

**TERMS OF REFERENCE**  
**SERVICES OF AN EVENT MANAGEMENT COMPANY**

**PHILIPPINE HOSTING OF THE  
21<sup>ST</sup> WORLD TRAVEL AND TOURISM COUNCIL  
GLOBAL SUMMIT**

20 - 22 April 2022 | Marriott Grand Ballroom Manila

**I. BACKGROUND**

The Philippines will play host to the World Travel and Tourism Council (WTTC) Summit on 20-22 April at the Marriott Grand Ballroom in Manila.

The annual WTTC Global Summit is the largest and most prestigious Travel and Tourism event as it brings together over 800 delegates composed of Chief Executive Officers (CEOs), Presidents, and Chairpersons of extensive travel and tourism companies worldwide from airlines, hotels and resorts, travel and tour agencies, global distribution system, transportation, and allied enterprises; as well as Tourism Ministers and officials from international organizations, such as the UNWTO.

The country's hosting of the event aims to promote economic recovery by restarting Philippine travel & tourism centered on the safe and secure reopening of the industry. It likewise aims to feature the Philippines as a competitive Meetings, Incentive Travel, Convention & Exhibition (MICE)/ business events destination in Asia as we showcase our best practices, new normal guidelines, and standards in travel and tourism.

With the Philippines being the focus as we stage next year's global summit, we are likewise provided with the opportunity to showcase the unique qualities of Philippine culture in music, song, dance and other genre, through Gala Shows which will be presented during the event's ceremonial programs and hosted dinner receptions.

In view of the above, the DOT is in need of a Production House/ Entertainment Provider/ Event Management Company to produce the Opening Ceremony Philippine Cultural Presentation during the Philippine Hosting of the WTTC Summit

**II. SPECIFICATIONS**

Event	Opening Ceremony of the World Travel and Tourism Council (WTTC) Summit in 2022
Date	21 April 2022
Venue	Marriott Grand Ballroom
Audience Profile	600 – 650 international delegates and guests
Theme	Rediscovering Travel

Program	9:00 – 9:43am Arrival-transfer of Delegates 9:44 – 9:49am Opening Show (5 minutes) 9:49 – 9:50am WTTC Video 9:50am Start of WTTC Summit Sessions  <i>*Schedule is subject to change</i>
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### III. SCOPE OF SERVICES

The Event Organizer shall:

1. Conceptualize, manage and implement the Cultural Presentation for the Opening Ceremony during the Philippines' hosting of the WTTC Summit

Note:

- The opening program should have a “wow” factor even with the limited time provided
  - Should feature Philippine destinations in form of imagery/ video
  - Should feature world-class/ renowned/ talented Filipino performers
2. Form an Entertainment Production/ Event Management Team that will conceptualize, execute, oversee and manage the required online technical requirements of the event which may include, but not limited to the following:
    - Director
    - Production Manager
    - Production Coordinator
    - Technical Director/ Lighting Designer
    - Stage Manager (and assistant stage managers)
    - Video Spinner
  3. Provide the following general requirements:
    - a. Integrate an entertainment production that showcases Philippine word-class talents upon introduction of the theme of the conference in form of an opening number; Program for the Opening Ceremony of the Global Summit should be fit for an international audience;
    - b. Prepare a program scenario and script to include the following: spiels of Event Moderator / Voice Over/ Performer.
    - c. Organize and facilitate the welcome and smooth transition upon arrival of delegates and the start of the opening program and then segue to the 1-minute video of WTTC, which precedes the start of the Summit sessions.
    - d. Conduct a final orientation or tech-run of the Summit before the actual event dates

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

##### **A. Profile and Competency**

1. 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;
2. Must submit a list of team members to be assigned to the project with their respective CVs / professional profile. Team members must have at a minimum of three (3) years of experience in organizing local and/or international events.
  - Director
  - Production Manager
  - Production Coordinator
  - Technical Director/ Lighting Designer
  - Stage Manager (and assistant stage managers)
  - Video Spinner
3. Must submit a list of all ongoing and completed government and private contracts for the last three (3) years similar or related to the requirements;

##### **B. Other Special Requirements**

Bidders will be required to submit their proposal for the following\*:

1. Concept for the opening ceremony show/entertainment
2. List of Performers with Brief Profile

A presentation of concept proposals will be scheduled, and the date of the opening cultural presentation is **11 April 2022 at 03:00 P.M.**

*\*Note: the above proposals will form part of the evaluation*

#### **V. APPROVED BUDGET FOR THE CONTRACT (ABC) INCLUSIVE OF APPLICABLE TAXES**

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

The cost of items in the bid should be broken down. The winning bid shall be determined based on the quality of the proposal 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).

#### **VI. TIMELINE/ SCHEDULE OF REQUIREMENTS**

The project will commence upon receipt of Notice to Proceed (NTP) up to the end of the actual event on **21 April 2022** which marks the target completion of the project;

<b>Proposed Timeline (Indicative Dates)</b>	<b>Particulars</b>
18 April 2022	Finalization/ approval of opening program Submission of script, list of personnel for security purposes
20 April 2022	Technical Rehearsals/ Dry Run
21 April 2022	Event Proper

## **VII. TERMS OF PAYMENT**

A. The indicative payment scheme is as follows:

<b>Amount</b>	<b>Deliverables</b>
15% 1 <sup>st</sup> progress payment	Upon submission of preliminary program
30% 2 <sup>nd</sup> progress payment	Upon submission of and list of artists and production team, detailed scenario/ floor plan set up
40% 3 <sup>rd</sup> progress payment	Upon finalization and approval of program
15% 4 <sup>th</sup> progress payment	Upon completion and satisfactory performance of services and submission of deliverables such as end reports, recordings of the activities in a hard drive

B. The following documents should be submitted by the winning bidder to facilitate 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 Blvd., Manila 1100

- Copy of Official Receipt
- Payment will be made through LBP bank deposit. Should the winning bidder have no Land Bank account, bank charges to a preferred alternate bank will be shouldered by the supplier.

- C. The TPB processes payments through fund transfer through Land Bank of the Philippines (LBP). Should the winning bidder/ supplier do not have an LBP account, fund transfers may still be remitted to the preferred bank of the supplier but bank charges to be borne by the supplier;

## VIII. CRITERIA FOR EVALUATION

- Bidders will be required to make a presentation (maximum of 15 minutes) of their Concept and Planned Approach.
- The winning bid must attain a rate of 80% based on the following set of selection criteria with their corresponding weight assignment:

Proposal	Weight
Technical Proposal	80%
Financial Proposal	20%

## IX. RATING GUIDE FOR TECHNICAL PROPOSAL

### A. TECHNICAL BID/PROPOSAL CRITERIA RATING (80% Passing Score)

	CRITERIA	WEIGHT
I	QUALITY OF PERSONNEL WHO MAY BE ASSIGNED TO THE PROJECT	30%
	<p>Profile/CV/portfolio and expertise of key personnel assigned to the project showing specialization and/or experience in the conduct of similar events with a minimum experience of 3 years:</p> <ul style="list-style-type: none"> <li>Creative Team Head/ Director with numerous experience in directing Philippine hostings in government international events here and abroad such as the UNWTO, PHITEX and MICECon, theater and musical productions, and other corporate events. Has preferably produced content for WTTC.</li> <li>Professional Manager</li> <li>Production Coordinator</li> <li>Technical Director/ Lighting Designer</li> <li>Stage Manager (and assistant stage managers)</li> <li>Video Spinner</li> </ul> <p>Key personnel involved in the project must have:</p> <ul style="list-style-type: none"> <li>3 or more years of relevant experience (10%)</li> <li>Less than 3 years of relevant experience</li> </ul>	

	<p><i>(any personnel) (5%)</i></p> <p><i>Covering the suitability of the key staff to perform the duties of the particular assignments and general qualifications and competence including education and training of the key staff and similar projects handled by personnel (based on submitted CVs).</i></p>	
II	COMPANY EXPERIENCE AND CAPABILITY	10%
	<p>Experience of the firm in handling similar nature of work (10%)</p> <ul style="list-style-type: none"> <li>• More than 3 years (10%)</li> <li>• At least 3 years (5%)</li> </ul> <p><i>Bidder has presented evidence in implementing/managing similar projects whose quality is acceptable to the event requirement.</i></p>	
III	PLAN OF APPROACH AND METHODOLOGY	60%
	<p>A. Adherence of the proposal to all the required components of the event as mentioned in this bid (10%)</p> <p>B. Creativity and innovation in the plan of approach* (35%)</p> <p>C. Feasibility of the planned execution of the overall scope of work* (15%)</p> <p><i>*In consideration of Proposed Scenario, Proposed Performers and overall execution.</i></p>	
	TOTAL	100%

#### **X. OTHER TERMS AND 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. The winning bidder-will be bound by and should comply with–Republic Act No. 10173 otherwise known as the “Data Privacy Act of 2012”.
- C. 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.

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

#### **ADDITIONAL INFORMATION**

For particulars, please contact:

- Ms. Sherdoll Anne Bayona  
WTTC Socials  
[sherdoll\\_bayona@tpb.gov.ph](mailto:sherdoll_bayona@tpb.gov.ph)
- Ms. Carmela Febrio  
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**\*\*\* Nothing Follows \*\*\***