

PHILIPPINES' BID CAMPAIGN TO HOST THE WORLD TOURISM ORGANIZATION (UNWTO) GENERAL ASSEMBLY IN 2021

7 August 2019 | Manila

TERMS OF REFERENCE

Events Management Provider

(Catering, Entertainment and Technical Equipment Services
for the Philippines' Hosted Lunch for UNWTO-Member Foreign Embassies)

I. BACKGROUND

The Tourism Promotions Board (TPB) and the Department of Tourism, through its Policy Formulation and International Cooperation Division, are spearheading the Philippines' bid to host the UNWTO General Assembly (GA) in 2021.

Held every two years, the General Assembly (GA) is the supreme organ of the UNWTO. It is considered as the most important tourism meeting of the global tourism industry since the decisions of the GA shape the current and future work programs and policies of the UNWTO, its Members and the global tourism community. It is attended by more than 1,500 foreign delegates from 158 Member States, six (6) Associate Members, and 500 Affiliate Members from the private sector.

The country delegation is led by the Tourism Minister or equivalent official with at least five (5) to ten (10) members. Officials from the UN and other international organizations, as well as experts from various fields and foreign media do attend as well to participate in various fora, meetings, exhibitions and discussions during the eight (8) days of the GA.

The Philippines' Bid

In a letter dated 8 March 2019, the Philippines has formally submitted to UNWTO its intent to host the General Assembly in 2021.

From among the bidders who have secured the sponsorship of at least 16 countries, Member States will cast their votes during the General Assembly this September.

Bidding States for the 2021 UNWTO General Assembly

Apart from the Philippines, the Republic of Kenya and the Kingdom of Morocco have likewise expressed their intention to bid.

UNWTO Bidding Process

There are two things that the Philippines needs to accomplish in order to win the hosting rights and bring the UNWTO General Assembly to the country in 2021:

1. Qualify for the first phase of the bidding process.

In order to qualify for the first round of the bidding process, the Philippines has to secure the sponsorship and support of at least 16 UNWTO Member States (*10% of 159 countries*).

The Secretary-General will then transmit to the Member States the list of countries who have qualified in the first round by July 2019.

2. Secure votes the Member States during the 23rd Session of the UNWTO General Assembly.

From among the bidding countries which received the support and sponsorship from at least 16 Member States, the General Assembly will vote for the host destination of the next session in 2021. Voting will take place this year in St. Petersburg, Russia on 9-13 September 2019.

The DOT/TPB's hosted lunch for UNWTO-Member Foreign Embassies in Manila will help the Philippines achieve the abovementioned targets.

The country needs to build friendly relationships with the voting Members of the UNWTO to qualify in the first round of bidding and increase the chances of securing the votes in this year's General Assembly.

In view of the above, the DOT-TPB is in need of an event venue for the aforementioned hosted lunch. The venue must be able to provide not only function room facilities, but must cater as well the food and beverage (F&B) and entertainment/ background music requirements of the Event.

II. SERVICE REQUIREMENTS. The Events Management Provider shall provide the following:

A. Provision for Food and Beverages. The specifics are the following:

- Must have a preventive management tool to ensure food safety (i.e. Hazard Analysis Critical Control Point (HACCP)-certified, etc.)
- Must be able to provide a menu selection of Filipino food, to include appetizers, main course, drinks and desserts
- Must include the following services and amenities during the lunch function:
 - Free flowing coffee
 - Waiter service on stand-by for each table
- Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.).
- Must be able to provide uniformed and well-trained banquet service personnel.

B. Physical and technical set-up. The specifics are the following:

- Must include in its package a centerpiece for each table
- Must have ample inventory of chair covers, table linens and other ambient decorations to complement the hosted lunch
- Must be able to include a 9 ft x 12 ft LED screen which will be utilized for presentations and backdrop of the event
- Must be able to provide basic sound system: mixer/amplifier, speakers, wireless microphones, power cables and connectors, laptop and two onsite operators
- Must be able to provide a podium for speeches

C. Provision for Entertainment.

The caterer must include in its package a live music, with performers and/or musicians.

D. Other Requirements are the following:

- Must be willing to accept send-bill-arrangements with the TPB
- Must have previous business engagement catering to government functions with international guests and foreign dignitaries
- Any other requirements that may be mutually agreed upon by the TPB and the supplier

III. ELIGIBILITY REQUIREMENTS

- A. Must be Filipino owned, operated and legally existing under Philippine laws;
B. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)

IV. BUDGET (NET, PACKAGE PRICE)

Inclusive of all government taxes: **PhP600,000.00.**

BUDGET BREAKDOWN		
Venue and Food & Beverage	PhP 2,500.00 x 150 pax	PhP 375,000.00
Entertainment	PhP 100,000.00 + PhP 50,000.00 (LED) + PhP 50,000.00 (sound system) + PhP 25,000.00 (mgt. fee)	PhP 225,000.00
TOTAL		PhP 600,000.00

V. LEGAL DOCUMENTS

- A. PhilGEPS Registration Certificate
B. Valid Business Permit
C. Income Tax Return Certificate
D. Omnibus Sworn Statement
E. Company Profile

For particulars, please contact Ms. Raquel A. Tria at telephone numbers 525-9318 to 27 loc. 238 or email raquel_tria@tpb.gov.ph.