

TECHNICAL SPECIFICATIONS
SERVICES OF A TOUR OPERATOR FOR THE ASIAN CONFERENCE ON EMERGENCY
MEDICINE (ACEM) 2023

I. BACKGROUND

The Philippine College of Emergency Medicine will be conducting the Asian Conference on Emergency Medicine (ACEM) on 28 – 30 April 2023 at the SMX Convention Center Clark in Pampanga which expects to gather 500 foreign and 1,000 local participants.

With the theme “Sharing Similarities, Celebrating Differences”, this event aims to bring together all member countries of ASEM by working towards a common goal in their own unique ways. It aims to build stronger networks and standardize medical practices by sharing similarities while celebrating differences as healthcare providers by bridging the gaps in the expertise and developing cultural competencies to better respect each other.

II. OBJECTIVES

The event aims to give each participant to learn from the best in every field of Emergency Medicine (EM) by collaboration and discussion of the most relevant EM issues, and listen in on keynotes and scientific tracks focusing on EMS (Emergency Medical Services), Disaster Medicine, Wilderness Medicine and EM Education and Training.

In view of this, the TPB is in need of the services of a DOT-Accredited Tour Operator to facilitate the necessary arrangements for the half-day Clark City tour and Cultural Entertainment.

III. SCOPE OF WORK/SERVICES

A.) Half-Day Clark City tour (pre-Conference tour)

Date / Time	:	27 April 2023 (Indicative date) / morning
Destination	:	Clark, Pampanga
Number of pax	:	50 pax (20 minimum guaranteed participants)

- Air-conditioned coaster for the roundtrip transfers of tour participants (2 coasters, 30-seater each)
- Provision of a detailed itinerary options for the half-day Clark tour (for TPB’s approval)

- Provision of a DOT-accredited English-speaking tour guide – (2 tour guides)
- Refreshments and snacks to form part of the tour (AM/PM snacks only)
- Cold towels and bottled water
- First aid kit onboard the vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)
- Provision of golf umbrellas

B.) Cultural Entertainment during the Gala Night

Date / Time : 29 April 2023 | 6 – 9pm
 Venue : SMX Convention Center Clark (TBC)
 Number of pax : 400 pax
 Duration : 15 – 20 minutes lively Philippine cultural dance presentation
 Theme : Best of Philippine dances showing Luzon, Visayas and Mindanao culture

- 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 bidder/supplier 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 and exquisite dances.
- The bidder/supplier 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

IV. PROJECT IMPLEMENTATION SCHEDULE

PARTICULARS	DATE
Event Proper	28 – 30 April 2023
Half-day Clark City Tour (pre-Conference tour)	27 April 2023
Cultural Entertainment	29 April 2023

V. SPECIAL / ADDITIONAL TECHNICAL REQUIREMENTS

The Tour Operator must be:

- A DOT-accredited establishment
- Duly registered with the Philippine Government Electronic Procurement System (PhilGEPS)
- Engaged in the business as a travel and tour operator for at least three (3) years at the date and time of submission of bids
- At least three (3) years of experience and expertise in inbound (domestic) travel
- Tour guides and tourist transport companies to be used for the tours should be DOT-accredited

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **THREE HUNDRED SEVENTY-FIVE THOUSAND PESOS ONLY (PHP 375,000.00)** inclusive of all applicable taxes and fees.

VII. TERMS OF PAYMENT

Send bill arrangements 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

VIII. CONTRACT DURATION

One-time engagement and shall commence from the issuance of the Notice to Proceed (NTP) until full/complete delivery of requirements.

IX. PROJECT OFFICER'S CONTACT INFORMATION

For particulars, please contact the following MICE Project Officers:

1. Mr. Milo S. Oropeza
Project Development Officer IV, MICE Department
milo_oropeza@tpb.gov.ph
2. Ms. Jelline Jazel Cruz
Project Development Officer II, MICE Department
jelline_cruz@tpb.gov.ph