

TECHNICAL SPECIFICATIONS
SERVICE PROVIDER FOR THE AMBIENT ENTERTAINMENT OF THE
ASSOCIATIONS SUMMIT 10

23 – 24 November 2022 | Philippine International Convention Center (PICC)

I. BACKGROUND

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 PCAAE since 2013. From its conception, the TPB has been constantly providing support for AS to strengthen its relationship with local professional associations.

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:

- Opening Ceremony
- One to two learning/marketing sessions for the TPB
- Networking session
- Panel plenaries
- Signing of a "Sustainability Memorandum of Agreement" among associations
- Ang Susi Awards

In view of the above, the TPB is in need of a **Production House/Company** for the AS10 Networking Session slated on 23 November 2022 at the PICC (specific venue TBA).

II. OBJECTIVES

- 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.

III. SCOPE OF WORK/SERVICES

Specifications:

Event	Associations Summit 10 Networking Session
Date Time	23 November 2022, Wednesday, 5:00 pm – 6:00 pm (indicative)
Venue	Philippine International Convention Center (PICC) [specific venue TBA]
Type of entertainment	Ambient entertainment with lights and sounds setup
Number of Pax	Up to 300 pax
Audience Profile	Leaders from the corporate and association sectors 15 – 20 foreign guests
Duration	Approximately 1 hour (indicative) or less

The **Production House/Company** should be able to deliver the following:

1. Form a Production Team to oversee light & sound and other physical and technical requirements, including, as needed, but not limited to the following:
 - a. Performers/Musicians
 - b. Director
 - c. Stage Manager
 - d. Script Writer
 - e. Venue/stage designer
 - f. Technical (light and sound) Director
 - g. Production Manager
 - h. Graphic designer (for digital graphics and presentations)
2. Live instrumental music for a total of 30 minutes (including intervals) – preferably using sustainable materials

IV. PROJECT IMPLEMENTATION SCHEDULE (indicative)

23 November 2022, 5:00 pm – 6:00 pm

V. ELIGIBILITY REQUIREMENTS

1. Must be Filipino-owned, operated, and legally registered as a Production House/ Company under Philippine laws;
2. The company must have a minimum experience of three (3) years in performing in events (submit listing);
3. Must have completed at least three (3) projects with TPB/DOT and/or other government agencies (submit listing);
4. Must submit a company profile.

VI. APPROVED BUDGET FOR THE CONTRACT

The approved Budget for the Contract (ABC) is **TWO HUNDRED FIVE THOUSAND PESOS (Php205,000.00)** inclusive of all applicable fees and taxes.

VII. TERMS OF PAYMENT

1. The financial proposal of the Production House/Company should cover all expenditures of the production team to include, as needed, but not limited to the following:
 1. Professional fees of the team (i.e. performers/musicians/technical/personnel);
 2. Rental of physical and technical equipment;
 3. Applicable taxes;
 4. All other necessary expenses in connection to the staging/conduct of the requirements.
3. Send bill arrangement
4. Full payment 30 working days or after services and billing are rendered in full/complete

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:

MARIA MARGARITA MONTEMAYOR NOGRALES
Chief Operating Officer
Tourism Promotions Board
4/F Legaspi Towers 300, Roxas Blvd., Manila 1100

5. 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 a preferred alternate bank will be shouldered by the bidder.

VIII. CONTRACT DURATION

The one-time engagement shall commence from the acceptance of the Notice to Proceed (NTP).

IX. ADDITIONAL INFORMATION

Contact Persons:

Ms. Mikaela Fuentes

Project Officer

Sales and Accounts Management Division

MICE Department

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