

**17th Philippine Travel Exchange (PHITEX)
29 August - 04 September 2018
Manila**

TERMS OF REFERENCE
Services of an Event Integrator
as of 20 July 2018

I. BACKGROUND

The Tourism Promotions Board, as the promotions and marketing arm of the Department of Tourism (DOT), is organizing the 17th Philippine Travel Exchange (PHITEX) scheduled on 29 August to 04 September 2018.

PHITEX is the biggest government organized travel trade event in the country first held in 1996. Patterned after the ASEAN Tourism Forum, this event host qualified international buyer delegates all over the world to participate in table-top business appointments with accredited Philippine tourism suppliers. Invited foreign participants are also given a chance to experience what the country can offer as a tourism destination during pre and post tours featuring key Philippine attractions and destinations.

There is a need for the TPB to provide an operative and successful flow of the TRAVEX proper on 30-31 August 2018. As such, it will be in need of an event integrator to assist in the effective management of the proceedings of the Travel Exchange program by delivering the necessary physical and technical requirements, talents / manpower and all other provisions for the success of the event.

II. SCOPE OF SERVICES

The Event Integrator team shall:

1. Conceptualize the event plan/program for the TRAVEX and Educational Seminar, 28 - 30 August 2018 at the (venue to be advised);

| TIME | ACTIVITY | REMARKS |
|--------|---|---|
| 12noon | Registration of attendees | <i>**Tentative program for approval of Project Manager and Secretary General of PHITEX 2018 **</i> |
| 1300H | Start of the program | |
| 1310H | Welcome Remarks of TPB/DOT Official | |
| 1345H | Start of the seminar c/o guest speakers | |
| 1530H | Coffee break | |
| 1545H | Resumption of seminar | |
| 1640H | Closing Remarks by TPB/DOT Official | |
| 1700H | End of PHITEX Educational Seminar 2018 | |

2. Manage and implement the event plan/programme for the PHITEX/TRAVEX (29 - 30 August 2018), to include:

| TIME | ACTIVITY | REMARKS |
|-----------------------|---|---------------------------------------|
| 29 August 2018 | | |
| 8:30am | PHITEX Briefing | *** Tentative program flow *** |
| 9:00am | Business Appointments | |
| 10:30am - 10:45am | Coffee Break | |
| 10:45am - 12:00pm | Business Appointments | |
| 12:00pm | Lunch Break | |
| 1:30pm - 3:30pm | Resume of Business Appointments | |
| 3:30pm - 3:45pm | Coffee Break | |
| 5:00pm | End of Business Appointments | |
| 30 August 2018 | | |
| 9:00am | Start of 2 nd day Business Appointments | *** Tentative program flow *** |
| 10:30am - 10:45am | Coffee Break | |
| 12:00pm | End of 2 nd day Business Appointments | |

- a. Program flow/detailed scenario/script based on the approved program;
 - b. Professionals/talents for the event proper, to include the Voice-Over;
 - c. Entertainment during the opening of the event.
3. Provide the following physical and technical requirements for the **PHITEX-TRAVEL EXCHANGE (TRAVEX) AREA (Venue to be advised)**, and **Training/Educational Seminar Area (Venue to be advised)** and oversee their set-up and operation in coordination with the technical provider in the event venues, including, but not limited to:

| | TECHNICAL REQUIREMENTS | DATE |
|----------------------------|--|----------------|
| EDUCATIONAL SEMINAR | LED screen/backdrop, set design | 27 August 2018 |
| | Truss support system | |
| | Complete PA system (speakers, microphones, etc.) | |
| | Professional Lighting System | |
| | Generator set. (as needed) | |

| | TECHNICAL REQUIREMENTS | DATE |
|--------|--|----------------|
| TRAVEX | <i>*** same as above since there will be only one stage to be used for both the Educational Seminar and the TRAVEX B2B ***</i> | 28 August 2018 |

LED screen/backdrop, set design; (use of LED screen during the ff):

- a. For TRAVEX Area:
 - AVP, announcements and timer for 15 minute mark.
 - b. For educational seminar:
 - Speaker's presentation and etc.
4. Oversee the light, sound, special effects, audio-visual and other physical and technical requirements, stage design, blocking, etc. for PHITEX-TRAVEL EXCHANGE AREA and Training/Educational Seminar Area:
 - Director;
 - Script Writer;
 - Venue/stage designer;
 - Videographer.
 5. Shoulder professional fees of host/voice over talent, artists, event integrator team and production crew including transportation & accommodation (if needed);
 6. Venue styling and enhancement of the following, but not limited to:
 - a. Travel Exchange Area (Business-to-Business Session);
 - b. Training/Educational Seminar Room;
 - c. Outside the Travel Exchange Area e.g. lobby, entrance/exit, etc.;
 - d. VIP and Media Lounge.
 7. Installation, enhancement and styling of Entrance LED Arch in the Travel Exchange Area;
 8. Provision of trusses support for the installation of two (2) Drop-Down Banners, measured at (2.65(H) x 4(W)) meters on the side of stage (printing of materials c/o TPB);
 9. Construction/provision of one (1) piece 3D Cut-out letter (#8) only, measured at (122cm (Height) x 68cm(Width) and 15.5cm(Depth), repainting/refurbishing of the rest of the 3D letters and installation with lighting system in the venue to be advised (#PHITEX201 3D letters c/o TPB);
 10. Creatives for artworks and design;
 11. Speaker's rehearsal; and
 12. Document in video all presentations/proceedings in the event venue during PHITEX-TRAVEX and Educational Seminar.

Below will be the flow of ingress and egress:

| DATE / TIME | CAPACITY REQUIREMENT | REMARKS |
|-----------------------------------|---|--|
| 27 August - INGRESS | | |
| 6:00 onwards (whole day) | <p>Educational Seminar:</p> <ul style="list-style-type: none"> - Classroom set up (200 - 250 pax) - Ingress of stage, AV, and technical equipment - Truss support system for installation of dropdown banners - LED Screen/backdrop, set design: *Speaker's presentation - Complete PA system (speakers, microphones (wireless), etc.) - Professional lighting - Installation of entrance LED Arch <p>TRAVEX AREA:</p> <ul style="list-style-type: none"> - set up for TRAVEX Area will be done only for half of the venue since the Educational Seminars will be held on the other half. - Floor Area: at least 1,500 sq.m - B2B tables set up for half of the TRAVEX area <p>To include manpower complement for the installation and dismantling of the ceiling banners</p> | <p>Note:</p> <ul style="list-style-type: none"> - There is only one stage to be used for both the Educational Seminar and the TRAVEX B2B - half of the function room is for educational seminar ingress; and other half for TRAVEX Area <p>Educational Seminar:</p> <ul style="list-style-type: none"> - Wireless microphone: 4 pcs - Wired microphones with stand: 2 pcs each |
| 28 August | | |
| 6:00am | <p>Educational Seminar:</p> <ul style="list-style-type: none"> - Technical rehearsal for guests speakers and voice over (morning) | |
| 1:00pm - 5:00pm (tentative) | <ul style="list-style-type: none"> - Event Integrator to oversee the light, sound, special design, etc. (afternoon) | |
| 6:00pm | <p>TRAVEX AREA Business-to-Business (B2B) session:</p> <ul style="list-style-type: none"> - After Educational Seminar, the other half of the venue will be open for TRAVEX Area Ingress | |
| 6:00am onwards | <p>VIP Lounge Room</p> <p>20-30 pax</p> | Venue styling and enhancement |

| | | |
|--------------------------------------|---|---|
| 6:00am onwards | Media Room | |
| 29 August - TRAVEX Day 1 | | |
| 8:00am onwards (Event Proper) | TRAVEX AREA Business-to-Business (B2B) session - Event Integrator to oversee the light, sound, special design, etc. - LED Screen/backdrop, set design: *AVP, announcements and timer for 15 minute mark | For TRAVEX Area: - Wireless microphone: 4 pcs |
| 30 August - TRAVEX Day 2 | | |
| 08:00am to 12:00pm (Event Proper) | TRAVEX AREA Business-to-Business (B2B) session - Event Integrator to oversee the light, sound, special design, etc. - LED Screen/backdrop, set design: *AVP, announcements and timer for 15 minute mark | Egress after the event |
| 2:00pm onwards | VIP Lounge Room 20-30 pax | |
| 2:00pm onwards | Media Room | |

III. ELIGIBILITY REQUIREMENTS

1. Must be Filipino owned, operated and legally registered Events Management Company / Production House / Conference Integrator under Philippine laws;
2. Must have team members who all have minimum of three (3) years of experience in organizing similar B2B events; must be able to submit list of similar local events handled in the past and list of current on-going/forthcoming projects;

IV. TECHNICAL / LEGAL ELIGIBILITY DOCUMENTS

1. List of large-scale local/international events held in the Philippines that was handled in the past 3 years.

Bid Price Ceiling is **PhP 950,000.00** inclusive of all applicable taxes. Cost of items in bid should be broken down. The winning bid shall be determined **based on the quality of the proposal with the most advantageous financial package cost**, provided that the amount of bid does not exceed the abovementioned approved budget. Deadline for submission of bids should be at the close of office hours on _____.

For particulars, please contact:

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