

ANNEX B: TERMS OF REFERENCE

SERVICES OF AN EVENT MANAGEMENT COMPANY

I. PROJECT NAME: BISITA, BE MY GUEST (BBMG) INTERNATIONAL LAUNCH (Dubai)

II. VENUE: Dubai, UAE

III. DATE: 06 May 2023

IV. BACKGROUND:

The BBMG is an incentivized promotional campaign wherein Overseas Filipino Workers (OFWs) and Overseas Filipinos who invite foreigners to visit the country will be entitled to a raffle ticket and have a chance to win major prizes. The Program also includes the development of a travel passport and privilege card to encourage travel to various destinations in the country with corresponding discounts, special offers, prizes and tokens at stake. Overall, this is a key initiative of the Department, in coordination with the industry, to achieve the government's vision to transform the Philippine tourism industry into a "major pillar" of economic growth in the next six years.

V. PURPOSE/OBJECTIVES:

- Increased recognition of the Philippines as the preferred destination among the 2nd/3rd generation, enticing them to discover their roots and reconnect with their heritage.
- Enhanced experience of the Balikbayans and foreign visitors through direct immersion into the country's different attractions, and social and cultural activities.
- Reinforcement of Overseas Filipinos and Overseas Filipino Workers' role as "tourism ambassadors", promoting the country through word-of-mouth.

VI. SCOPE OF SERVICES:

The Tourism Promotions Board (TPB) Philippines is inviting qualified Events Management Company/Event Organizers or other supplier providing similar services preferably with counterpart in Dubai, to provide assistance in preparation, coordination, and implementation of requirements for the abovementioned event based on the following guidelines:

a. Venue Rental

Sourcing and booking of appropriate venue for the launching of the BBMG program. Must be an indoor venue or any 3-4 Star Hotel in Dubai City Center that can accommodate 300 pax in one (1) seating to include provision for the stage, technical booth, holding area/s for Secretary / COO and Performers.

b. F&B Requirements

- Heavy Cocktails with 20% provision for halal, gluten-free, etc.
- Filipino-inspired menu (Menu to be approved by TPB)
- Menu card per table
- Free-flowing coffee/ tea/ water/juice

- 2 VIP table with dedicated wait staff
- Manage permits and registrations required by the organizers.

c. Venue Set-up

Organizing, designing, facilitating and set-up of the venue, cocktail area, and the elevated stage for the designated performers/entertainers, complete with the technical requirements (i.e. lighting, audio-visual equipment, sound system, PA system, microphones, dressing rooms for the entertainers, holding area for the Tourism Secretary with a separate dinner set-up preferably connecting , et. al.)

d. Program Requirements

Manage and implement the BBMG Program for the invited personalities and the Philippine delegates.

Indicative Schedule of Activities

TIME	ACTIVITY
4:00pm - 4:30pm	Arrival of Guests / Registration; Cocktail is served
4:30 pm	Start On-screen: BBMG Video Mechanics looped with destination videos and recorded message of Sec. Toots Ople
4:45 – 5:00 pm	Philippine Tourism Trivia Games
5:00 pm	Start of BBMG Launch program proper
	Opening number (minimum of 2 songs)
5:15 pm	Welcome Remarks by Usec Shahlimar Hofer Tamano
5:20 pm	Video intro of DOT Secretary Christina Garcia Frasco/ Introduction of DOT Secretary by TPB COO Maria Margarita Montemayor Nograles
5:30 pm	Message by Tourism Secretary Christina Garcia Frasco
6:00 pm	Video message of Vice President Sara Z. Duterte
6:05 pm	Video message of His Excellency President Ferdinand “Bongbong” Marcos
6:10 pm	Intermission Number
6:15 pm	Raffle Draw (to be drawn by DOT Official / DMW Rep and awarded by DOT Secretary and the sponsor/s
6:30 pm	Finale Entertainment (minimum of 4 songs)
7:00 pm	Cocktails

e. Documentation Requirements

The Event Organizer will hire a professional Photographer and Videographer to cover and document the BBMG Program wherein TPB will have full ownership on all the recorded materials (photographs and videos, Same-Day-Edit video).

f. Technical Requirements

Provide the following equipment and coordinate with the technical team of the venue (to be announced later) for the set up and installation of all physical

and technical requirements, if need be, to include, but not be limited to the following:

- Stage with LED Panels as backdrop
Stage size: 40' x 16'. Height is 4' (this is the ideal for a 300 attendees)
Center LED 32'.10" x 11'.6" side LED panels 3'3" x 11'.6"
Basic Audio-visual (speakers, microphones, etc.) and lighting system
(Provision for colored PAR lights)
- Note: Microphones should be wireless (at least 3) and 1 set of lapel mic for the Tourism Secretary
- LED wall screen, backdrop, stage/set design (as needed)
- LED projector and screen (as needed)
- Stage and truss system (as needed)
- Presenter's technical requirements with hybrid component
- 4 screens on-stage to serve as teleprompter (1 for the timer; 2 for the speech; 1 for the presentation deck)
- Holding area for the Tourism Secretary (should be enclosed - well-lit lounge set-up to accommodate at least 6 persons - with free-flowing water, coffee, tea and snacks - pastries, cookies, nuts)
- Technical Booth
- All needed signages and/or Marquees
- Tables and/or Chairs for the audience

g. Production Requirements

- Performers (2 singers, 6 dancers and production group)
 - All performers must be a WCOPA (World Champions of Performing Arts) main Winner already
- Logistics Requirements
 - Accommodations with breakfast with single/twin/triple-sharing arrangements for the duration of the project (preferably same hotel where the TPB delegation is billeted in Dubai) depending on how many performers and production group will be tapped
 - International air tickets (rebookable, reroutable and refundable)
 - Travel insurance for the duration of the performers and production group's stay
 - Professional fee or Allowance/per diem at USD75.00/person/day of all the performers and production group for the duration of the travel dates
 - Extra baggage allowance, as needed
 - Visa application, vans for inland transportation for the duration of the event in Dubai to include airport transfers)
 - Facilitate all necessary permits needed for the performances to include talents' work permits and rights to use music (Filipino Society of Composers, Authors and Publishers – FILSCAP); Dubai Tourism and Commerce Marketing Permit (DTCM); Entertainment Permits; etc.

- Administrative costs and other miscellaneous expenses
- Hotel/airport transfer (airport-hotel-venue-hotel-airport) in Manila, as need be
- RT-PCR/ Antigen test or other safety protocol, as needed

h. Production of promotional banners for the program launch

Pull up Banners

Quantity : 12 pcs. (3 designs to be provided by TPB)
 Size : 2.75 feet x 6.5 feet
 Stock : Matte Fabric Banner Universal 150 gsm
 Color : Full color
 Finishing : Loose sheets

Photowall

Quantity : 5 pcs
 Size : 2m (H) x 3m (W)
 Stock : Matte Fabric Banner Universal 150 gsm
 Color : Full color
 Finishing : Loose sheets

i. Invitation to the Filipino community in coordination with UAE Market Representative and the Philippine Embassy in Abu Dhabi and Consulate Office in Dubai. At least 300 confirmed attendees.

j. Transportation Requirements

Provision of transportation Services (2 vans) for the TPB Delegation on 03-08 May 2023

Must be at least 2018 model or newer with drive inclusive of gas and parking fee
 Transport to, from airport, hotel and official venue; and
 Inclusive of licensed driver, fuel, driver's meals, applicable parking, toll fees, and overtime fees.

k. Administrative Requirements

Assistance on other related matters pertaining to the TPB's implementation of the BBMG Program that may not have been included in this document, but deemed necessary by either parties.

VII. CONTRACT DURATION

The contract shall commence from the date of receipt of Notice to Proceed (NTP) until the full implementation of all deliverables

VIII. ELIGIBILITY REQUIREMENTS

- a. Must be a company registered in the Philippines with established network and contacts in Dubai.
- b. Must be in operation for the past 3 years.
- c. Must have a minimum of three (3) organized and implemented fairs/events in the for the past 2 years
- d. Must have regular staff / employees who can coordinate and liaise with the Project Officer in English. (i.e Production Manager, Stage Manager, Technical Director, and Script Writer)

KEY PERSONNEL	REQUIREMENT/S
Stage Manager (SM)	Minimum of 5 years of experience as a Stage Manager, preferably in live production shows or stage performances
Technical Director	Minimum of 5 years of experience as a Technical Director, preferably in live production shows or stage performances
Script Writer	Minimum of 5 years of experience as a Program Script-writer, preferably in live production shows or stage performances
Production Manager (PM)	5 years as a Production Manager

IX. APPROVED BUDGET FOR THE CONTRACT:

The Approved Budget for the Contract is FIVE MILLION SEVEN HUNDRED THOUSAND PESOS (PHP5,700,000.00), inclusive of all applicable taxes.

X. PAYMENT PROCEDURE:

	Particulars	Payment Scheme
First Tranche	Upon submission and approval of proposed menu, venue lay out and set-up, and list of performers.	15% of payment
Second Tranche	Upon submission of proof of reservation of venue, list of invitees and cocktail menus	35% of payment
Third Tranche	Upon completion of services as listed in the TOR and submission of complete documents and actual cost	50% of payment

Send bill of actual expenses to the TOURISM PROMOTIONS BOARD (TPB) PHILIPPINES addressed to COO MARIA MARGARITA MONTEMAYOR NOGRALES after the

completion of services and submission of applicable and appropriate liquidation report.

XI. EVALUATION PROCEDURE:

The winning bid shall be determined using the Lowest Calculated Responsive Bid evaluation process, provided that the bid does not exceed the Approved Budget for the Contract.

XII. CONTACT PERSON:

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