2. Neither party shall be held liable to the other for failure to perform any obligation due to fortuitous events or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural or man-made eventuality.

IV. PROJECT IMPLEMENTATION DATE

Date and Time: 30 January 2025, 4:00 pm – 7:00 pm (indicative)

Venue: Metro Manila

V. ADDITIONAL TECHNICAL REQUIREMENTS

- Must be Filipino-owned, operating and legally registered as an Events Management Company/Conference Integrator under Philippine laws;
- Must have been in operation for at least three (3) years;
- List of at least three (3) organized and staged onsite events of the same nature;

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **ONE MILLION PESOS ONLY (PHP1,000,000.00)** inclusive of all applicable fees and taxes.

VII. TERMS OF PAYMENT

1. Must be willing to provide services on a “send bill arrangement” to TPB;
2. One-time payment upon completion of all project requirements;
3. The Statement of Account/Billing Statement should be submitted for the processing of payment to include costs for all services, taxes and fees addressed to:

ARNOLD T. GONZALES
Acting Head, MICE Department
Tourism Promotions Board Philippines
6/F, Five E-Com Center, Harbor Drive
Mall of Asia Complex, Pasay City

4. Once all deliverables are rendered full/complete, processing of payment shall commence and estimated to be completed within 30 working days;
5. Payment will be made through the Land Bank of the Philippines (LBP) account. If the winning bidder does not have an account at the LBP, bank charges of the preferred alternate bank will be shouldered by the bidder.
6. The financial proposal should cover all expenditures enlisted in the deliverables above to include applicable taxes and fees and all other necessary expenses in connection to the staging/conduct of the event as may be agreed upon by both parties.
7. Final amount must be based on actual billing.

VIII. CONTRACT DURATION

The contract shall commence from the date of receipt of Notice to Proceed (NTP) until the full/complete delivery of the requirements.

IX. PROJECT OFFICER’S CONTACT INFORMATION

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