

TERMS OF REFERENCE

EVENTS MANAGEMENT ORGANIZER

Accommodation, Venue, Food & Beverages, Entertainment, and Transportation for the Philippine Hosting of the WORLDCHEFS Asian Presidents Forum

29 July - 06 August 2023, Pasay City

I. BACKGROUND

The Philippines, through the efforts and collaboration between the Tourism Promotions Board (TPB) Philippines and the LTB Philippines Chefs Association (LTB Philippines), won the bid to host the WORLDCHEFS Asian Presidents Forum 2023 last 04 August 2022. The official announcement was made on 06 August 2023 by WORLDCHEFS Continental Director for Asia, Chef Wilment Leong, during the Philippine Culinary Cup awarding ceremony at the SMX Convention Center. The won bid was posted in the World Association of Chefs Societies' (WORLDCHEFS) webpage and reported as well in print and other social media accounts.

The WORLDCHEFS Asian Presidents Forum (APF) 2023 will be the prelude to the proposed hosting of the 2030 WORLDCHEFS Congress & Expo. The APF is a three-day event meant to foster camaraderie between chefs in the Asian region. The event is hosted every two-years, with the last forum held in Bangkok, Thailand in 2019.

Like the WORLDCHEFS, the APF will include programs where distinguished chef speakers will present the latest gastronomical trends, sustainability practices that are in line with the UNDP, and culinary education. Other events of the conference include competitions for local and international young and professional chefs, and an exhibit for local and foreign suppliers during the World Food Expo (WOFEX) event. There will also be guided tours with CSR activities of the city or/and nearby outlying provinces focusing on farm tourism and food production that will be offered to the chef participants.

The APF will bring together 30 presidents of different chefs' associations. The conference is expected to have an average 250 attendees including chefs and young chefs participating in the programs and competitions. Participating chefs will have a chance to see the local markets, dine in our different restaurants and get a taste of a unique dimensions and diversity of Filipino cuisine and culture.

II. OBJECTIVES

Aligned with the TPB's strategic directions on Partnership as Pathways and Safe Bangon Turismo, our hosting aims to:

- Bring together the world's most prominent and innovative chefs.
- Promote the Philippines as a center of food and gastronomy in the Asia and the Pacific region.
- Strengthen the market position of the Philippines as a key MICE destination.
- Increase food tourism pathways to accomplish long-term economic growth, for example, by maximizing tourism stakeholder benefits.

- Establish the Philippines as a Sustainable Gastronomic Destination.
- Increase employment opportunities in the restaurant and food industry.
- Introduce, reintroduce, and experience the Philippines' cuisine tourism landscape.

III. A. SPECIFICATIONS

Event	TPB Hosted Accommodation
Date	29 July – 06 August 2023
Profile of Guests	<ul style="list-style-type: none"> • WORLDCHEFS Asian Presidents • WORLDCHEFS Executive Committee • WORLDCHEFS Board of Directors
No of Pax	22 pax

Event	TPB Hosted Opening Ceremony & Plenary Session
Date	31 July 2023, Monday, 8:30 AM to 5:00 PM
Profile of Guests	<ul style="list-style-type: none"> • WORLDCHEFS Asian Presidents • WORLDCHEFS Executive Committee • WORLDCHEFS Board of Directors • LTB Philippines Chefs Associations • WORLDCHEFS delegates • Department of Tourism • Tourism Promotions Board Philippines • Diplomatic Corps
No of Pax	200 – 250 pax
Minimum Guarantee	200 pax

Event	TPB Hosted Welcome Cocktails
Date	31 July 2023, Monday, 6:00 – 10:00 PM
Profile of Guests	<ul style="list-style-type: none"> • WORLDCHEFS Asian Presidents • WORLDCHEFS Executive Committee • WORLDCHEFS Board of Directors • LTB Philippines Chefs Associations • WORLDCHEFS delegates • Tourism Promotions Board Philippines
No of Pax	130 – 150 pax
Minimum Guarantee	130 pax

Event	TPB Hosted Country Presidents Close Door Meeting
Date	01 August 2023, Tuesday, 8:30 AM to 5:00 PM
Profile of Guests	<ul style="list-style-type: none"> • WORLDCHEFS Asian Presidents • WORLDCHEFS Executive Committee • WORLDCHEFS Board of Directors
No of Pax	40 pax

Event	TPB Hosted Closing Dinner
Date	01 August 2023, Tuesday, 6:00 to 10: 00 PM
Profile of Guests	<ul style="list-style-type: none"> • WORLDCHEFS Asian Presidents • WORLDCHEFS Executive Committee • WORLDCHEFS Board of Directors • LTB Philippines Chefs Associations • WORLDCHEFS delegates • Department of Tourism • Tourism Promotions Board Philippines • Diplomatic Corps
No of Pax	100 pax

B. SCOPE OF SERVICES

i. Provision of Accommodation

- Availability – provide hotel accommodation within or adjacent to the event venue, preferably Citadines Bay City, Studio Deluxe, Queen Size, single/double occupancy, inclusive of daily buffet breakfast on the following indicative dates:

Dates	Hotel must be located within	Number of Rooms
Check in date: 29 July 2023	300 to 800 kilometers from SMX Convention Center Manila	1
30 July 2023		22
31 July 2023		22
01 August 2023		22
02 August 2023		22
03 August 2023		22
04 August 2023		22
05 August 2023		22
Check out date: 06 August 2023		0
Total Room Nights		155

- Indicative Room Rates: P5,000.00. TPB to assist the winning bidder to secure preferential rates from the preferred hotel.
- Location and Site Conditions –
 - Must be a DOT-accredited and classified as Staycation Hotel permitted to hold essential MICE events.

- The hotel should adhere to the health and safety protocols issued by the Inter-Agency Task Force, the Department of Tourism, the Department of Trade, and Industry (DTI), the Department of Health (DOH), and other government agencies as well as the guidelines set by the respective Local Government Unit of which it operates in.
- Charging/Cancellation Policy –
 - Must have free cancellation, rebooking, transferable or refundable policies due to general travel restrictions imposed by the Philippine Government or by the foreign guest/s country.
 - The total cost of accommodation should be based on the actual rooms used.
 - Secured sponsorships or discounted rates of TPB and the LTB Chefs Philippines Association organizers, if any, should be deducted from the total cost of rooms to be billed.
 - No down payment should be required by the events management organizer in this proposal.
 - Must be willing to accept a send-bill-arrangements.
 - Payment term is 30-days upon receipt of invoice.
- Other Requirements –
 - Must be willing to extend FOC and/or preferential rates.
 - Transportation from Hotel to Conrad Hotel Manila and/or SMX Convention Center Manila, if possible, during the duration of the event.
 - Designation of a point person who will coordinate with TPB.
 - Must be flexible and could adjust immediately to urgent requirements without additional costs to TPB.
 - Other arrangements that may be mutually agreed upon with the TPB.

ii. Provision of Venue

- Must be able to source a venue for the following:
 - Welcome cocktails for 130 to 150 pax, preferably Citadines Bay City and outdoor e.g., poolside.
 - Opening Ceremony and Plenary Session for 200 to 250 pax, preferably Conrad Hotel Manila
 - Dinner Reception for 100 pax, preferably Conrad Hotel Manila
 - Closed Door Meeting for 40 pax, preferably Citadines Bay City
- Must cover venue rental and the utilities.
- Must be within 300 to 800 kilometers from SMX Convention Center Manila

iii. Provision of Food and Beverages

- Must be able to provide menu selections for the following, subject to approval of TPB and LTB Chefs Philippines Association:
 - Welcome heavy cocktail for 130 – 150 pax to include the following:
 - Hot and cold appetizers, desserts, and beverages.
 - Provision for possible dietary restrictions such as vegetarian and halal.
 - Price per pax: P2,100.00. Minimum Guarantee: 130 pax
 - Opening Ceremony & Plenary Session for 200 - 250 pax in buffet set-up to include the following:
 - AM & PM snacks
 - Lunch includes appetizer, soup, main course, dessert, and hot & cold drinks.
 - Provision for possible dietary restrictions such as vegetarian and halal.
 - Price per pax: P3,600.00. Minimum Guarantee: 200 pax
 - Dinner reception for 100 pax in buffet set-up to include the following:
 - Dinner includes appetizer, soup, main course, dessert, and hot & cold drinks.
 - Provision for possible dietary restrictions such as vegetarian and halal.
 - Price per pax: P3,100.00. Minimum Guarantee: 100 pax
 - Country Presidents Closed Door Meeting for 40 pax in buffet set-up to include the following:
 - AM & PM snacks
 - Lunch includes appetizer, soup, main course, dessert, and hot & cold drinks.
 - Provision for possible dietary restrictions such as vegetarian and halal.
 - Price per pax: P3,600.00. Minimum Guarantee: 40 pax
- Must include the following services and amenities:
 - Welcome Cocktail
 - Round and cocktail tables set-up
 - Waiter service on stand-by
 - Opening Ceremony and Plenary Session
 - Round table and/or Classroom/Theater set-up
 - Meeting supplies (Pen/Pencil and Paper), if needed
 - Free flowing coffee and tea

- Waiter service on stand-by
 - Dinner Reception
 - Round table set-up
 - Free flowing coffee and tea
 - Waiter service on stand-by
 - Country Presidents Closed Door Meeting
 - U-shaped or round table set-up
 - Meeting supplies (Pen/Pencil and Paper)
 - Free flowing coffee and tea
 - Waiter service on stand-by
- iv. Physical and technical set-up**
- Must include in its package a centerpiece for each table.
 - Must have an ample inventory of chair covers, table linens and other ambient decorations to complement the welcome cocktail, opening ceremony and plenary session, dinner reception, closed door meeting.
 - Aside from the basic sound system: mixer/amplifier, speakers, wireless microphones, power cable and connectors, laptop and onsite operators provided by the venue, the events management operator must be able to provide a production team (director, stage manager, production manager, etc.), and technical equipment (LED screen, lighting equipment, etc.) and scenic design for the welcome cocktail, opening ceremony and plenary session, and dinner reception.
 - Must be able to provide a stage for the performers.
- v. Provision for Entertainment**
- Must be able to provide the following:
 - Welcome Cocktail
 - Show Band
 - Opening Ceremony and Plenary Session
 - Cultural Entertainment
 - Dinner Reception
 - Modern Contemporary
- vi. Provision of Tokens**
- Must be able to provide tokens for 40 pax (VIPs), subject to approval of TPB.
- vii. Provision of Transfer Vehicle**
- Must be able to provide at least two (2) units of passenger van from airport to delegates' hotel to Conrad's Manila and/or SMX Convention Center Manila and vice versa for the duration of the event.
 - Year Model not more than 3 years. Preferably Toyota Grandia or Tourer.
 - The vehicle must be fully air-conditioned, clean, comfortable and in good running condition.
 - Equipped with fire extinguisher, umbrellas and first aid kit.

- The driver must be a holder of a valid professional driver's license.
- The driver must be wearing a company ID, polo barong or company uniform and well groomed.

viii. Other Requirements

- Any other requirements that may be mutually agreed upon by the TPB and the supplier.
- Must be able to waive corkage fees in circumstances when sponsored items are present.

IV. QUALIFICATION OF THE BIDDERS

- Must be Filipino owned, operated and legally existing under Philippine laws.
- Must be willing to accept send-bill arrangements with the TPB.
- Submit a copy of the Certificate of Satisfactory Completion of Services of the Single Largest Completed Contract (SLCC)
- Submit a list of completed government and private projects, with at least three (3) similar projects completed within the last three (3) years, along with a Certificate of Satisfactory Completion of Services.

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

P4,003,000.00 inclusive of government taxes

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 the bid does not exceed the approved budget.

VI. TERMS OF PAYMENT

Payment will be on send-bill arrangement. Full payment upon completion of the requirements stipulated in the technical specifications and scope of services.

VII. CONTRACT DURATION

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

VIII. For particulars, please contact the following Project Officers:

Milo S. Oropeza	milo_oropeza@tpb.gov.ph	525-9318 local 229
Mary Ann Caramat	maryann_caramat@tpb.gov.ph	525-9318 local 230

----- **NOTHING FOLLOWS** -----