

Terms of Reference for Event Management Company

Philippine Business Mission to Malaysia 2019
Kuala Lumpur, Malaysia
13-15 August 2019

BACKGROUND:

The Malaysia and Singapore Philippine Business Mission (PBM) is an initiative of the Tourism Promotions Board (TPB) in line with its marketing efforts in Asia Pacific. In cooperation with the private sector, the Malaysia and Singapore PBM or roadshow is a promotional undertaking aimed to present the latest developments in the Philippine tourism industry and feature new destinations, products and services, as well as positions the Philippines as an attractive and competitive tourist destination for the Malaysia and Singapore market. The business mission includes B2B and hosted lunch reception that provide the opportunity for the Philippine delegates to transact business and network with their Malaysian and Singaporean counterparts.

Last year, there were a total of 19 private sector participants to the Malaysia and Singapore leg of the PBM. In the Malaysia PBM, 175 travel trade and MICE buyers attended the event while in the Singapore leg, there were around 50 travel trade and MICE buyers.

In view of the above, the TPB is in need of an event management company that could provide services based on the following specifications.

A. SPECIFICATIONS:

Requirements:

(1) Facilitation of activities in the venue of the Philippine Business Mission in Malaysia and invitation of the following buyers for the B2B meetings:

- a. Minimum of 30 MICE buyers
- b. 70-120 Travel Trade buyers

*Total of MICE and Travel Trade buyers must not be lower than 100 delegates and not exceed 150 delegates

(2) Provision of a dedicated Event Manager and other needed manpower for the support and coordination assistance in the arrangements and requirements of the TPB for its successful conduct of this event

(3) Provision of professional services prior, during, and after the event proper

(4) Outsourcing of suppliers for the following services, once appointed as winning bidder:

- Lights & sounds supplier (physical and technical requirements, as required/needed by TPB)
- Event host/emcee
- Entertainers for lunch reception (2-3 singers to perform for a duration of 45 minutes)

- upbeat contemporary musical entertainment;
- can perform well-known Malaysian/Mandarin songs;
- Date/Venue: 14 August 2019 (Kuala Lumpur) || Venue: TBA
- Time: 12:30H – 14:00H (lunch break)
- Audience: 100-150 Malaysian delegates with VIPs
Maximum of 50 Philippine private sector participants
- Length of show: 45 minutes for the main production (contemporary and upbeat music); then entertainment until the end of the lunch break
- Official photographer
- Photo wall printing (size and lay-out design will be requested to Marketing Communications of the TPB); *(TPB to settle payment for this item; only requesting for Event Management Company to source for suppliers)*
- Two (2) buses to provide transportation from PBM venue in Kuala Lumpur, Malaysia to PBM venue in Singapore *(TPB to settle payment for this item; only requesting for Event Management Company to source for suppliers)*

(5) Coordination with the suppliers for all the requirements of the PBM, ensure all necessary forms (i.e. forms needed to fill out to be able to bring into the hotel certain equipment, etc.) are completed with the hotel venue (Event Management Company should supervise the start of the set-up in the event hall until egress) and settlement of payment to the suppliers for their services (unless otherwise stated as 'TPB to settle payment')

(6) Photo documentation of the whole event and all activities in the event.

Date/Venue : 14 August 2019 (Wednesday)
Kuala Lumpur, Malaysia

Time : The whole PBM will be from 0900H to 1730H.
0900H-1230H – B2B with Travel Trade Buyers
1400H-1730H – B2B with MICE Buyers

*NOTE: Manpower should be at the venue 1 hour before the opening time on 14 August and should be available during set-up on 13 August 2019; and should attend to the packing up of the venue after the event.

B. INCLUSIONS:

1. Professional fees/allowances of the manpower complement in the implementation of this event;
2. Expenses for the preparation and implementation of the event (including payment to various suppliers);
3. Event management and on-site supervision and technical support;
4. Bank charges, taxes and other fees;
5. Administrative costs; and
6. Miscellaneous expenses

No reimbursable expenses shall be charge to TPB in excess of the Approved Budget for the Contract (ABC).

C. APPROVED BUDGET:

NINE HUNDRED NINETY-NINE THOUSAND PESOS (PhP 999,000.00) to cover all applicable taxes.

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