

ANNEX A: TERMS OF REFERENCE

Services of an Events Management Company

I. BACKGROUND

The Asia Pacific Association of Allergy, Asthma and Clinical Immunology (APAAACI) and the Philippine Society of Allergy, Asthma and Immunology (PSAAI) will host the APAAACI 2022 Congress PSAAI@50 from the 5th to the 8th of December 2022 in Manila, Philippines. The theme of the Congress is 'Evidence Based Integrated Care in Allergy, Asthma and Immunology: The New Frontiers'.

The scientific program will be a well-woven combination of the most recent advances in the science, novel therapies and practical clinical aspects in allergy asthma and clinical immunology, environmental factors such as pollution, climate change, and more targeting both clinicians and researchers across specialties working in this space.

In view of this, the TPB is in need of the services of an Event Management Company to facilitate the necessary arrangements for the TPB's provision of support to the APAAACI 2022 Congress.

II. TECHNICAL SPECIFICATIONS

a.) Presidential Dinner

Date / Time	:	6 December 2022
Venue	:	Conrad Manila
Number of pax	:	150 pax
Theme	:	Filipino cuisine
Set-Up	:	Sit down dinner

SPECIFICATIONS:

- Provision for food and beverage requirements fit for international guests based on the number of persons estimated to attend the event. Curated menu selections (Filipino fusion or continental dishes) subject to the approval of TPB. Budget allocation should be not less than P3,200 nett per person.
- Must provide an allocation for at least one round of beverages (water/ juice/ iced tea/ wine) during dinner
- Must be amenable to the decrease/increase of up to 10% of the minimum guarantee one week before the event
- Must be able to provide appropriate styling and linen for the banquet set up following the theme of the dinner.
- Must be able to provide a sufficient number of uniformed and well-trained banquet service personnel; standby waiters for all VIP tables and a dedicated point person to attend to all arrangements
- With live entertainment/ ambient music during dinner (e.g. stringed quartet, harpist duo, etc.)

b.) Cultural Entertainment during Opening Ceremony

Date / Time	:	5 December 2022 5:30pm
Venue	:	SMX Convention Center Metro Manila
Number of pax	:	800 – 1,000
Theme	:	Best Philippine Festive Dances

SPECIFICATIONS:

- The presentation should depict the best of the Philippine dances and fit for an international audience
- The presentation should be appropriate to the venue
- The entertainment company shall provide the costumes and props necessary for the performances
- The presentation should showcase the beauty of the Philippines and the story of the Filipinos through music, festive and exquisite dances.
- The entertainment company must be flexible in dividing the dance presentation into sets as deemed fit in the program.
- Supplier shall arrange for, and shoulder, the performers' professional fees, and production assistants; travel and other expenses, including airfare, land transportation, accommodation, meals, and other miscellaneous expenses, as needed
- The supplier should coordinate with the venue ahead of time for the technical requirements of the performances, such as lights and sounds, audiovisual system, staging, emcee spiels (if any), schedule of the dry run, and other elements of the show

III. ELIGIBILITY REQUIREMENTS

Must comply with the legal, technical and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations. *Please refer to the bid documents.*

IV. SPECIAL / ADDITIONAL REQUIREMENTS

- Performing group to be provided for the Opening Ceremony should have had live performances to an international audience in the last five years; preferably during Tourism events.
- Willing to provide services on a "send-bill" arrangement.

V. APPROVED BUDGET

SEVEN HUNDRED FIFTY THOUSAND PESOS (PHP 750,000.00) inclusive of all applicable taxes

VI. PAYMENT TERMS

Send bill to the Tourism Promotions Board. Final payment in 30 days upon receipt of invoice, billing, and/or other pertinent documents

- Statement of Account / Billing Statement addressed to:

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

VII. CONTACT PERSONS

For particulars, please contact the following MICE Project Officers:

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