

ASSOCIATIONS SUMMIT VII
EVENT MANAGEMENT COMPANY
TERMS OF REFERENCE (TOR)

I. BACKGROUND

The Philippine Council of Association and Association Executives (PCAAE) is the country's first and only organization that caters to the needs of professional association leaders and managers. It was established in November 2013 through the joint efforts of the Tourism Promotions Board (TPB), the Philippine International Convention Center (PICC) and the Association of Development Financing Institutions in Asia and the Pacific (ADFIAP) to unify the local associations, strengthen them and to encourage them to bid for international conferences. To date, PCAAE has 300 members from 269 associations across the country.

The Associations Summit is an educational and networking event which brings together association leaders and executives. It is a platform to strengthen relationships with professional associations and an opportunity to push associations to bring international events to the country. It expects the participation of 250 association officials.

In this regard, the TPB-MICE Department requires the services of an Event Management Company (DMC) to facilitate the travel expense of invited international speakers, hotel accommodations, production house and food and beverage of the Summit slated on 27-28 November 2019 at the (PICC).

II. SPECIFICATIONS

Event	Associations Summit 7
Date	27-28 November 2019
Venue	Philippine International Convention Center (PICC)
Number of Pax	250 pax and three (3) international speakers

III. SCOPES OF SERVICES

A. AIRFARE, TRANSFERS AND ACCOMMODATIONS FOR THE SPEAKERS

Airfare

- Regular economy, re-bookable and re-routable international airline tickets, aisle seats with a minimum of 20 kg baggage allowance for three (3) speakers (Australia, Asia-Pacific and New Zealand)
- Insurance must be included

- Initial flight details:

Speaker	Destination	Airline	Departure	Arrival
1. Mr. John Peacock Chief Executive Officer Associations Forum Pty Ltd. <i>*Note: The speaker will handle the extra nights not covered by the TPB</i>	Sydney to Manila Manila to Sydney	PR212 PR211	24 Nov 11:50 30 Nov 22:30	24 Nov 16:55 01 Dec 10:05
2. Mr. Noor Ahmad Bin Hamid Regional Director International Congress and Convention Association	Kuala Lumpur to Manila Manila to Kuala Lumpur	MH804 MH807	26 Nov 17:35 28 Nov 13:15	26 Nov 21:20 28 Nov 17:15
3. Name of the speaker to follow	Auckland to Manila Manila to Auckland	PR219 PR218	25 Nov 23:55 29 Nov 06:55	25 Nov 17:35 29 Nov 22:05

Hotel Accommodations

- Three (3) single rooms
- Two (2) to three (3) nights' hotel accommodations (depending on the flight details of the speakers)
**Billing based on actual stay*
- Preferably within a one or two-kilometer radius of PICC
- Hotel establishment must be DOT-accredited

Land Transportation

- Airport – hotel – airport (arrival and departure)
- Hotel – venue – hotel
- Must include comprehensive insurance for the passengers

Transport Service

- Latest model of air-conditioned van which must be clean, comfortable and in good running condition
- DOT-accredited operator
- Inclusive of a professional licensed driver with uniform and company ID, fuel, driver's meals, applicable parking and toll fees
- Driver must be wearing a company ID, polo barong or company uniform and well groomed
- Equipped with bottled water, umbrellas and first aid kit

B. TECHNICAL DIRECTION

- Professional audio and lighting system
- Production team
- Stage design
- Script writing
- Multimedia projectors
- Artists / performers (opening number during the Gala Dinner on 27 November 2019)
- Program flow and scenario
- Event management
- Must be able to provide a stage for the performers

C. FOOD & BEVERAGE (GALA DINNER SETUP)

- Plated dinner during the Gala Dinner on 27 November 2019 (for 250 pax)
- Preferably PICC's accredited caterer
- Must be able to provide menu selections to include appetizers, main course, drinks and desserts
- Must include the following services and amenities during the Gala Dinner:
 1. Round table set-up, plated
 2. Free flowing coffee and tea
 3. Waiter service on stand-by for each table
 4. Must include in its package a centrepiece or décor for each table
 5. Must have ample inventory of chair covers, table linens and other ambient decorations to complement the hosted dinner

VI. SPECIAL / ADDITIONAL REQUIREMENTS

Event Management Company must be:

- Must be DOT-accredited (Travel and Tour Agency)
- Engaged in the business as an event management company for at least five (5) years at the date and time of the opening of bids
- Must be willing to provide services on "send-bill" arrangement
- Must be Filipino owned, operated and legally existing under Philippine laws
- Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS)

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

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. APPROVED BUDGET FOR CONTRACT (ABC)

Total Budget allocation for the Event Management Company: **PHP 1,000,000.00**
Quoted prices should be inclusive of taxes, management fee and other applicable fees.

IX. INVITATION TO SUPPLIERS

Rates / billing charges must be adjusted should there be sponsorship and discounts in package components and subject to actual consumption. The winning bidder shall be determined in accordance with the process of R.A. 9184 and its Revised IRR. Awarding shall be based on the Lowest Calculated and Responsive Bid (LCRB) or Single Rated Bids per lot provided that it does not exceed the ABC per lot.

X. PROJECT OFFICERS / CONTACT PERSON

MARIETTA SANTILLAN and MIKAELA FUENTES

Project Officers

MICE Department

Email: mayette_santillan@tpb.gov.ph and mikaela_fuentes@tpb.gov.ph

Tel. No: 525 93 18 loc 223 and 227

XI. BILLING ARRANGEMENT

Please send billing statement to:

MA. CARLA REMEDIOS E. MIRANDA

Acting Head, MICE Department

Tourism Promotions Board

4/F Legaspi Towers 300, Roxas Blvd., Manila 1104