

# ANNEX A: TERMS OF REFERENCE

## MICECON 2023

01 - 03 March 2023, Davao City, Philippines

Event Management for the Knowledge Sessions/ Main Conference and Entertainment Requirements of the Philippine MICE Conference (MICECON) 2023

### I. BACKGROUND

First held in 2010, the Philippine M.I.C.E. Conference (MICECON) is the integration of two major Philippine M.I.C.E. Programs : the long-running Philippine Incentive Marketing Conference (Phil-Incentive) organized by the Philippine Convention and Visitors Corporation / Tourism Promotions Board, and Meetings, Incentive Travel, Events / Exhibitions Philippines, Inc. (MITE Philippines); and the Philippine Asian MICE Forum organized by the Philippine Association of Convention / Exhibition Organizers and Suppliers (PACEOS).

MICECON consolidates and strengthens all sectors involved in the M.I.C.E. industry by providing an ideal platform for a comprehensive educational program and trade opportunity for Philippine M.I.C.E. and tourism practitioners.

MICECON, likewise, aims to showcase new developments, establishments and products in the Host City; increase the levels of creativity and professionalism, and further upgrade capabilities of Host City in targeting and handling the M.I.C.E Market.

### PAST M.I.C.E. CONFERENCES AND THEMES

MICECON 2010, Subic (4 – 7 Feb)	: “Life is M.I.C.E.”
MICECON 2011, Cebu (10 -13 Aug)	: “I share. You connect. We change”
MICECON 2013, Davao (6 - 9 Mar)	: “iMICE. ignite. innovate. inspire. infuse”
MICECON 2014, Clark (4-7 June)	: “MICE in 4D - <b>D</b> riving passions, <b>D</b> eveloping minds, <b>D</b> efying limits, <b>D</b> esigning the future”
MICECON 2015, Manila (1-3 Sep)	: MICECON was co-located with the Philippine Travel Exchange (PHITEX)
MICECON 2018, Bacolod (27-29 Nov)	: #MICEroadmapPH: towards a connected and sustainable community
MICECONline 2020 (26-30 Oct)	: “Future-Ready MICE”: Renew. Reboot. Revitalize

MICECON 2023 will be held in the City of Davao on 01 – 03 March 2023 with the theme “MICEConverge: Blaze New Trails”.

In view of the above, the TPB is in need of the following:

LOT 1 : An Events Management Company/ Conference Integrator/ Professional Congress Organizer (PCO) for the conduct of Knowledge Sessions/ Main Conference component of MICECON 2023. The company will manage the proceedings of the main conference program and provide the necessary physical and technical equipment, talents/ manpower and all that is necessary for the successful conduct of the said component of the event.

LOT 2 : An Events Management Company/ Entertainment Production Company/ Production House for the conduct of MICECON 2023 Entertainment Programs/ Themed Presentations. The company will manage the proceedings of the themed program component/ themed events and provide the necessary physical and technical equipment, talents/ manpower and all that is necessary for the successful conduct of the said activities.

The MICECON Secretariat clustered together the major event management requirements mentioned above for various components of MICECON that will be opened to qualified / eligible companies.

**LOT 1 : Events Management Company/ Conference Integrator/ Professional Congress Organizer (PCO) for the conduct of the MICECON 2023 Knowledge Sessions/ Main Conference**

**II. SCOPE OF SERVICES**

A. Conceptualization of a design plan for the Knowledge Sessions/ Main Conference of MICECON that incorporates the following themes and sub-themes of the event:

- 1) Main Conference Theme  
MICEConverge : Blaze New Trails
- 2) Daily Themes:  
Day 0 (March 01) : Celebrate Nature  
Day 1 (March 02) : Celebrate Diversity  
Day 2 (March 03) : Celebrate Travel
- 3) Main color scheme of the event, shades of blue with the eagle icon representing the 2023 MICECON Host, Davao City and the MICECON brand logo (to be provided by TPB)

B. Provision of the following items that comprise all the aspects required to be able to produce a themed conference like MICECON :

1) Event Management Team will coordinate and oversee the light, sound, special effects, audiovisual and other physical and technical requirements of the conference

2) Program flow/ detailed scenario/ script based on the approved program (please take note of remarks):

Date/Time	Activity	Venue	Remarks
28 Feb 2023	(Speakers Briefing and Delegate Arrivals)  Start of Ingress*  Coordination of Speakers' Technical Rehearsals	SMX Convention Center Davao	*for discussion if there is a need to extend the ingress date a day earlier
01 Mar 2023  (afternoon PM)  (evening PM)	Whole Day Registration  First Time Attendee Session Academic Competitions*  Select Speakers' Technical Rehearsals / Dry run of Opening Show**	SMX Convention Center Davao	*physical technical requirements should be in place for the day's activities;  **rehearsals for scheduling and coordination with all concerned

	02 Mar 2023	Main Conference	SMX Convention Center Davao	*In coordination with the Entertainment supplier but technical equipment will still be c/o PCO	
	AM	Opening Ceremony*			
	AM	Plenary Sessions			
	AM	Coffee Break (ambient entertainment)**			
	PM	Breakout Sessions		**to complement the themed am/pm snacks – function being prepared by Davao	
	PM	Coffee Break (ambient entertainment)**			
	AM	Press Conference*	SMX Convention Center Davao	*To include the Physical and Technical requirements and Host – Facilitator of the Press Conference (for approval of TPB)	
	03 Mar 2023	Main Conference	SMX Convention Center Davao	*In coordination with the Entertainment supplier but technical equipment will still be c/o PCO	
	AM	Breakout Sessions			
	AM	Coffee Break (ambient entertainment)**			
	PM	Plenary Sessions			
	PM	Coffee Break (ambient entertainment)**		**to complement the themed am/pm snacks- - function being	
	PM	Closing Ceremony (with closing show*)			

- 3) Over-all venue décor/execution and construction for the abovementioned events to include, but not be limited to:
  - a. Stage construction
  - b. Venue styling (reflecting the theme design) in the main conference areas to include enhancements of other areas
  - c. Marquees / movable props / structures (reflecting the theme design/ logo), as applicable
  - d. Registration counter (reflecting the theme design) for a minimum of 8 pax
  - e. Construction of partitions for rooms and storage areas as needed
  - f. Welcome arc
  - g. MICECON 2023 letter cutouts
  - h. Photo activity area (ex: 360 photobooth, photo mosaic) with photo wall
  - i. Backdrop for press conference, as necessary
  - j. Themed event title card to be displayed onscreen (complementing the overall theme design of the stage area)
  
- 4) Physical and technical requirements for the abovementioned MICECON 2023 events, and coordinate with the technical teams of SMX Convention Center and the concerned MICECON Organizing Committee Secretariat (TPB/ Davao team) for the set up and installation of all physical and technical requirements, to include, but not be limited to the following:
  - a. Sound System (speakers, microphones, etc.)
  - b. Lighting equipment and special effects
  - c. LED screen, backdrop, stage / set design
  - d. LCD projectors and screens, as needed (in smaller breakout rooms)
  - e. Speakers' technical requirements (to follow)
 

Note: for an estimated four plenary sessions and four breakout sessions per conference day (final number of sessions tba)

    - Microphones (with cord/ stand or cordless or lapels, as needed)
    - Laptops (mac and windows) with appropriate connectors
    - Monitor (for plenary only)
    - Clickers / Pointers
    - Other stationary items that may be required by the speaker
  - f. Lounge set onstage (to match the venue styling, subject to approval of TPB)
  - g. Signages within and around the conference venues
  - h. Close circuit camera and dedicated camera/s for documentation purposes
  - i. Tech equipment for feeding the live stream and recording of the sessions to an event platform\*
  - j. Back up internet booster
  - k. Genset

\*A separate event platform will be provided by TPB

- 5) Talents \* for MICECON 2023, to include but not be limited to:
- a. Voice over talent (plenary sessions)
  - b. Host for the press conference
  - c. Graphic recorder (for all sessions)
  - d. Ambient entertainers / talents (for coffee breaks, as may be applicable depending on the theme), including all necessary costumes and props. The talents to be showcased should preferably be home-grown Davao talents.
  - e. Videographer (for SDE/ highlights video documentation of the whole MICECON event from arrivals to closing/ farewell dinner)

\*Bidder should provide the list of proposed talents with respective profiles/ portfolio and are subject to approval of TPB

- 6) Knowledge sessions synthesis

- 7) Video documentation for all presentations in the sessions and all event/show presentations during the conference (to include snippets of themed coffee breaks) and submit to the organizers in an external hard drive.

\*A separate same-day-edit (SDE) should be prepared that includes all aspects of the event to include snippets of themed functions and pre-conference activities (for discussion with TPB).

- 8) Other conference requirements, to include but not limited to:

- a. Printed ID Lanyards
  - double-ended lanyard
  - back to back print (full color)
    - \* printing of ID % a separate event platform provider (with registration)
    - \*design for recommendation of bidder and approval of TPB
- b. MICECON Conference Kit to include the following (subject to the approval of TPB):
  - Conference Bag with a market value not less than P950.00 (canvass with leatherette pocket tote bag with sling strap/handle) that would reflect the MICECON colors (red-black) and feature traditional design accents that promote Philippine culture (e.g. baybayin writing, etc.); Supplier/ producer of the bag is preferred to be in support of local communities/ have a CSR- sustainable practice that can be shared with the delegates.
  - In support of the green/ sustainable procurement, the bag should be made of sustainable materials (e.g. vegan leather);

- Customized luggage tag with event logo (debossed in leatherette material to complement the conference bag, etc.)
- Conference ballpen\* should be made of eco-friendly material with event name print/ engraving

\*The TPB will provide a sample during the pre-bid conference; Bidder should submit samples of their proposed items/ material of proposed items together with the bid documents.

- c. Other signages (with the themed background), as needed
- d. Other physical requirements of speakers (e.g. white board and pens, etc), as needed
- e. Other physical and event requirements needed for the proper implementation of the event

#### C. Management and implementation of the event program, as approved

\*They should facilitate both the physical and virtual speakers/ delegates' participation in the event. There may be some speakers who would participate virtually with physically present panel of speakers.

#### D. Event report

#### Other terms and conditions:

- The TPB shall have full ownership of all the data/ content gathered and presented (both in hard or softcopy files) from the event.
- The winning bidder will be bound by and should comply with Republic Act No. 10173 otherwise known as the "Data Privacy Act of 2012".
- The financial proposal of the EMC should cover all expenditures of the production team to include:
  - Professional fees of talents/ performers and production team
  - Site inspection visit, including transport, accommodations and F&B costs of the production team, as needed
  - Transport and hotel accommodations during event proper
  - Venue styling and construction of venue backdrops/ arches and signages
  - Rental of physical and technical equipment
  - Creatives for artworks and design
  - All other necessary expenses in connection to the staging/ conduct of the conference

### III. QUALIFICATION OF BIDDER

#### A. Firm/ Company

The company must be Filipino-owned and legally registered Events Management Company (EMC)/ Professional Congress Organizer (PCO) / Conference Integrator under Philippine laws and must be in operation in the last five (5) years handling similar projects.

The company must have a minimum experience of at least five (5) years in implementing, participating and handling conferences and similar events, whether international or local, corporate or government-organized

The company must have experience in handling hybrid events.

\*bidder must submit list of events similar to the requirement handled in the past five years and list of ongoing and completed projects;

#### B. Personnel

Professional Congress Organizer (PCO) / Conference Integrator / Events Management Company team members must have experience in organizing corporate or government-hosted events with international participants in the Philippines and abroad;

Team Member	Years of experience required
a. Event Director	5
b. Technical (light and sound) Director	5
c. Stage Manager	5
d. Production Manager	5
e. Script Writer	5
f. Venue/stage designer	5
g. Event Coordinator	3



h. Graphic designer (for digital graphics and presentations)	3
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\*must submit CV with list of international corporate/ government-hosted events handled in the past projects similar in nature;

#### IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

Approved Budget for the Contract (ABC) is **SIX MILLION ONE HUNDRED EIGHTY THOUSAND PESOS (PHP6,180,000.00)** 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).

#### V. SCHEDULE OF REQUIREMENTS

Activity/ Requirement	Proposed Schedule	Remarks
Submission of revised design plan for approval that includes: - Floor plan and renderings of venue structures - Talents/ Artists - Proposed conference materials	Two (2) weeks after receipt of NTP	A preliminary meeting needs to be scheduled to discuss possible changes/ adjustments that need to be made
Submission and approval of program script and key visuals (title card, etc.)	One (1) month after receipt of NTP	
Delivery of conference materials  Upon dress technical rehearsal / dry run of the program and/or themed ambient entertainment, as applicable	Forty-five (45) days after receipt of NTP	
Ingress of physical and technical equipment  Rehearsal of talents/ performers, as applicable	28 February 2023	
Event Proper (Implementation of the event)	01 – 03 March 2023	

\*subject to negotiation

## VI. TERMS OF PAYMENT

Activity/ Requirement	Proposed Schedule	Remarks
Approved design plan includes: - Floor plan and renderings of venue structures - Talents/ Artists - Proposed conference materials	15%	A preliminary meeting needs to be scheduled to discuss possible changes/ adjustments that need to be made
Approved program script and key visuals (title card, etc.)  Confirmation of talents/ artists	35%	
Delivery of conference materials  Dress technical rehearsal / dry run of the program and/or themed ambient entertainment, as applicable	35%	
Upon satisfactory performance of services and submission of video documentation	15%	

## VII. CRITERIA FOR EVALUATION

Bidders will be required to make a presentation (maximum of 20 minutes) of their Concept and Planned Approach. The winning bid must attain a hurdle rate of 80% based on the following set of selection criteria with their corresponding weight assignment:

Proposal	Weight
Technical Proposal	80%
Financial Proposal	20%

### A. ELIGIBILITY CHECK AND SHORTLISTING CRITERIA (80% Passing Score)

	CRITERIA	WEIGHT																				
I.	APPLICABLE EXPERIENCE OF THE BIDDER	50%																				
	<p>A. At least five (5) Years in business of organizing conferences, corporate events and other similar events. (30%)</p> <ul style="list-style-type: none"><li>○ More than 5 years (30%)</li><li>○ 5 years (20%)</li><li>○ Below 5 years (0%)</li></ul> <p>B. Nature of Business of the Company Event Management Company/ Professional Conference/ Congress Organizer (20%) Production House (15%)</p>																					
II.	QUALIFICATION OF PERSONNEL WHO MAY BE ASSIGNED TO THE PROJECT	30%																				
	<p>A. Key personnel should have met the required minimum number of experience:</p> <table><tr><th>Team Member</th><th>Years of experience</th></tr><tr><td>1. Event Director</td><td>5</td></tr><tr><td>2. Technical (light and sound) Director</td><td>5</td></tr><tr><td>3. Stage Manager</td><td>5</td></tr><tr><td>4. Production Manager</td><td>5</td></tr><tr><td>5. Script Writer</td><td>5</td></tr><tr><td>6. Venue/stage designer</td><td>5</td></tr><tr><td>7. Event Coordinator</td><td>3</td></tr><tr><td>8. Graphic designer (for digital graphics and presentations)*</td><td>3</td></tr><tr><td>*Others as necessary, may be required by TPB</td><td></td></tr></table> <ul style="list-style-type: none"><li>○ Personnel has exceeded the min. number of years experience required (30%)</li></ul>	Team Member	Years of experience	1. Event Director	5	2. Technical (light and sound) Director	5	3. Stage Manager	5	4. Production Manager	5	5. Script Writer	5	6. Venue/stage designer	5	7. Event Coordinator	3	8. Graphic designer (for digital graphics and presentations)*	3	*Others as necessary, may be required by TPB		
Team Member	Years of experience																					
1. Event Director	5																					
2. Technical (light and sound) Director	5																					
3. Stage Manager	5																					
4. Production Manager	5																					
5. Script Writer	5																					
6. Venue/stage designer	5																					
7. Event Coordinator	3																					
8. Graphic designer (for digital graphics and presentations)*	3																					
*Others as necessary, may be required by TPB																						

	<ul style="list-style-type: none"> <li>○ Personnel has met number of years experience (25%)</li> <li>○ Personnel has less than the required experience (0%)</li> </ul>	
<b>III.</b>	<b>CURRENT WORKLOAD RELATIVE TO CAPACITY</b>	<b>20%</b>
	A. Number of ongoing projects/accounts being handled of similar scope/nature <ul style="list-style-type: none"> <li>○ Below 5 projects (20%)</li> <li>○ 5 and above projects (10%)</li> </ul>	
	<b>TOTAL</b>	<b>100%</b>

**B. TECHNICAL BID/PROPOSAL CRITERIA RATING (80% Passing Score)**

	CRITERIA	WEIGHT									
I.	Quality of personnel who may be Assigned to the Project	30%									
	<p>Profile and expertise of key personnel assigned to the project showing specialization and/or experience in the conduct of similar events:</p> <table><tr><td>Team Member</td></tr><tr><td>1. Event Director</td></tr><tr><td>2. Technical (light and sound) Director</td></tr><tr><td>3. Stage Manager</td></tr><tr><td>4. Production Manager</td></tr><tr><td>5. Script Writer</td></tr><tr><td>6. Venue/stage designer</td></tr><tr><td>7. Event Coordinator</td></tr><tr><td>8. Graphic designer (for digital graphics and presentations)*</td></tr></table>	Team Member	1. Event Director	2. Technical (light and sound) Director	3. Stage Manager	4. Production Manager	5. Script Writer	6. Venue/stage designer	7. Event Coordinator	8. Graphic designer (for digital graphics and presentations)*	
Team Member											
1. Event Director											
2. Technical (light and sound) Director											
3. Stage Manager											
4. Production Manager											
5. Script Writer											
6. Venue/stage designer											
7. Event Coordinator											
8. Graphic designer (for digital graphics and presentations)*											

	<div> *Others as may be necessary/ required by TPB </div> <p>Key personnel involved in the project must have relevant experience in working on:</p> <ul style="list-style-type: none"> <li>○ More than ten (10) projects similar in nature (30%)</li> <li>○ Ten (10) projects similar in nature (20%)</li> <li>○ Less than ten (10) projects similar in nature (0%)</li> </ul> <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>		
	<b>II. Experience and Capability of the Consultant</b>	<b>30%</b>	
	<p>B. Must have implemented at least <b>five (5)/ ten (10)</b> similar projects within the last five (5) years with at least one government project.(20%)</p> <ul style="list-style-type: none"> <li>○ More than <b>five (5) similar projects</b> with at least one government project (20%)</li> <li>○ At least <b>five (5) similar projects</b> with at least one government project (15%)</li> <li>○ Below <b>five (5)</b> similar projects with at least one government project (0%)</li> </ul> <p>a. Number of Virtual/Hybrid Events organized (10%)</p> <ul style="list-style-type: none"> <li>○ <b>More than 5</b> Virtual/Hybrid Events (10%)</li> <li>○ <b>Less than 5</b> Virtual/Hybrid Events (8%)</li> </ul>		

<b>III.</b>	<b>Plan of Approach and Methodology</b>	<b>40%</b>	
	a. Adherence of the proposal to all the required components of the 2023 MICECON event as mentioned in this bid (20%) b. Creativity and innovation in the plan of approach* (10%) c. Feasibility of the planned execution of the overall scope of work* (10%)		
	<b>TOTAL</b>	<b>100%</b>	

#### **VIII. CONTRACT DURATION**

To commence upon receipt of NTP, which should not be later than five (5) days upon its issuance until the completion of the deliverables of the project

**LOT 2 : Events Management Company/ Entertainment Production Company/ Production House for the conduct of MICECON 2023 Entertainment Programs/ Themed Presentations**

**II. SCOPE OF SERVICES**

1. Conceptualization of a themed entertainment production/ program for the following event components of the Philippine MICE Conference (MICECON):

Date/Time	Activity	Venue	Remarks
02 March 2022  AM	<b>Main Conference</b>  <b>Opening Ceremony Entertainment Production*</b>  Conference Theme: "MICECONverge: Blaze New Trails"  Daily Themes: Day 0 (March 01) : Celebrate Nature Day 1 (March 02) : Celebrate Diversity Day 2 (March 03) : Celebrate Travel	SMX Convention Center Davao	*In coordination with the Professional Conference Organizer (PCO) and MICECON Secretariat.
03 March 2022  PM	<b>Closing Themed Entertainment Production</b>		*less grand compared to the Opening entertainment but may connect the two events that would serve as book end performances/ segments of the conference



03 March 2022  PM	<b>Farewell Dinner Entertainment</b>  Tentative Proposed Dinner Themes: - “Padayon” (moving forward [together]) - “Airplanes to Davao” (All routes leading to Davao as the destination of choice)  Day 2 Theme (March 03) : Celebrate Travel	TBA (may be an outdoor venue; high clear tent may be required)	*EMC/Prod to conceptualize a dinner theme in consideration of the given daily theme/ culmination of themes/ proposed theme
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2. Provision of the following items that comprise all the aspects required to be able to produce the themed entertainment programs MICECON:

A. Event/ Production Team that will oversee the light, sound, special effects, audiovisual and other physical and technical requirements, to include but not be limited to:

- a. Director
- b. Stage Manager
- c. Script Writer
- d. Venue/stage designer
- e. Technical (light and sound) Director
- f. Production Manager
- g. Graphic designer (for digital graphics)

B. Entertainment plan for the above events, that depict the best of the Philippines in music, songs, dances and other types of performance genre in a fresh, dynamic and unique approach. The Entertainment Plan should feature the best and most appropriate Filipino artists and performers, preferably from Davao and enhance/ implement themes and proposed storylines for all the above-mentioned events

C. Program flow/detailed scenario/script based on the approved program

D. Overall venue décor/execution and construction for the abovementioned events to include, but not be limited to:

- Stage construction
- Venue styling
- Venue Enhancements (e.g. portalets, etc.)
- Welcome Arc, as needed
- Photo activity area (ex: photobooth)

- E. High clear tent for at least 500pax, as needed
- F. Physical and technical requirements accompanied by the necessary manpower complement for the abovementioned events, and coordinate with the technical teams of the selected venue for the set up and installation of all physical and technical requirements, to include, but not be limited to the following:
- Sound System (speakers, microphones, etc.)
  - Lighting equipment and special effects
  - LED screen, backdrop, stage / set design
  - Signages within and around the conference venues
  - Close circuit camera and dedicated camera/s for documentation purposes
  - Genset
- G. Talents for the above events programmed events of MICECON 2023, to include but not be limited to:
- Voice over talent, as needed
  - Musical Arranger
  - Entertainers / Singers, Dancers and other talents (for Opening and Closing Ceremonies and Farewell Dinner), including all necessary costumes and props. The talents to be showcased should preferably be home-grown Davao talents.
- H. Themed dinner token for at least 500pax (for approval of TPB) with a value not less than P300.00/each
- I. Documentation in video all presentations in the sessions and all event/show presentations and submit to the organizers in an external hard drive
- J. Management and implementation of the entertainment productions/ program, as approved

Other terms and conditions:

- The TPB shall have full ownership of all the data/ content gathered and presented (both in hard or softcopy files) from the event.
- The winning bidder will be bound by and should comply with Republic Act No. 10173 otherwise known as the "Data Privacy Act of 2012".
- The financial proposal of the Production House should cover all expenditures of the production team to include:
  - Professional fees of talents/ performers and production team
  - Site inspection visit, including transport, accommodations and F&B costs of the production team, as needed
  - Transport and hotel accommodations during event proper
  - Venue styling and construction of venue backdrops/ arches and signages, as may be applicable
  - Rental of physical and technical equipment

- Creatives for artworks and design
- All other necessary expenses in connection to the staging/ conduct of the conference

### **III. QUALIFICATION OF BIDDER**

#### **A. FIRM**

The company must be Filipino-owned and legally registered Events Management Company / Production House / Entertainment Production Company under Philippine laws and must be in operation in the last three (3) years handling similar projects.

The company must have a minimum experience of at least three (3) years in implementing, participating and handling entertainment productions featuring Filipino artists and talents/ similar events, whether international or local, corporate or government-organized

\*bidder must submit list of events similar to the requirement handled in the past three years and list of ongoing and completed projects;

#### **B. INDIVIDUAL**

Events Management Company / Production House / Entertainment Production Company team members must have experience in organizing entertainment productions whether corporate or government-hosted events with international participants in the Philippines and abroad;

Team Member	Years of experience required
a. Director	10
b. Technical (light and sound) Director	10
c. Stage Manager	10
d. Production Manager	10
e. Script Writer	10
f. Venue/stage designer	5
g. Event Coordinator	3
h. Graphic designer (for digital graphics and presentations)*	3

\*must submit CV with list of entertainment productions in international corporate/ government-hosted events handled in the past projects that are similar in nature to the requirement;

**IV. APPROVED BUDGET FOR THE CONTRACT (ABC)**

Approved Budget for the Contract (ABC) is Php 5,000,000.00 inclusive of all applicable taxes. Cost of items in 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 abovementioned approved budget. Deadline for submission of bids should be at the close of Office hours on \_\_\_\_\_.

**V. SCHEDULE OF REQUIREMENTS**

Activity/ Requirement	Proposed Schedule	Remarks
Submission of revised design plan for approval that includes: - Renderings of venue designs/ styling - Talents/ Artists (description for the e-program) - Entertainment program (performance numbers)	Two (2) weeks after receipt of NTP	A preliminary meeting needs to be scheduled to discuss possible changes/ adjustments that need to be made
Submission and approval of program script and key visuals (title card, etc.)  Submission of sample dinner token	One (1) month after receipt of NTP	

Upon dress technical rehearsal / dry run of the entertainment program	Forty-five (45) days after receipt of NTP	May be reported in video if rehearsal is in Davao
Rehearsal of talents/ performers (Opening show)	28 February 2023	For coordination with the Conference EMC
Event Proper (Implementation of the Opening Entertainment)	01 March 2023	
Event Proper (Implementation of the Closing Entertainment and Farewell Dinner Entertainment)	03 March 2023	

## VI. TERMS OF PAYMENT

Output	% Payment	Remarks
Approved design plan that includes: - Renderings of venue designs/ styling - Talents/ Artists (description for the e-program) - Entertainment program (performance numbers)	15%	
Approved program script and key visuals (title card, etc.)and sample token  Confirmation of talents/ artists	35%	
Dress technical rehearsal / dry run of the entertainment program	35%	
Upon satisfactory performance of services and submission of video documentation	15%	

## VII. CRITERIA FOR EVALUATION

Bidders will be required to make a presentation (maximum of 20 minutes) of their Concept and Planned Approach. The winning bid must attain a hurdle rate of 80% based on the following set of selection criteria with their corresponding weight assignment:

Proposal	Weight
Technical Proposal	80%
Financial Proposal	20%

### A. ELIGIBILITY CHECK AND SHORTLISTING CRITERIA (80% Passing Score)

	CRITERIA	WEIGHT				
I.	APPLICABLE EXPERIENCE OF THE BIDDER	50%				
	<p>A. At least three (3) Years in business of handling entertainment productions and other similar events. (30%)</p> <ul style="list-style-type: none"><li>○ More than 3 years (30%)</li><li>○ 3 years (20%)</li><li>○ Below 3 years (0%)</li></ul> <p>B. Nature of Business of the Company</p> <ul style="list-style-type: none"><li>○ Entertainment Production (20%)</li><li>○ Event Organizer (15%)</li></ul>					
II.	QUALIFICATION OF PERSONNEL WHO MAY BE ASSIGNED TO THE PROJECT	30%				
	<p>B. Key personnel should have met the required minimum number of experience of key personnel:</p> <table><tr><td>Team Member</td><td>Years of experience required</td></tr><tr><td>Director</td><td>10</td></tr></table>	Team Member	Years of experience required	Director	10	
Team Member	Years of experience required					
Director	10					

	<table><tr><td>Technical (light and sound) Director</td><td>10</td></tr><tr><td>Stage Manager</td><td>10</td></tr><tr><td>Production Manager</td><td>10</td></tr><tr><td>Script Writer</td><td>10</td></tr><tr><td>Venue/stage designer</td><td>5</td></tr><tr><td>Event Coordinator</td><td>3</td></tr><tr><td>Graphic designer (for digital graphics)</td><td>3</td></tr></table> <ul style="list-style-type: none"><li>○ Personnel has exceeded the min. number of years experience required (30%)</li><li>○ Personnel has met number of years experience (25%)</li><li>○ Personnel has less than the required experience (0%)</li></ul>	Technical (light and sound) Director	10	Stage Manager	10	Production Manager	10	Script Writer	10	Venue/stage designer	5	Event Coordinator	3	Graphic designer (for digital graphics)	3	
Technical (light and sound) Director	10															
Stage Manager	10															
Production Manager	10															
Script Writer	10															
Venue/stage designer	5															
Event Coordinator	3															
Graphic designer (for digital graphics)	3															
III.	CURRENT WORKLOAD RELATIVE TO CAPACITY	20%														
	A. Number of ongoing projects/accounts being handled of similar scope/nature <ul style="list-style-type: none"><li>○ Below 5 projects (20%)</li><li>○ 5 and above projects (10%)</li></ul>															
	TOTAL	100%														

**B. TECHNICAL BID/PROPOSAL CRITERIA RATING (80% Passing Score)**

	CRITERIA	WEIGHT
I.	Quality of personnel who may be Assigned to the Project	30%
	<p>Profile and expertise of key personnel assigned to the project showing specialization and/or experience in the conduct of similar events. (30%)</p> <div>Team Member</div>	

	<table><tr><td>1. Director</td></tr><tr><td>2. Technical (light and sound) Director</td></tr><tr><td>3. Stage Manager</td></tr><tr><td>4. Production Manager</td></tr><tr><td>5. Script Writer</td></tr><tr><td>6. Venue/stage designer</td></tr><tr><td>7. Event Coordinator</td></tr><tr><td>8. Graphic designer (for digital graphics)</td></tr></table>	1. Director	2. Technical (light and sound) Director	3. Stage Manager	4. Production Manager	5. Script Writer	6. Venue/stage designer	7. Event Coordinator	8. Graphic designer (for digital graphics)		
1. Director											
2. Technical (light and sound) Director											
3. Stage Manager											
4. Production Manager											
5. Script Writer											
6. Venue/stage designer											
7. Event Coordinator											
8. Graphic designer (for digital graphics)											
	<p>Key personnel involved in the project must have relevant experience in working on:</p> <ul style="list-style-type: none"><li>○ More than Ten (10) projects similar in nature (30%)</li><li>○ Ten (10) projects similar in nature (20%)</li><li>○ Less than Ten (10) projects similar in nature (0%)</li></ul> <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</i></p>										



	<i>training of the key staff and similar projects handled by personnel (based on submitted CVs).</i>	
<b>II.</b>	<b>Experience and Capability of the Consultant</b>	<b>20%</b>
	<p>Must have implemented at least five (5) similar projects within the last five (5) years with at least one government project.(20%)</p> <ul style="list-style-type: none"> <li>○ More than 5 similar projects with at least one government project (20%)</li> <li>○ At least 5 similar projects with at least one government project (15%)</li> <li>○ Below 5 similar projects with at least one government project (0%)</li> </ul>	
<b>III.</b>	<b>Plan of Approach and Methodology</b>	<b>50%</b>
	<p>d. Adherence of the proposal to all the required components of the 2023 MICECON event as mentioned in this bid (20%)</p> <p>e. Creativity and innovation in the plan of approach* (20%)</p> <p>f. Feasibility of the planned execution of the overall scope of work* (10%)</p>	
	<b>TOTAL</b>	<b>100%</b>

#### **VIII. CONTRACT DURATION**

To commence upon receipt of NTP, which should not be later than five (5) days upon its issuance until the completion of the deliverables of the project

#### **IX. CONTACT PERSONS**

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