

## TECHNICAL SPECIFICATIONS

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### PROCUREMENT OF AN ONLINE DATABASE OF INTERNATIONAL ORGANIZATIONS

#### **BACKGROUND AND OBJECTIVES:**

The Tourism Promotions Board (TPB), as indicated in the Republic Act 9593 otherwise known as the Tourism Act of 2009, is mandated to market the Philippines as a major Meetings, Incentives, Conventions and Exhibitions (MICE) destination. Specifically, the agency is in-charge of attracting, promoting, facilitating, and servicing large-scale events, international fairs and conventions, congresses, sports competitions, expositions and the likes. With this directive, TPB has continuously promoted the Philippines to international MICE suppliers by participating in different MICE fairs and organizing business/sales presentations abroad, particularly in the Top 12 Source Markets of Philippine Inbound Tourism. TPB has also provided assistance to MICE suppliers who decided to hold their incentive trips, invitational programs, and events in the country to maximize its promotion to MICE attendees. Furthermore, to ensure continuous flow of international MICE events to the Philippines, TPB has likewise extended technical assistance and guidance to local associations who expressed an interest to submit bid proposals for these events. In every step of the bidding process, TPB is expected to lend a helping hand to ensure that a strong bid proposal is crafted and eventually won, thereby increasing the number of MICE events in the country and contributing to the growth of foreign visitor arrivals and receipts. With these responsibilities, TPB needs to acquire an up-to-date information on numerous organizations worldwide to be in a better position to share valuable insights to local associations.

As TPB aspires to intensify its marketing efforts, the agency needs to gather extensive information on the profile, activities and events of international organizations. These data shall help TPB to identify which organizations have local counterparts in the country and determine if the membership number is strong enough to encourage the organizing committees to conduct their events in the Philippines. Priority organizations to look upon are those that have already held conferences in Asia Pacific and have at least one Filipino key officer. With the countless number of international organizations worldwide, researching manually their purpose/mandate, activities, events and affinity with other associations to match them accurately with their local counterparts might not be feasible and economical. As such, TPB would like to seek for a service provider that has the capacity to provide a readily-available and regularly updated online database of international organizations. The database should be able to supply a comprehensive coverage on over 75,000 organizations worldwide in a single platform. This initiative is expected to boost TPB's knowledge in identifying bid prospects for the country.

## CONTENT COVERAGE:

The subscription to the online database will entitle TPB to the following:

- Access to the profiles of over 75,000 international organizations from 300 countries and territories- including intergovernmental and international non-governmental organizations, particularly on the following information:
  - Organization name- the organization's name given in all languages in which it is available.
  - Addresses- contain the main address for correspondence, including telephone and fax numbers, and e-mail addresses when available. The address of the organization's home page is given, if known.
  - History- the date and location of founding (or of "establishment" in the case of intergovernmental organizations).
  - Aims- principal objectives are summarized, wherever possible on the basis of the organization's statutes.
  - Structure- the key structures and commissions of the organization are enumerated, together with some indication of the frequency of their meetings and of composition of the executive body.
  - Staff- the number of paid and voluntary staff.
  - Finance- the sources of funding and the annual budget figure
  - IGO Relations- indication if the organization has a special relationship to an intergovernmental organization (IGO).
  - NGO Relations- indication if the organization has a special relationship to a non-governmental organization (NGO).
  - Activities- summary of the main activities and programme concerns of each organization. Special emphasis is placed on relevant developmental activities.
  - Events- dates and locations of previous and future periodic meetings or other events.
  - Publications- titles of major periodical and non-periodical publications of the organization.
  - Members- types of membership and numbers of members. This may include the list of countries represented or in which members are located, and a list of international and regional organization members, when applicable.
  - Date- includes the date on which the most recent information has been received.
  - Direct access to organizations' websites and contact information
- Access to publications and information resources supplied by international organizations and research citations.
- Access to statistics, visual representations of data, and historical statistical summaries and analyses on: types of organizations; countries where secretariats are located and

where organizations are active; subject clustering of organizations by type; current and historical statistics on meetings activity, and more.

- Access to biographical details of key officers and coordinators of international organizations. Officer profiles include career information, educational background, titles of published works, participation at significant conferences, interests and field of work, honours conferred, nationality, and date and place of birth.

**SUBSCRIPTION PERIOD:**

The subscription period shall commence on **01 January - 31 December 2019**.

**APPROVED BUDGET FOR THE CONTRACT (ABC):**

The approved budget for the annual subscription of the database is **€2,900.00/US\$3,480.00** inclusive of value-added tax (VAT) and other applicable taxes. This is equivalent to **Php 187,920.00** (US\$1.00 = Php 54.00).