

TECHNICAL SPECIFICATIONS
Procurement for the Services of an Event Management Company

I. BACKGROUND

ADAS 2022 is the 4th in the Series to be held in Manila serving the Philippines and the wider Asia Pacific region. The event continues to attract a significant number of international exhibitors from around the world to Manila on 27 - 29 April 2022.

The Series was launched in July 2014 to support the Modernization and Upgrading Programs of the Defense and Security Organizations of the Philippines. It has grown and established itself as an event of significant recognition in the industry and has put Philippines on the map of Defense and Security Calendar. The organizers have been working closely with the Philippine Department of National Defense (DND) for this event.

The 2022 event expects about 68 foreign and eight (8) local exhibitors and 1,000 delegates including foreign participants from 25 countries including Australia, Austria, Belarus, Brazil, Bulgaria, Canada, Czech Republic, Denmark, France, Germany, India, Israel, Italy, Japan, Kazakhstan, Korea, Republic of Belarus, Russia, Singapore, Spain, Sweden, Turkey, Ukraine, and the United States of America.

II. SPECIFICATIONS

Event	4th Asian Defense and Security (ADAS), Crisis and Disaster Management Exhibition and Conference
Date	27 - 29 April 2022
ABC	PHP 750,000.00

III. SCOPE OF WORK / DELIVERABLES

A. WELCOME / EVENT BANNERS

- Layout / design to be provided by the end-user
- For assistance in requesting approval from relevant authorities for the installation, display and dismantling of banners
- Change in allowable banner size and location to be discussed with TPB and should not exceed the ABC / contracted amount, as applicable
- All banners to be posted from 23 - 29 April 2022

Banner	Preferred Size	Quantity	Remarks
<p>1.) Pahayagan ng Bayan Banners</p> <p><i>*Located on the center island along Roxas Boulevard from Manila Airport Road to the World Trade Center</i></p>	<p>3.5 feet (Height) 5 feet (Width)</p>	<p>30</p> <p><i>Total: 15 placements back-to-back 1 pc tarpaulin on each side</i></p>	<ul style="list-style-type: none"> • Including printing, assembling, dismantling and materials, as needed • Tarpaulin • No. 18 wire, soft • 18 ounce • Digital printing • Full-color • With eyelets for the string • In coordination with two (2) MMDA staff • Includes mid-AM snacks and transportation for the staff from the MMDA Guadalupe Nuevo, Makati City Office • Installation schedule: 7:00 am (arrival In MMDA office) – 4 pm

Sample Pahayagan ng Bayan Banners



<p>2.) World Trade Center Banner</p> <p><i>*To be displayed at the WTCM entrance</i></p>	<p>6 meters (H) 18 meters (W)</p>	<p>1</p>	<ul style="list-style-type: none"> • Including frame/scaffolding, windbreakers, printing, assembling, dismantling and materials, as needed • Tarpaulin
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Sample World Trade Center Banner



Airport Banners
Material: Sticker Wrap

**Provision of 1- 3 airport banners*
**Subject to available ad spaces and upon discussion with TPB*

<p>Preferred locations:</p>			
<p>3.) NAIA Terminal 1 - East Arrival Concourse Wall</p>	<p>10.5 meters (W) 2.9 meters (H)</p>		<ul style="list-style-type: none"> • Including rental and production cost; printing, assembling, dismantling, and materials, as needed • In direct coordination with MIAA's exclusive airport advertising concessionaire
<p>4.) NAIA Terminal 2 - International Arrival Wall</p>	<p>11.6 meters (W) 41 meters (H)</p>		
<p>5.) NAIA Terminal 3 - Immigration Wall</p>	<p>9.8 meters (W) 2.74 meters (H)</p>		

Sample Airport Banners



B. FOOD AND BEVERAGE

- Date: 27 April 2022
- Venue: World Trade Center Manila
- Number of pax: Hosting of an estimated 50 pax
- Dietary restrictions: To include options for vegan, vegetarian and halal
- Set up: Buffet lunch with applicable health and venue protocols
- Estimated PHP 2,000 per meal
- In coordination with a World Trade Center-affiliated concessionaire / caterer / supplier
- To use less plastic waste, as applicable, to promote sustainable tourism

C. AMBIENT ENTERTAINMENT

- Live instrumental music
- Date: 27 / 28 April 2022 (specific date TBA)
- Time: 6:30 pm
- Venue: Sunset Pavilion, Sofitel Philippine Plaza
- Length of Show: 15 – 20 minutes / minimum 3 rounds

IV. ELIGIBILITY REQUIREMENTS

- Must be Filipino-owned, operated and legally registered Events Management Company/Production House/Conference Integrator under Philippine laws.
- Must have been in operation for at least three (3) years;
- List of organized and staged at least three (3) onsite events of the same nature;
- List of 2 – 3 TPB projects previously handled
- Must be registered in the Philippine Government Electronic Procurement System (PHILGEPS)

V. LEGAL REQUIREMENTS

- PhilGEPS Certificate
- BIR Registration Certificate with TIN / Income Tax Return (ITR)
- Valid Mayor's Permit / License to Operate
- DTI Business Registration / SEC Certificate
- Company Profile
- Omnibus Sworn Statement
- Proposal / Breakdown of Costs

VI. ADDITIONAL REQUIREMENTS

- The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the proposed amount does not exceed the above-mentioned approved budget
- Any other requirements that may be mutually agreed upon by the TPB and service provider
- All services must be in accordance with the venue and Inter-Agency Task Force (IATF) health and safety protocols

VII. DELIVERY TERMS

Services will commence upon the receipt of the Notice to Proceed.

VIII. OTHER TERMS AND CONDITIONS

Neither party shall be held liable to the other for any failure to perform any obligation due to fortuitous event or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural or man-made eventuality.

IX. TERMS OF PAYMENT

- Must be willing to accept send-bill arrangement
- Billing must be based on the actual costs
- Payment is processed upon receipt of complete documents and remitted after an estimated 30 working days;
- TPB does 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;
- 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 all fees and taxes
 - Copy of Official Receipt

X. APPROVED BUDGET FOR THE CONTRACT (ABC)

Approved Budget for the Contract (ABC) is **SEVEN HUNDRED FIFTY THOUSAND PESOS (PHP 750,000.00)** inclusive of all applicable fees and taxes.

XI. CONTACT DETAILS

Ms. Mikaela Fuentes

Email: mikaela_fuentes@tpb.gov.ph

Mobile: 0916 703 4491

Landline: 8 525 9318 loc 220