

TERMS OF REFERENCE (TOR)

ROTARY DISTRICT 3770 MIDYEAR MEETING 21-23 January 2022

Service Provider to Handle Themed Lunch and Dinner Reception

As of 09 December 2021

I. BACKGROUND

The Rotary Midyear Review Meeting is an annual MICE event of the Rotary Districts where all presidents and key officers of the clubs are tasked to report on their respective accomplishments, projects and plans for the year. All of the projects must include their key task, which is to serve and contribute to the society.

The Rotary Club District 3770, which covers the Luzon area and is composed of 82 clubs, will be holding their annual Midyear Review Meeting in La Union on 21-23 January 2022. This event is expected to be attended by around 450 delegates/club members.

The TPB is providing assistance for the **Rotary Club District 3770 Midyear Meeting** under the Enhanced MICE Plus Program, in line with the objective to boost MICE tourism by encouraging local MICE players to pursue and organize more events in the country, and in the efforts to help tourism industry stakeholders recover from the huge impact of the pandemic.

Part of the TPB's assistance to ensure the successful conduct of this event is through hosting a *Themed Lunch or Dinner Reception* for all the delegates and guests of the event.

As such, the TPB is in need of a **Service Provider with expertise in handling Themed Events** that can render a **Themed Activity/Social Function** for the participants of the **Rotary District 3770 Midyear Meeting**. Below are the details:

Activity	Themed Activity/Social Function
Date	21 January 2022
Proposed Venue	Thunderbird Resort, La Union Province <i>* Official Event Venue of the Rotary Club District 3770 Midyear Meeting</i>
Number of Pax	400 pax (minimum) / 450 pax (maximum)
ABC	PhP 750,000.00

II. GUIDELINES

- Bidders should submit a budget bid proposal that reflects the breakdown of costs for the following items:
 - food and beverage
 - banquet/food service
 - venue styling and décor
 - entertainment
 - photo/video documentation
 - tokens
- Bidders should include in the proposal at least two or three suggested themes, and be ready to implement any of the said suggested themes that will be selected by the TPB and/or the event organizer (Rotary officials)

** Bidders are encouraged to be creative in their proposed themes, preferably those which will be able to help ensure that health and safety protocols can be easily observed, such as al fresco or semi-outdoor setting (poolside, garden with tents, beach front, etc.)*

Sample proposed themes for reference:

- Farm to Table (garden setting)
 - Luau (beach front or poolside)
 - Fishing Village (floating restaurant/river cruise)
 - Rock-e-oke (live karaoke)
 - Glamping
- Bidders should include in their proposal— a description (and photos/illustrations, if possible) of the suggested venue styling/décor, banquet set-up, entertainment plan, and tokens— for each proposed theme
 - The winning bidder shall coordinate directly with the event organizer (Rotary District 3770 officials) for the selection and final approval of the theme

III. SCOPE OF WORK / DELIVERABLES

1. Provide food and beverage, banquet/food service, venue styling and décor, entertainment, photo/video documentation, and tokens for the themed lunch/dinner reception
2. Implement the selected theme and ensure that it is strongly reflected in the venue styling and décor, banquet set up, menu, entertainment program, tokens, and all aspects of the function/reception
3. Coordinate with the event organizer and the venue ahead of time to discuss the approved theme, venue set-up, menu, banquet set-up and services, entertainment plan, program, technical requirements and other arrangements
4. Provide assistance in coordinating with the La Union Provincial Office (LGU) in securing clearances/permits for the event, if needed
5. Assist in ensuring all health and safety protocols are followed by participants during the function

IV. SPECIFICATIONS

A. VENUE REQUIREMENTS

1. An open or covered/semi-covered venue within the Thunderbird Resort property in La Union (the official meetings venue) with ample space to accommodate a banquet set up for a maximum capacity of 450-500 pax, inclusive of current social distancing measures, and space for the entertainment program
2. The area/venue should fit the selected theme or can be styled using ambient décor to complement the selected theme
3. Health and safety protocols in place, including disinfection and physical distancing practices

B. FOOD AND BEVERAGE REQUIREMENTS

1. Incentivized exclusive lunch or dinner not less than PhP 1,200.00 per meal per pax in a managed buffet set up that complements the approved theme
2. Complete banquet/food service set-up, with buffet and dining tables and chairs dressed to complement the overall theme or look of the event
3. F&B for 450 pax, with a minimum of one (1) round of drinks (choice of any beverage), to be served fresh/hot and ready at least 30 minutes before the lunch/dinner function
4. Uniformed and well-trained banquet service personnel
5. Brief description of the menu on the tables
6. Ensure hygienic practices/services, provision and compliance with the standard food safety regulations
7. Must be able to accommodate possible dietary restrictions of some participants/guests (i.e. vegetarian, diabetic, gluten free, food allergies, etc.)

C. ENTERTAINMENT

1. Provide performers that can render a 10 to 15-minute cultural and musical entertainment program that follows the selected theme
2. Performers must have at least two (2) years of experience performing for audiences in various MICE events in Philippine regions/provinces
3. Performance should have lively music and dances that encourage audience interaction

4. Provide the meals, transportation and other miscellaneous requirements of the performers during the performance date
5. Provide the technical requirements for the performance/performers, and coordinate with the event organizer on the stage, staging, lights and sounds, audio-visual system, microphones, emcee, and other elements the show, as needed

D. TOKENS

1. Provide tokens for all the delegates (450 pcs)
2. Tokens should reflect the chosen theme and will be subject to approval by TPB

E. PHOTO / VIDEO DOCUMENTATION

1. Document the event in photo and video in the following formats:
 - HD copy in .MOV
 - HD copy in .MP4
2. Copies of the photos and videos (raw) must be saved in an external hard drive, for submission to the TPB within 15 days after the event

V. OTHER TERMS AND CONDITIONS

1. Must be willing to accept send-bill arrangements with the TPB
2. Any other requirements that may be mutually agreed upon by the TPB/event organizer and the supplier
3. Must adhere to all requirements / protocols / guidelines issued and implemented by the Provincial Government of La Union. *Bidder should likewise be willing to respond to immediate/unforeseen changes in the specifications, activities, schedules based on IATF and LGU pronouncements.*
4. Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government, or concerned LGUs.
5. 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.

VI. ELIGIBILITY REQUIREMENTS

1. Must be a Filipino owned, operated and legally registered travel and tour operator services company under Philippine laws
2. Must have previously completed a minimum of 3 projects for the past 3 years in providing logistical requirements and travel and tour operator services, such as small-medium scale tours, events, and the like, for National Government Agencies (NGAs) or Local Government Units (LGUs), and/or Private Agencies, Institutions or Organizations

VII. TECHNICAL REQUIREMENTS

To reiterate, bidders are required to submit the following documents:

- A. Budget bid proposal with breakdown of costs
- B. At least 2 proposed themes, with descriptions (and photos/images, if possible) of the suggested venue décor, banquet set-up, entertainment plan, and tokens for each proposed theme
- C. CV of the performers
- D. List of completed projects from 2018 – 2021

VIII. APPROVED BUDGET FOR THE CONTRACT (ABC)

Inclusive of all applicable taxes: SEVEN HUNDRED FIFTY THOUSAND PESOS **(PhP 750,000.00)**

IX. TERMS OF PAYMENT

Send bill to the Tourism Promotions Board; Upon completion of the requirements stipulated in the specifications. Full payment in 30 days upon receipt of invoice, billing and/or other pertinent documents.

X. CONTACT PERSON

MS. JOCELYN CASIANO
MICE DEPARTMENT
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