

17th Philippine Travel Exchange (PHITEX) 2018

28 August to 05 September 2018

Manila, Philippines

**TERMS OF REFERENCE
(Official Venue Selection)**

I. BACKGROUND

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 tabletop 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.

In 2007, aside from holding it in Cebu for the first time, another component was added in the activity wherein industry experts are invited as resource speakers to discuss new trends in tourism marketing as well as marketing strategies in mature and emerging markets.

II. VENUE REQUIREMENTS

The conference/events venue must be able to provide the following:

1. Internet Connectivity
 - High-speed internet for 500 concurrent users (450 delegates and 50 secretariat staff) on multiple devices (at least 100 mbps with appropriate access points) in all areas to be designated within the conference venue
 - Wired internet connections in designated event areas
2. All meeting space requirements, decoration, basic sound system / lights and equipment set up for the venue, to include microphones, projectors with projector screens, etc. for the following:
 - TRAVEX Area
 - Educational Sessions
 - Holding Room for the Conference Integrator Team, Production Team and Artists
 - Registration Area
 - Hospitality Counter
 - Speaker Ready Room / VIP Lounge
 - Media Lounge
 - Baggage Deposit Counter
 - Delegates' Lunch Area
 - Delegates' Coffee Break Area
 - TPB Business Development Counter

3. 24-hour allotment for set-up/ingress;
4. Provision of special areas and facilities for persons with disabilities (PWDs) within the conference venue (e.g. equipped with handrails and special walkway—internal and external – for buyers in wheelchair, etc.);
5. Complimentary parking space (parking passes) for PHITEX 2018 official vehicles and sponsors;
6. Wet umbrella wrapping plastic bag dispenser at the venue entrance/s;
7. LCD screens for announcements and presentations;
8. Signage stands for meeting rooms and directional signage;
9. Basic A/V system; and
10. Complimentary use of Genie/Boom lift (Ingress and egress).

The above venue requirements should include engineering and janitorial services.

DATE / TIME	CAPACITY REQUIREMENT	REMARKS
26 to 27 August – CHECK-IN		
Whole Day	Hospitality Counter at the Hotel Lobby	- With tables and chairs and provision for electric outlets
Whole Day	Check-in Venue at the Hotel	- With refreshments
28 August – INGRESS		
Whole Day	Hospitality Counter at the Hotel Lobby	- With tables and chairs and provision for electric outlets
Whole Day	Check-in Venue at the Hotel	- With refreshments
00:00 onwards	Secretariat Room Office set-up with room dividers (50 pax)	- With IDD telephone, local telephone, internet (wired and Wi-Fi); Hot and Cold water dispenser and provision for electric outlets

00:00 onwards	PNP Command Center Office set up (20-30 pax)	- With IDD telephone, local telephone, internet (wired and Wi-Fi); Hot and Cold water dispenser and provision for electric outlets
00:00 onwards	TRAVEX AREA Business-to-Business (B2B) session - Floor Area: at least 1,500 sq.m - Ingress of stage and technical equipment - Technical rehearsal To include manpower complement for the installation and dismantling of the ceiling banners	- With Wi-Fi and provision for electric outlets - 250 IBM tables with 3-4 chairs each table; - Desk pad with pencil/pen and note pad - Basic A/V system - Stage set-up
00:00 onwards	Registration area for buyers and sellers and TPB Business Development Counter	- With tables and chairs and provision for electric outlets
00:00 onwards	Hospitality Counter at the Event Venue	- With tables and chairs and provision for electric outlets
00:00 onwards	Airfare Reimbursement Room	- With telephone and internet connection; IBM tables and chairs and provision for electric outlets
00:00 onwards	Baggage Counter	- Stall set-up
00:00 onwards	Holding Area for DOT Officials / VIP Lounge Room	
00:00 onwards	Media Room	- With internet (wired and Wi-Fi) and assorted snacks, free-flowing coffee, tea and water
00:00 onwards	Holding Area for Event Integrator	- With tables and chairs and provision for electric outlets; Hot and Cold water dispenser
18:00 to 22:00	Dinner Venue for 300 pax	- Banquet Set-up
29 August – TRAVEX Day 1 and GRAND RECEPTION		

Whole Day	Hospitality Counter at the Hotel Lobby	- With tables and chairs and provision for electric outlets
Whole Day	Secretariat Room Office set-up with room dividers (20-30 pax)	- With IDD telephone, local telephone, internet (wired and Wi-Fi); Hot and Cold water dispenser and provision for electric outlets
Whole Day	PNP Command Center Office set up (20-30 pax)	- With IDD telephone, local telephone, internet (wired and Wi-Fi); Hot and Cold water dispenser and provision for electric outlets
00:00 to 07:59 (Ingress) 8:00 onwards (Event Proper)	TRAVEX AREA Business-to-Business (B2B) session - Floor Area: at least 1,500 sq.m – 2,350 sq.m. - Ingress of stage and technical equipment - Technical rehearsal To include manpower complement for the installation and dismantling of the ceiling banners	- With Wi-Fi and provision for electric outlets - 250 IBM tables with 3-4 chairs each table; - Desk pad with pencil/pen and note pad - Basic A/V system - Stage set-up
11:00 to 13:00	Lunch Venue for 550 pax	- Banquet Set-up
Whole Day	Registration area for buyers and sellers and TPB Business Development Counter	- With tables and chairs and provision for electric outlets
Whole Day	Hospitality Counter at the Event Venue	- With tables and chairs and provision for electric outlets
Whole Day	Airfare Reimbursement Room	- With telephone and internet connection; IBM tables and chairs and provision for electric outlets
Whole Day	Baggage Counter	- Stall set-up
Whole day	Media Room (50 pax)	- With internet (wired and Wi-Fi) and assorted snacks,

		free-flowing coffee, tea and water
Whole day	Holding Area for Event Integrator	- With tables and chairs and provision for electric outlets; Hot and Cold water dispenser
Whole day	Holding Area for DOT Officials / VIP Lounge Room	<ul style="list-style-type: none"> - With assorted snacks, free-flowing coffee, tea and water; wireless internet connection - Assigned wait staff
30 August – TRAVEX Day 2		
Whole Day	Hospitality Counter at the Hotel Lobby	- With tables and chairs and provision for electric outlets
Whole Day	Secretariat Room Office set-up with room dividers (20-30 pax)	- With IDD telephone, local telephone, internet (wired and Wi-Fi); Hot and Cold water dispenser and provision for electric outlets
Whole Day	PNP Command Center Office set up (20-30 pax)	- With IDD telephone, local telephone, internet (wired and Wi-Fi); Hot and Cold water dispenser and provision for electric outlets
08:00 to 12:00 (Event Proper)	<p>TRAVEX AREA Business-to-Business (B2B) session</p> <ul style="list-style-type: none"> - Floor Area: at least 1,500 sq.m – 2,350 sq.m. - Ingress of stage and technical equipment - Technical rehearsal <p>To include manpower complement for the installation and dismantling of the ceiling banners</p>	<ul style="list-style-type: none"> - With IDD telephone, local telephone, fax machine, internet (wired and Wi-Fi); Hot and Cold water dispenser and provision for electric outlets - 250 IBM tables with 3-4 chairs each table; - Desk pad with pencil/pen, note pad and bottled water - Basic A/V system - Stage Set-up
06:00 to 10:59 (Ingress)	Contract Signing for Madrid Fusion Theatre set-up (50 pax)	<ul style="list-style-type: none"> - With Wi-Fi and provision for electric outlets - Desk pad with pencil/pen and note pad

11:00 onwards (Event Proper)		<ul style="list-style-type: none"> - Basic A/V system - 4 wireless microphone w/ stand - Stage set-up
12:00 to 14:00	Lunch Venue for 550 pax	<ul style="list-style-type: none"> - Banquet Set-up
12:00 to 14:00	Lunch Venue for VIPs (20 to 30 pax)	<ul style="list-style-type: none"> - Set-up TBA
12:00 to 13:59 (Ingress) 14:00 to 19:00 (Event Proper)	Educational Seminar Classroom set-up (250 pax)	<ul style="list-style-type: none"> - With Wi-Fi and provision for electric outlets - Desk pad with pencil/pen and note pad - Basic A/V system - 4 wireless microphone w/ stand - Stage set-up
Whole Day	Registration area for buyers and sellers and TPB Business Development Counter	<ul style="list-style-type: none"> - With telephone and wired internet; IBM tables and chairs and provision for electric outlets
Whole Day	Hospitality Counter at the Event Venue	<ul style="list-style-type: none"> - With telephone and wired internet; IBM tables and chairs and provision for electric outlets
Whole Day	Baggage Counter	<ul style="list-style-type: none"> - With telephone and wired internet; IBM tables and chairs - Stall set-up
Whole day	Media Room (50 pax)	With internet (wired and Wi-Fi) and assorted snacks, free-flowing coffee, tea and water
Whole day	Holding Area for Event Integrator	<ul style="list-style-type: none"> - With IDD telephone, local telephone, internet (wired and Wi-Fi); Hot and Cold water dispenser
Whole day	Holding Area for DOT Officials / VIP Lounge Room	<ul style="list-style-type: none"> - With assorted snacks, free-flowing coffee, tea and water; wireless internet connection - Assigned wait staff

Whole day	Holding Area for Madrid Fusion Organizers	<ul style="list-style-type: none"> - With assorted snacks, free-flowing coffee, tea and water; wireless internet connection - Assigned wait staff
31 August – CHECK-OUT		
6:00 am onwards	Check-out Venue at the hotel	<ul style="list-style-type: none"> - With telephone and wired internet; Hot and Cold water dispenser and provision for electric outlets
Whole Day	Hospitality Counter at the Hotel Lobby	<ul style="list-style-type: none"> - With tables and chairs and provision for electric outlets

- a. Kindly indicate applicable venue concessions (preference will be given to those who can provide this)

III. FOOD AND BEVERAGE REQUIREMENTS

DATE / TIME	CAPACITY REQUIREMENT	REMARKS
28 August		
18:30 to 22:30	Dinner Round table set up for 300 pax	<ul style="list-style-type: none"> - Buffet Filipino and Continental cuisine - 15% provision for vegetarian, halal, gluten free, etc.
29 August		
(AM)	Snacks Themed set up; Cocktail tables for 550 pax	<ul style="list-style-type: none"> - Themed Snack Menus (preferably with pastries, canapés, assorted sandwiches, fruits and/or nuts) to be proposed by venue's F&B and to be approved by TPB - Free-flowing coffee/tea/bottled water
Lunch	Lunch Round table set up for 550 pax	<ul style="list-style-type: none"> - Buffet Filipino and Continental cuisine - 15% provision for vegetarian, halal, gluten free, etc.

(PM)	Snacks Themed set up; Cocktail tables for 550 pax	<ul style="list-style-type: none"> - Themed Snack Menus (preferably with pastries, canapés, assorted sandwiches, fruits and/or nuts) to be proposed by venue's F&B and to be approved by TPB - Free-flowing coffee/tea/bottled water
30 August		
(AM)	Snacks Themed set up; Cocktail tables for 550 pax	<ul style="list-style-type: none"> - Themed Snack Menus (preferably with pastries, canapés, assorted sandwiches, fruits and/or nuts) to be proposed by venue's F&B and to be approved by TPB - Free-flowing coffee/tea/bottled water
Lunch	Lunch Round table set up for 550 pax	<ul style="list-style-type: none"> - Buffet Filipino and Continental cuisine - 15% provision for vegetarian, halal, gluten free, etc.

- Accommodation of guests with dietary restrictions: halal, vegetarians, diabetics, people with allergies, etc.;
- Complete set-up for the buffet stations and dressed cocktail tables / chairs and appropriate ambient décor to complement the overall theme or look of the event;
- Uniformed and well-trained banquet service personnel;
- Food sampling/tasting of choice menu 1 week before the event;
- Final F&B minimum guarantee should be based on participants estimates one week before the event;
- Should the organizing committee be able to secure dinner hosting with other hotels/properties on 28 August, the cost equivalent to the sponsorship value should not be included in the statement of account of the hotel. TPB shall inform of the sponsorships one (1) week before the date of the dinner.

IV. ACCOMMODATION REQUIREMENTS

BUYERS

DATE	REQUIREMENT	REMARKS
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26 to 27 August (1N)	40 Deluxe Rooms	SGL Occupancy
27 to 28 August (1N)	100 Deluxe Rooms	SGL Occupancy
28 to 31 August (3N)	250 Deluxe Rooms	SGL Occupancy
TOTAL	890 Room Nights	

ORGANIZING COMMITTEE

DATE	REQUIREMENT	REMARKS
26 to 28 August (2N)	8 Deluxe Rooms	TRIPLE Occupancy
28 to 31 August (3N)	25 Deluxe Rooms	TRIPLE Occupancy
TOTAL	91 Room Nights	

**Note: Final Breakdown of Room Requirement per day is subject to change, depending on the actual dates of the arrival of the buyers*

- a. Deluxe rooms (minimum requirement) inclusive of buffet breakfast (based on occupancy) from 26 to 31 August 2018;
- b. Amenities should include but not limited to the following:
 - Complimentary WIFI and/or wired internet access in all guest rooms
 - NDD calls
 - Minibar set-up (on personal account of guests)
- c. Other hotel and in-room services not part of the standard hotel with breakfast package are on personal account of the guests, e.g. spa services, in-room dining, IDD calls, etc.;
- d. Kindly indicate applicable room concessions (preference will be given to those who can provide this).

V. TERMS OF PAYMENT

TPB shall pay a downpayment to the supplier amounting to fifty percent (50%) of the contract price before the event proper and the remaining balance (based on actual expense) shall be paid after the event.

VI. OTHER REQUIREMENTS

1. Deluxe property in Metro Manila located within 9 km radius from Ninoy Aquino International Airport;
2. New property and/or must have undergone renovation in the last five (5) years;
3. Preferably one of the official hotels of the ASEAN 2017 delegates;

4. Minimum of 1,500 sq. m. ballroom for the TRAVEX proper;
5. Properties that can provide Room and Venue/Banquet Concessions will be given preference;
6. Special lane and/or separate holding room to accommodate buyers and organizing committee's check-in and check-out from 27 to 31 August 2018;
7. Complimentary in-room welcome gifts upon arrival of the buyers and guests and assistance to the PHITEX 2018 Secretariat should there be room drop;
8. Complimentary parking slots for the events' transportation requirements from 26 to 31 August 2018;
9. F&B Team should be able to accommodate guests with dietary restrictions: halal, vegetarians, diabetics, people with allergies, etc.;
10. Medical clinic with doctor and/or nurse on standby from in the hotel and medical team on standby during the TRAVEX sessions and social functions;
11. Any other requirements that may be mutually agreed upon by the TPB and the service provider.

VII. ELIGIBILITY REQUIREMENTS

1. Must have experience in holding/staging social events and functions for international conferences, meetings, congresses, et. al.;
2. Must be accredited with the Department of Tourism (DOT);
3. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS);
4. Willing to provide services on send-bill arrangement.

Approved Budget for the Contract (ABC) inclusive of all applicable taxes, broken down as follows:

Bid Price Ceiling is **NINE MILLION NINE HUNDRED FIFTY FIVE THOUSAND FIVE HUNDRED AND 00/100 (Php 9,955,500.00)** inclusive of service charge and all applicable taxes. A pro-forma invoice stating the detailed costs should be submitted together with the Bid Cost Form. 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.