

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

PROJECT: Services of Event Management Company / Professional Congress Organizer for Association Summit 10 (PR No. 10.072)

Quotation No. TPB-PR.2022.10.375

[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification]

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
1	<p>I. BACKGROUND</p> <p>The Associations Summit (AS) is the annual flagship program of the Philippine Council of Associations and Associations Executive (PCAAE). It is an educational and networking event that brings together association leaders and executives. The AS event has been jointly organized and supported by the Tourism Promotions Board (TPB), the Philippine International Convention Center (PICC), and the Association of Development Financing Institutions in Asia and the Pacific (ADFIAP) with the PCAA since 2013. From its conception, the TPB has been constantly providing support for AS to strengthen its relationship with local professional associations.</p> <p>This year’s AS10 will renew the TPB’s campaign to the associations industry by providing a networking platform during the Summit. This year’s edition of AS will carry the theme “Associations and Sustainability: A Collective Commitment.” Key activities of the program include the following:</p> <ul style="list-style-type: none"> • Opening Ceremony • Learning/marketing sessions from the TPB • Networking sessions • Panel plenaries • Signing of a “Sustainability Memorandum of Agreement” among associations • Ang Susi Awards 	

	<p>In view of the above, the TPB is in need of an Event Management Company (EMC)/ Professional Congress/Conference Organizer (PCO) for the two-day Summit event slated on 23-24 November 2022 at the PICC (specific venue TBA). The EMC/PCO must be able to manage the proceedings of the Summit and provide the necessary physical and technical equipment, talents, manpower, and all those necessary for the successful conduct of the event.</p>											
2	<p>II. OBJECTIVES</p> <ul style="list-style-type: none">• Strengthen TPB’s campaign with the Philippine Association to be more active in the development and cultivation of the MICE industry• Support TPB’s Partnership as Pathways strategy. The AS project will help in forming a more cohesive relationship with association executives as part of the MICE industry;• Re-sharpen the skills and knowledge of the industry by extending support for events• Align with the TPB’s mandate to promote the Philippines as a M.I.C.E. destination and to attract more national and international events to the country through assistance to booked events, including virtual and hybrid events.											
3	<p>III. SCOPES OF WORK/SERVICES</p> <p>Specifications:</p> <table><tr><td>Event</td><td>Associations Summit 10 (Hybrid)</td></tr><tr><td>Date Time</td><td>23 – 24 November 2022</td></tr><tr><td>Venue</td><td>Philippine International Convention Center (PICC) [specific venue TBA]</td></tr><tr><td>Estimated Number of Pax</td><td>Onsite: 250 pax Virtual: 250 - 300 pax</td></tr><tr><td>Audience Profile</td><td>Leaders from the corporate and association sectors 15 – 20 foreign guests</td></tr></table>	Event	Associations Summit 10 (Hybrid)	Date Time	23 – 24 November 2022	Venue	Philippine International Convention Center (PICC) [specific venue TBA]	Estimated Number of Pax	Onsite: 250 pax Virtual: 250 - 300 pax	Audience Profile	Leaders from the corporate and association sectors 15 – 20 foreign guests	
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4	<p>The EMC/PCO should be able to deliver the following:</p>											

ONSITE PROGRAMME

1. Manage and implement the program of the AS10, including but not limited to the following:

**Moderators and panelists for the ONSITE sessions will be c/o the Organizer*

PROPOSED PROGRAMME

DAY / TIME	DAY 1 – ONSITE AND VIRTUAL NOVEMBER 23, WEDNESDAY	DAY / TIME	DAY 2 – VIRTUAL NOVEMBER 24, THURSDAY
08:00 am – 08:30 am	Registration	8:00 am – 8:30 am	Registration
8:30 am – 9:30 am	<ul style="list-style-type: none"> • National Anthem • Invocation / Moment of Silence • Energizing Presentation • Welcome Remarks • Greetings • Keynote Speech 	8:30 am – 10:00 am	<ul style="list-style-type: none"> • Association Executives Roundtable
09:30 am – 10:00 am	Break	10:00 am – 10:30 am	Break
10:00 am – 12:00 nn	<ul style="list-style-type: none"> • Trade Associations and Chambers Panel 	10:30 am – 12:00 nn	<ul style="list-style-type: none"> • Fireside Chat
12:00 nn – 01:00 pm	Lunch Break	12:00 nn – 01:00 pm	Lunch Break

	<table><tr><td>01:00 pm – 03:00 pm</td><td><ul style="list-style-type: none">Professional Societies PanelSigning of the GCNP-PCAEE Sustainability MoU</td><td>01:00 pm – 03:00 pm</td><td><ul style="list-style-type: none">(PCAEE Members) 10th General Council of Members Meeting/CEO Report“Ang Susi” Awards 2022 Presentation</td></tr><tr><td>3:00 pm – 3:30 pm</td><td>Break</td><td>3:00 pm – 03:30 pm</td><td>End of Summit</td></tr><tr><td>3:30 pm – 4:30 pm</td><td>Session</td><td></td><td></td></tr><tr><td>4:30 pm – 6:00 pm (indicative)</td><td>Networking Cocktails</td><td></td><td></td></tr><tr><td></td><td>End of Day 1</td><td></td><td></td></tr></table>	01:00 pm – 03:00 pm	<ul style="list-style-type: none">Professional Societies PanelSigning of the GCNP-PCAEE Sustainability MoU	01:00 pm – 03:00 pm	<ul style="list-style-type: none">(PCAEE Members) 10th General Council of Members Meeting/CEO Report“Ang Susi” Awards 2022 Presentation	3:00 pm – 3:30 pm	Break	3:00 pm – 03:30 pm	End of Summit	3:30 pm – 4:30 pm	Session			4:30 pm – 6:00 pm (indicative)	Networking Cocktails				End of Day 1			
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5	<p>2. Form a competent EMC/PCO team to coordinate and oversee light, sound, special effects, audiovisual, and other physical and technical requirements of the conference as needed, including but not limited to the following:</p> <ul style="list-style-type: none">a. Event Coordinatorb. Event Directorc. Stage Managerd. Script Writere. Venue/stage designer (as needed, LED can be used)f. Technical (light and sound) Directorg. Production Managerh. Graphic designer (for digital graphics and presentations) <p>3. Provide a design plan for the above event that incorporates the main theme: “Associations and Sustainability: A Collective Commitment’;”</p>																					

	<ol style="list-style-type: none"> 4. Provide a program flow, detailed scenario, and script based on the approved program; 5. Provide overall venue décor, execution, and construction for AS10 including, but not be limited to the following: <ol style="list-style-type: none"> a. Stage design b. Venue styling and enhancement c. Themed event title card to be displayed on the screen 6. Provide physical and technical requirements for the abovementioned AS10, and coordinate with the technical teams of PICC for the setup and installation of all physical and technical requirements, including, but not be limited to the following: <ol style="list-style-type: none"> a. Sound System (speakers, microphones, etc.) b. Lighting equipment and special effects c. LED screen, backdrop, stage/set design d. LCD projectors and screens e. Speakers' technical requirements <ul style="list-style-type: none"> - Microphones - Laptops (mac and windows) with appropriate connectors - Monitor - Clickers/pointers - Other stationery items and technical equipment that may be required by Speakers f. Signages within and around the Summit venue 7. Provide either a voice-over talent or emcee to handle the program and cue transitions; 8. Provide a brief energizer, presentation, or performance (10 – 15 minutes) during the Day 1 Opening Ceremony that is relevant to the concept of sustainability; 9. Provide an event layout and design that carries the following elements: PCAAE and TPB logos, event name, delegates and associations; 	
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	<p>10. Onsite printing of badges for an estimated 250 pax (plastic badge holders shall not be included; TPB to provide lanyards);</p> <p>11. Provide personnel to assist at the registration counter on Day 1.</p>	
6	<p>VIRTUAL PROGRAMME</p> <ol style="list-style-type: none"> 1. Provision of a virtual platform/site to stream the event (preferably a Zoom account that can host and engage at least 250 online participants). 2. Manage the virtual platform of AS10 and link the same to PCAAE's social media site/s. 3. Implement, oversee and cue the transition of the program online. <p><i>*On Day 1, the onsite event will be streamed at the virtual platform with live engagement of the virtual participants (except during registration, lunch and breaks). On Day 2, the event shall be conducted only on the virtual platform.</i></p>	
7	<p>IV. PROJECT IMPLEMENTATION SCHEDULE (indicative)</p> <p>23 – 24 November 2022</p>	
8	<p>V. ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Must be Filipino-owned, operated, and legally registered as an Event Management Company (EMC) or Professional Congress/Conference Organizer (PCO) or under Philippine laws; 2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS); 3. The company must have a minimum experience of three (3) years in organizing large-scale events (minimum of 500 pax) and expertise in managing corporate business events/conferences. The company must submit a list of at least three (3) large-scale events handled in the past, including current/ongoing and/or forthcoming projects; 	

	<ol style="list-style-type: none"> 4. Must have completed at least three (3) projects with a government or private entity with very satisfactory evaluation; 5. Must have the necessary skills and manpower to deliver the requirements; 6. Must be able to submit a highly creative proposal on how to integrate the various aspects of the event; 7. Must be willing to provide services on “send bill” arrangements to TPB 	
9	<p>VI. CONTRACT OF SERVICE</p> <p>The financial proposal of the EMC/PCO should cover all expenditures of the production team to include, as needed, but not limited to the following:</p> <ol style="list-style-type: none"> 1. Professional fees of the team (technical crew, emcee, voice-over talents, and performers, among others); 2. Venue styling and stage design; 3. Rental of physical and technical equipment; 4. Creatives for artworks and graphic designs; 5. Applicable taxes; 6. All other necessary expenses in connection to the staging/conduct of the conference. 	
10	<p>VII. APPROVED BUDGET FOR THE CONTRACT</p> <p>The approved Budget for the Contract (ABC) is NINE HUNDRED NINETY-FIVE THOUSAND PESOS (P995,000.00) inclusive of all applicable fees and taxes.</p>	
11	<p>VIII. TERMS OF PAYMENT</p> <ol style="list-style-type: none"> 1. Send bill arrangement 2. Full payment 30 working days or after services and billing are rendered in full/complete 3. The Statement of Account/Billing Statement should be submitted by the winning bidder for the processing of payment with costs for all services rendered to include management fee addressed to: 	

	<p>MARIA MARGARITA MONTEMAYOR NOGRALES Chief Operating Officer Tourism Promotions Board 4/F Legaspi Towers 300, Roxas Blvd., Manila 1100</p> <p>4. Payment will be made through the Land Bank of the Philippines (LBP) account. If the winning bidder does not have an account at the LBP, bank charges to the preferred alternate bank will be shouldered by the bidder.</p>	
12	<p>IX. CONTRACT DURATION</p> <p>One-time engagement shall commence from the acceptance of the Notice to Proceed (NTP).</p>	
13	<p>X. ADDITIONAL INFORMATION</p> <p>Contact Persons:</p> <p>Ms. Mikaela Fuentes Project Officer, Sales and Accounts Management Division, MICE Department mikaela_fuentes@tpb.gov.ph</p>	

I hereby certify to comply and deliver all of the above requirements.

Name of Company

Signature over Printed Name
of Authorized Representative

Date