

TERMS OF REFERENCE

EVENT MANAGEMENT ORGANIZER **(Venue, Catering and Entertainment)**

I. PROJECT TITLE

ASIAN FEDERATION OF EXHIBITION AND CONVENTION ASSOCIATIONS (AFECA) 14th ANNUAL GENERAL MEETING (AGM)

08-12 October 2019, Manila

II. BACKGROUND

The Tourism Promotions Board (TPB), the marketing arm of the Department of Tourism (DOT), together with the Philippine Association of Convention/Exhibition Organizers and Suppliers, Inc. (PACEOS), is spearheading the Philippine hosting of the *Asian Federation of Exhibition & Convention Associations' (AFECA) 14th Annual General Meetings (AGM)* slated on 08-12 October 2019 in Manila.

AFECA is the umbrella association of national meetings, incentive travel, conventions and exhibition (MICE) associations/organizations from seven countries: China, Indonesia, Japan, Malaysia, the Philippines, Singapore and Taiwan, with over 131 members. Established in 2005, it has a mission to promote and enhance the MICE industry in the Asian region.

Hosting AFECA AGM to the country will place the Philippines in an influential position since the association formulates programs that affect the welfare of the MICE industry in the region. It expects to provide new opportunities for our stakeholders to network and do business with their Asian counterparts.

As part of the its commitment, TPB will host a welcome dinner reception for the AFECA Board and Advisory Council.

III. SPECIFICATIONS

Event	TPB Hosted Welcome Dinner Reception
Date	09 October 2019, Wednesday, 6:30 pm
Profile of Guests	<ul style="list-style-type: none">• AFECA Board and Advisory Council (from Asia and other countries)• DOT and TPB Officials• PACEOS Officers
No of Pax	50 – 60 pax

IV. SCOPE OF SERVICES

A. Provision of Venue

- Must be able to source unique venue depicting Filipino history and culture (preferably Ayuntamiento)
- Must cover venue rental and the utilities

B. Provision of Food and Beverages

- Must be able to provide menu selections to include appetizers, main course, drinks, desserts and wine as well, subject to approval of TPB.
- Must include the following services and amenities during the lunch function:
 - Round table set-up, plated
 - Free flowing coffee
- Waiter service on stand-by for each table,
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C. Physical and technical set-up

- 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 provide basic sound system: mixer/amplifier, speakers, wireless microphones, power cable and connectors, laptop and two onsite operators
- Must be able to provide a stage for the performers

D. Provision for Entertainment

- Must be able to provide live music with performers and/or musicians (i.e. quartet)

E. Provision of Transfer Vehicle (Hotel – Venue – Hotel)

- Must be able to provide one transfer vehicle (bus) from delegates' hotel to venue and back (the official hotel will be along MOA and bay area)
- Model of the vehicle must not be older than 2017
- Vehicle must be fully-air conditioned, clean, comfortable and in good running condition
- Equipped with fire extinguisher, umbrellas and first aid kit
- Driver must be a holder of valid professional driver license
- Driver must be wearing a company ID, polo barong or company uniformed and well groomed

F. Other Requirements

- Any other requirements that may be mutually agreed upon by the TPB and the supplier
- Must have previous business engagement catering to government functions with international guests

V. ELIGIBILITY REQUIREMENTS

- Must be Filipino owned, operated and legally existing under Philippine laws
- Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS)
- Must be DOT-accredited establishment
- Must be willing to accept send-bill arrangements with the TPB

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

P500,000.00 inclusive of government taxes

The winning bid shall be determined based on quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the approved budget.

VII. LEGAL DOCUMENTS

- PhilGEPS Accreditation Certificate
- DOT Certificate of Accreditation
- Updated Mayor's Permit/License
- BIR Certificate
- SEC/DTI Registration
- Company Profile
- Omnibus Sworn Statement

VIII. For particulars, please contact the following Project Officers:

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