

**MICEConnect 2021**  
13-16 November 2021  
Boracay Island

**PROCUREMENT FOR A VIRTUAL EVENT (B2B) PLATFORM PROVIDER**

**TECHNICAL SPECIFICATIONS**

*As of 22 October 2021*

**I. BACKGROUND**

MICEConnect is a spin-off of the Philippine MICE (Meetings, Incentives, Conventions and Exhibitions) Conference (MICECON) --- the country's largest conference for local industry practitioners. It will be held in a hybrid format which will connect MICE product and service providers (Sellers) with Organizers of MICE events (Buyers) through combination of familiarization tours, one-on-one meetings and networking activities.

Invited Local Buyers of MICEConnect 2021 will include planners and organizers of MICE events from professional associations, national government agencies (NGAs), non-government organizations (NGOs), civic groups and corporate accounts. Sellers will include MICE suppliers from hotels and resorts, convention centers, tour operators/Destination Management Companies/ground handlers, sea/land transport operators, local MICE destinations (LGUs), Event Management Companies/Production Houses, and performing artists/talents.

More than just a networking event, MICEConnect 2021 aims to help buyers find the right partner for their upcoming physical, hybrid or virtual event through the exchange of information (i.e., nature of event, details of venue or virtual platform requirements, preferred features of the virtual platform, room requirements, etc.) with participating MICE Suppliers.

Event	<b>Philippine MICEConnect 2021 Business Event</b>
Date	15 November 2021
Venue	Virtual
Program Outline	<ul style="list-style-type: none"><li>• Opening and Closing Ceremonies</li><li>• Networking/ Business-to-business (B2B) appointments</li></ul>
Participants	<ul style="list-style-type: none"><li>• 25 onsite buyers</li><li>• 25 virtual buyers</li><li>• 50 virtual sellers</li></ul>
ABC	<b>PHP1,000,000.00</b>

The event aims to jump-start the business of MICE; generate a new set of buyers such as organizers of association and corporate meetings and events, exhibition organizers and incentive travel planners/organizers; update buyers and sellers on new MICE event trends, developments, market intelligence and offerings; and provide branding opportunities for Philippine MICE destinations.

## **II. Business Event/ Business-to-Business (B2B) of MICEConnect 2021**

The TPB will conduct virtual business event/ B2B appointments between participating buyers and sellers. The business event/ B2B is expected to generate direct sales and business leads, renew business deals, and allow them to network and meet new partners and contacts.

- Number of appointments: estimated minimum 14 total appointments for one (1) whole day
- Duration: 15 minutes per appointment; five (5) minutes transition in between appointments
- Setup: a maximum of 25 virtual “Buyers” and 25 onsite; 50 virtual “Sellers”; all B2B appointments to be done on a virtual platform; opening and closing ceremonies to be done in a function room with physical and technical requirements but may be streamed through the platform

## **III. Technical Specifications for Virtual Platform Requirement**

### Scope of Work/ Deliverables

A. The virtual platform should have the following features:

- 1) Ready-built (plug and play) yet customizable (can place event name/ color scheme) virtual platform with integrated registration site, conference/exhibition hall and event website (landing page)  
\*To have a custom event app for seamless information dissemination
- 2) Meeting system/ business appointment scheduling system  
\*Provision of a Meeting Diary – Appointment Schedule for delegates
- 3) Virtual auditorium/ conference hall - portal for possible streaming of opening ceremony/ plenary sessions/ group presentations (webinar style), as needed  
\*Provision for live streaming to social media accounts (if necessary)  
\*Discussion forum and capacity for live Q&A during the session

- 4) Provision for a meeting/ networking area/ community page (separate from the appointment schedule system)– networking and communication tool for delegates (buyers) and exhibitor-delegates (sellers) – with meeting appointment setting capabilities and chat functions
- 5) Facility on back-end onboarding of support team with organizing team
- 6) Full analytics and documentation – control room access for organizing team, live video announcements and other functions. Analytics should preferably include:
  - Number of registrants (real-time report of buyers, sellers and presenters)
  - Number of actual appointments
  - Attendee evaluation survey
  - Summary of questions and feedback (as applicable)
- 7) Data Protection Regulations Compliant

#### B. Appointment System Functionality (incorporated in the platform)

- 1) There will be two sets of requesting parties, the “buyers” and “sellers”
- 2) Registered buyers should be able to request appointments with preferred registered sellers and vice-versa on their available schedules (system should only show the matching available timeslots of both parties)
- 3) Profile of the requesting party and requested party should be easily viewable in the appointment scheduling area
- 4) Requested party should be allowed to either accept or decline appointment requests
- 5) Once a request for appointment is accepted, the schedule (meeting diary/ appointment schedule) of both the requesting party and requested party should automatically be updated; should a request be declined, the schedule of both parties should be updated accordingly (freed up so others can request appointments with them)
- 6) During the actual business event/ B2B, there should be a video and chat function for the buyers and sellers with matched appointments to meet within their set schedule. Meetings should only go live within the set schedule.

#### C. Technical Support

- 1) Key team members should include the following:
  - a.) Assigned point person throughout the duration of the event.
  - b.) Technical person/ support team with experience in handling virtual event platforms.

- 2) There should be a live (online) support team that can cater to possible technical issues of the platform

*\*Any deviation/changes to be made or implemented in the deliverables listed in the scope of services will be subject to the approval of TPB as long as it is within the ABC*

#### **IV. ELIGIBILITY REQUIREMENTS**

1. Must be Filipino-owned, operated and legally registered qualified service provider under Philippine laws. Must have been in operation for at least two (2) years;
2. Service provider must have completed project/s for the last 2 years similar to the requirement.
3. Platform proposed/ presented should have already been used by local or international event organizers in any prominent local and/or international business event in the past two (2) years. Proof of license for platform use should be submitted, as applicable;

#### **V. APPROVED BUDGET FOR THE CONTRACT (ABC)**

Approved Budget for the Contract (ABC) is **ONE MILLION PESOS (PHP1,000,000.00)** inclusive of all applicable fees and taxes.

#### **VI. TERMS OF PAYMENT**

- A. The indicative payment scheme is as follows:

<b>Amount</b>	<b>Deliverables</b>
15% (1st payment)	Upon submission and approval of initial platform design
85% (2 <sup>nd</sup> and final payment)	Upon completion and satisfactory performance of services and submission of deliverables such as end reports

- B. TPB facilitates fund transfers through the Landbank of the Philippines. If the supplier does not have a Landbank account, fund transfers may still be done but bank charges to be borne by the Supplier;
- C. The following documents should be submitted by the winning bidder for the processing of payment:
  - Statement of Account/Billing Statement with detailed costs for all services rendered to include management fee addressed to:  
  
**MARIA ANTHONETTE C. VELASCO - ALLONES**  
Chief Operating Officer  
Tourism Promotions Board  
4/F Legaspi Towers 300, Roxas Boulevard 1100  
Manila
  - Copy of Official Receipt

## **VII. ADDITIONAL INFORMATION**

The bidder should provide a detailed breakdown of the cost of items in the financial bid. The winning bid shall be determined based on the responsiveness to the technical specifications with the most advantageous financial package cost, provided that the amount of bid does not exceed the above-mentioned approved budget. The deadline for submission of bids should be at time and place specified in the Request for Quotation (RFQ).

Contact Person:

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## **VIII. OTHER TERMS & CONDITIONS**

- A. The TPB shall have full ownership of all the data gathered and presented (both in hard or softcopy files) from the event;
- B. Neither party shall be liable to the other for any failure to perform any obligation under any Agreement which is due to an event beyond the control of such party including but not limited to any Act of God, terrorism, war, Political insurgence, insurrection, riot, civil unrest, act of civil or military authority, uprising, earthquake, pandemic, flood or any other natural or man-

made eventuality outside of our control, which causes the termination of an agreement or contract entered into, nor which could have been reasonably foreseen.

- C. Bidder should likewise be willing to respond to immediate/unforeseen changes in the specifications, activities, schedules based on IATF and LGU pronouncements