

CREATIVE TOURISM CONFERENCE

Crafting Pathways: Synergizing Tourism and Creativity
18 – 19 June 2025, Metro Manila

TECHNICAL SPECIFICATIONS

Services of an Events Management Company for the Main Conference, Educational Sessions, and Entertainment Components of the Creative Tourism Conference

I. BACKGROUND

Creative Industries refer to sectors that involve the use of creativity, culture, and innovation to generate economic value. These industries typically include areas such as advertising, architecture, arts, and crafts, design, fashion, film, music, performing arts, publishing, software development, television, and video games. They are often characterized by the production of intangible cultural and creative goods and services.

In the Philippines, the contribution of the creative industries in promoting Filipino creativity as a significant asset to the Philippine economy has been realized through Republic Act No. 11904. In ensuring support for the industry, the Philippine Creative Industries Development Council was created through the aforementioned law recognizing the tourism industry as a key player in this field through integration into the national tourism development plan. According to the Philippine Statistics Authority (PSA), the sector contributed 7.1% to the Philippines' GDP delivering PhP1.72 trillion in total value and the employment of 7.26 million people in the Philippine creative economy in 2023.

In summary, creative industries play a pivotal role in enriching travel and tourism by offering unique cultural experiences, fostering economic growth, and enhancing the overall appeal of destinations. Integrating creativity into tourism strategies can result in vibrant, sustainable, and inclusive development. Furthermore, creative industries in the Philippines are continuously being promoted and strengthened through the support of involved government agencies.

SAMPLE GLOBAL EVENTS

- Global Conference on Linking Tourism, Culture, and Creative Industries: Pathways to Recovery and Inclusive Development through the United Nations World Tourism Organization held in Laos, Nigeria in November 2022
- World Conference on Creative Economy through the Ministry of Tourism and Creative Economy of the Republic of Indonesia

SAMPLE LOCAL/NATIONAL EVENTS

- Philippine Creative Industries Summit through the Department of Trade and Industry
- The 1st Virtual Philippine Creative Industry Summit (December 16, 2021)
- The 2nd Philippine Creative Industries Summit (March 7, 2024)
- Creative Nation Summit 2024 (September 30 to October 01, 2024)
- International Conference on Cultural Statistics and Creative Economy (09-10 November 2023)
- Philippine Creative Tourism Congress (PCTC) Bacolod City Art District, December 6 to 8, 2023
- Creative Industry Summit: Transforming Bacolod into the Creative Industry Hub of Western Visayas (December 9 to 11, 2023)

The Creative Tourism Conference will be held within Metro Manila on 18-19 June 2025 with the theme "Crafting Pathways: Synergizing Tourism and Creativity."

In view of the above, the TPB is in need of an Events Management Company / Conference Integrator / Professional Congress Organizer (PCO) for the conduct of main Conference, Educational Sessions, and Entertainment Components of the event. The company will manage the proceedings of the main conference program and provide the necessary physical and technical equipment, talents/manpower, and all that is necessary for the successful conduct of the event.

II. OBJECTIVES

The objective is to uncover the transformative potential of the creative industries in shaping the Philippine tourism industry's future. Specifically, it aims to achieve the following key outcomes:

- 1) To form or strengthen linkages between creative industries (CI) and the tourism stakeholders.
- 2) To contribute to policies, plans, programs, and activities that the Department of Tourism (DOT) and Tourism Promotions Board (TPB) can include for the Philippine Creative Tourism Conference's Work Plan.
- 3) To help raise awareness about CI among tourism stakeholders (i.e. LGUs, tourism service providers, other government agencies with the end in view of incorporating the same in the development of sustainable and inclusive tourism circuits.
- 4) To learn from CI case studies and strategies for local contextualization and implementation.

III. SCOPE OF SERVICES

A. PROGRAM MANAGEMENT AND IMPLEMENTATION

- 1) Manage and implement the program ensuring cohesiveness with the incorporation of the theme "Crafting Pathways: Synergizing Tourism and Creativity".
- 2) Assemble a complete set of experienced and knowledgeable teams (technical director, stage manager, etc.) who will coordinate and oversee the light, sound, special effects, audiovisual, and other physical and technical requirements of the conference. The key personnel must include but not limited to:
 - a. Event Director
 - b. Technical (light and sound) Director
 - c. Stage Manager
 - d. Production Manager
 - e. Script Writer
 - f. Venue/Stage Designer
 - g. Event Coordinator/s / Liaison Officer/s

Each key personnel must have a minimum of three (3) years of relevant experience. **A Curriculum Vitae (CV) must be submitted together with the technical bid proposal.*
- 3) Prepare a detailed scenario / script based on indicative program below, subject to changes or updates:

DATE & TIME	ACTIVITY	REMARKS
17 JUNE 2025		
TBC	Arrival of Speakers	
TBC	Welcome Dinner	
18 JUNE 2025		
TBC	Ingress	Day, Time, and Duration are subject to discussion

		Physical & Technical Requirements must be in place
TBC	Technical Rehearsals	Coordination must be done prior to the event proper
TBC	Briefing of Speakers	
07:30 – 08:45	Registration	
08:45 – 09:45	Opening Ceremony Welcome Message	
09:45 – 10:00	Break with ambient entertainment	
10:00 – 11:00	Plenary Session 1: Laying the Foundations for a Creative Nation (Republic Act No. 11904 The Philippine Creative Industries Development Act)	
11:00 – 12:00	Plenary Session 2: The Crayon and the Compass (Linkages between Creativity and Tourism)	
12:00 – 13:15	Lunch	
13:15 – 14:45	Breakout Sessions: Track 1: From Screen to Scene: How Philippine Cinema Drives Tourism and the Creative Economy's Growth Track 2: Destination Branding and Storytelling: Telling Compelling Stories to Attract Visitors Track 3: Tech-Driven Tourism: Enhancing Tourism Experiences through Creative Digital Solutions	Participants to transfer to breakout rooms
14:45 – 15:30	Networking Session Creative Collaborations Marketplace Break with Ambient Entertainment	
15:30 – 16:30	Closing Plenary: The Art of Taking Your Business to Heart Creative MICE in the Philippines	
07:30 – 08:45	Registration	
08:45 – 09:45	Plenary Session 3: Welcome to the Alternative Embracing Out-of-the-box Promotions for Tourism and Creative Industries	
09:45 – 10:00	Break with Ambient Entertainment	
10:00 – 11:00	Plenary Session 4: Sustainability Meets Creativity Building a Better Future for Tourism through the Creative Industries	
11:00 – 12:00	Plenary Session 5: Creative Tourism to Creative Placemaking Co-Creating the Experience for Communities and Tourists	

12:00 – 13:15	Lunch	
13:15 – 14:45	Breakout Sessions Track 1: Building Public-Private Partnerships in the Tourism and Creative Industries Track 2: Skills Development for Creative Tourism Track 3: Creative Spaces and Cultural Hubs	Participants to transfer to breakout rooms
14:45 – 15:30	Networking Session Creative Collaborations Marketplace Break with Ambient Entertainment	
15:30 – 16:30	Panel Discussion: A Tourism x Creativity-led Nation Best practices of the Philippines for the Tourism and Creative Industries (Philippine Creative Tourism Congress and UNESCO Creative Cities in the Philippines)	
16:30 – 17:00	Conference Wrap-up and Commitment Pledge Closing Message	
17:00 – 17:30	Closing Ceremony	

B. SPEAKERS' MANAGEMENT

- 4) Propose, recommend, and secure a minimum of 20 high-caliber local and international presenters/speakers/moderators who are knowledgeable on the following topics:
 - a. Travel and Tourism
 - b. Creative Industries
 - c. Creative Tourism
 - d. Cultural Hubs
 - e. Film Tourism
 - f. Destination Branding and Identity
 - g. Tech-driven Tourism
 - h. MICE Tourism
 - i. Sustainable Tourism
 - j. Placemaking
 - k. Public-Private Partnerships in the Tourism and Creative Industries
 - l. UNESCO Creative Cities in the Philippines
 - m. Philippine Creative Tourism Congress
- 5) Expertise can be in the form of a previous speaking engagement/s, published work/s, membership in relevant association/s, and equivalent. Resource person will provide global and local perspectives on issues to be tackled in the conference. The conference is expected to have a mix of international and local speakers. Speakers to be invited, especially those considered to provide updates and latest trends on the Creative Industries or eyed to present case studies on the collaboration of tourism and creative industries, should preferably come from various regions in Asia with mature/advanced creative industries.
- 6) The bidders must take into consideration the following minimum speakers' qualifications:
 - a. Must have prior engagement/s in similar topics listed above.
 - b. Submission of Speaker's Profile/ Portfolio

- c. Demonstrated experience as a resource person, speaker, or similar role in related conferences, seminars, workshops, and webinars, with a proven ability to engage audiences and deliver informative presentations

***Bidders shall submit a proposed lineup of speakers together with their technical bid.**

Note: Any adjustments to the number, selection, or line-up of speakers are subject to approval by the TPB. While the TPB may invite, recommend, or secure speakers directly, associated professional fees and requirements will be the responsibility of the winning bidder. As the organizer, the TPB may directly negotiate for preferential rates to maximize the budget allocation for professional fees.

Professional fees/rates/costs can be based on the below indicative estimates:

FOR INTERNATIONAL SPEAKERS: USD 3,500 (inclusive of taxes) x 2 pax *Usual range of international professional speakers' preferential fees USD3,000 – USD3,500	FOR LOCAL SPEAKERS: Local Industry Professionals/ Moderators / Resource Person / Facilitators PHP 30,000 x 18 pax
Estimated Total Combined Cost: PHP 960,000.00 *based on 1 USD = 60 PhP	

Note: TPB should be advised about the speakers' logistical requirements arrangements (e.g. air tickets, accommodation, meals, etc.).

Payment to the winning bidder will be based on actual costs incurred. While these costs may vary from the estimated amount per speaker, the total expenditure for speaker fees should not exceed the approved budget unless explicitly authorized by the TPB.

- 7) Coordinate with final and approved presenters/speakers/moderators and provide the requirements from presenters/speakers/moderators
 - a. To execute a formal agreement between the winning bidder and the TPB-approved Speakers;
 - b. Biodata/profile and high-quality head shot photo of the speaker for event promotion;
 - c. Presentation must be submitted prior to the Speaker's technical rehearsal;
 - d. Secure authorization of TPB to share information presented during the event such as presentations, case studies, etc. to participants of the event;
 - e. Winning bidder must observe and comply with the Philippine Data Privacy Act;
 - f. Provide speakers with necessary event details such as brief event and session information, date and time, location, call time, talking points, appropriate attire, weather situation, currency, country electrical requirements, basic Filipino language tips, presentation tips, event dos and don'ts, as applicable.
- 8) Provision of Tokens for Speakers and VIP guests with an indicative cost of PhP1,000.00 each, subject to approval of the TPB.
- 9) Assign coordinators for all invited and confirmed speakers to manage the itinerary, facilitate requirements, and accompany during the Conference.
- 10) Assign coordinator/s who will man the registration counter/booth in coordination with the TPB.

C. LOGISTICAL REQUIREMENTS

- 11) Purchase of air tickets for confirmed speakers/facilitators/resource person/moderators, inclusive of baggage allowance, travel and COVID-19 insurance, terminal fees, and other applicable fees or taxes, subject to confirmation with TPB.
 - a. Roundtrip Economy Air tickets for two (2) International Speakers from Asia.

- b. Roundtrip Economy Air tickets for four (4) Local Speakers from point of origin in the Philippines to Manila and vice versa.
- *Tickets must be rebookable, reroutable, and refundable*
- 12) Airport and Hotel Transfers
- 13) Provision of Hotel Accommodation for three (3) nights, subject to discussion with TPB.
 - a. Single occupancy rooms for:
 - Two (2) pax for International Speakers
 - Four (4) pax for Local Speakers
 - Three (3) pax for DOT/TPB Officials
 - b. Accommodation must be within seven (7) kilometers from the conference venue.
- 14) Handle logistical ground arrangements based on the following considerations:
 - a. Securing necessary permits.
 - b. Fully-airconditioned passenger vans with headrests for speakers and secretariat.
 - c. Three (3) units covering NCR (NAIA, designated hotel, etc.)
 - d. Provision for umbrellas, and first-aid kit.
 - e. Inclusive of comprehensive insurance, gas fees, parking fees, toll fees, drivers' fees, overtime payment, meals, transportation, and other consumable and related expenses.
 - f. Provision for clearly visible signages on the vehicle.
 - g. Driver must be:
 - Experienced tourist drivers who can speak English and Filipino
 - Equipped with a working mobile phone for easy coordination
 - A holder of a valid professional driver's license
 - Have trip tickets available during duty
 - Wearing proper attire and company ID at all times during the event
 - h. If the vehicle breaks down during transit, the winning bidder must provide a replacement within an hour.
- 15) Provide transportation (land/air as needed), food, and accommodation for the event management/PCO team and talents.

D. VENUE REQUIREMENTS

- 16) Provide a venue with the following indicative specifications:
 - a. Must be available on the Conference dates: 18-19 June 2025
 - b. Must have cultural/historical significance
 - c. Must be able to provide and arrange the following rooms and areas:
 - Main Conference/Plenary (for 150 pax exclusive of speakers, secretariat, and crew)
 - Minimum of three (3) breakout rooms (for 50 pax exclusive of facilitators and staff)
 - Food and beverage
 - Delegates' lunch and snacks area
 - Catering area
 - Holding Areas
 - Secretariat / Crew holding area
 - Performers' dressing room / holding area
 - Speakers / Secretary / COO's holding room
 - Registration Area
 - Media Holding Area
 - Industry Partners/Sponsors Hall
- 17) Arrangement of parking space of VVIPs, VIPs, and delegates in coordination with the venue management and the Manila Traffic and Parking Bureau
- 18) Work closely with the venue to manage requirements, restrictions, ingress and egress schedule, and necessary permits;

- 19) Facilitate ingress and egress;
- 20) Perform a technical run/line check before the ingress schedule ends;
- 21) Provide enough personnel to set up the venue's physical and technical requirements;
- 22) Provide hauling services for ingress and egress, along with other logistical assistance;
- 23) Cover fees, permits, utilities, and other venue requirements.
- 24) Provide overall venue décor, setup, and construction that align with the conference theme and branding, such as but not limited to:
 - a. Handle printing, production, installation, and dismantling of all stage requirements, including trusses, LED walls (for plenary and breakout rooms), floor monitors, com sets, and other necessary stage equipment.
 - b. Style and enhance the main conference areas, including breakout rooms, booth areas, and catering/snack areas.
 - c. Provide marquees, movable props, and structures, as needed.
 - d. Provide a registration counter/booth for at least two people.
 - e. Build partitions for rooms, holding areas and storage areas as needed
 - f. Provide a photo activity area such as photo wall, as applicable
- 25) Display the themed event title card on screens and provide other relevant title cards.
- 26) Provide banners and signage which may include lamp post banners and directional signs within the venue. Consider using electronic displays such as LED screens, floor-standing LEDs, or handheld LED signages to minimize the use of plastic tarpaulins.
- 27) Provide and set up the physical and technical requirements for the Creative Tourism Conference. Coordinate with the venue's technical team and the designated TPB counterpart for installation and setup, including but not limited to the following:
 - a. Sound system (speakers, microphones, etc.)
 - b. Provide professional lighting and special effects for the opening production, which may include show lights, moving head lights, follow spots, LED par lights, haze and smoke machines, vertical trusses, lighting controllers, necessary clamps, LED screens, backdrop, and stage/set design.
 - c. Suitable LED screens or TV monitors, as needed (in smaller breakout rooms)
 - d. Technical support for speakers during rehearsals, technical run-throughs, and the event proper. This includes setups for approximately four (4) plenary sessions and four (4) breakout sessions per conference day, subject to final confirmation.
 - e. Microphones (cordless or lapels, as needed)
 - f. Laptops (mac and windows) with appropriate connectors
 - g. Stage monitor/s (for plenary only)
 - h. Clickers / pointers
 - i. Other stationery items for the speaker as needed
 - j. Onstage lounge set that matches the venue styling, subject to TPB approval
 - k. Closed-circuit camera and dedicated camera/s for documentation purposes
 - l. Devices for recording each session
 - m. Wi-Fi connection for all rooms, preferably 1GB, including the main plenary, breakout rooms, and lunch/snack areas. This may be arranged through partnerships or sponsorships with providers.
 - n. At least one hot/cold water dispenser and a sufficient supply of drinking water for the Secretariat.
 - o. Generator set or back-up power.
- 28) Provide and manage additional physical and technical requirements as needed or agreed upon by the winning bidder and TPB. This may include way finders, brand boards, podium/lectern with signage, standees, banners, stickers, tent booths, stalls, flaglets, bubble makers, dressed tables, and chairs.

E. FOOD AND BEVERAGE REQUIREMENTS

- 29) Provision of food and beverages with the following details:
 - a. Menu selection for TPB's approval at least ten (10) days before the event.

- b. Accommodate dietary requirements (gluten-free, diabetic, allergies, etc.) with 15% provision per meal or as agreed upon with TPB.
 - c. Dressed tables, table centerpieces, and ambient décor.
 - d. Enough number of uniformed, well-trained banquet service personnel, standby waiters, to attend to all arrangements.
 - e. Include one (1) round of drinks per meal for all attendees as specified in the conference arrangements.
- 30) Avoid the use of plastic and single-use bottles and utensils throughout the event.
- 31) Accommodate any additional requirements as mutually agreed upon by TPB and the winning bidder.

DAY 1

MEALS	INDICATIVE PAX	AMOUNT
Speakers/Resource Persons/Moderators/Delegates (Buffet Setup)		
AM Snacks	200 pax	PhP 500.00
Lunch	200 pax	PhP 1500.00
PM Snacks	200 pax	PhP 500.00
Secretariat (Packed Meals)		
AM Snacks	20 pax	PhP 300.00
Lunch	20 pax	PhP 500.00
PM Snacks	20 pax	PhP 300.00

DAY 2

MEALS	INDICATIVE PAX	AMOUNT
Speakers/Resource Persons/Moderators/Delegates (Buffet Setup)		
AM Snacks	200 pax	PhP 500.00
Lunch	200 pax	PhP 1500.00
PM Snacks	200 pax	PhP 500.00
Secretariat (Packed Meals)		
AM Snacks	AM Snacks	AM Snacks
Lunch	Lunch	Lunch
PM Snacks	PM Snacks	PM Snacks

SPECIAL FUNCTIONS

- 32) Welcome dinner shall have the following specifications:
- a. With packaged complimentary use of venue
 - b. Within five (5) kilometers from the speakers' designated hotel
 - c. Buffet Set-up for 100 pax worth PhP1,800.00 per pax
- 33) All details of the special function must be discussed with and approved by TPB.

F. ENTERTAINMENT REQUIREMENTS

- 34) Provide a themed ambient entertainment production and incentivized meals that best showcase the Creative Tourism Conference. The concept should:
- a. Be fresh and innovative
 - b. Take a holistic approach, seamlessly integrating the program from the opening to the closing ceremony while aligning the conference theme.
 - c. Utilize innovative approaches
- 35) Source appropriate artists, industry-related professionals, or talents for the conference, including but not limited to:
- a. Host/Emcee/Voice over talent (plenary sessions)
 - b. Graphic recorder (for all sessions)
 - c. Performers/talents (for breaks, as may be applicable depending on the theme), including all necessary costumes and props.

Note: The bidder must present a roster of proposed performers/talents with their profiles/portfolios for TPB approval along with the technical bid.

G. DOCUMENTATION REQUIREMENTS

- 36) Provide session synthesizer/s.
- 37) Photo and Video documentation
 - a. Produce a 3–5-minute event highlights video covering all aspects of the conference, subject to TPB's approval.
 - b. Deliver 60 post-processed photos showcasing the best moments, including individual shots of speakers, moderators, facilitators, resource persons, and keynote speakers.
 - c. Submit all raw and edited photos, along with the highlights video and post-processed photos, to TPB on an external hard drive within 10 calendar days after the event.

H. PROMOTIONAL REQUIREMENTS

- 38) Develop and implement key visuals, title cards, and other promotional materials that reflect the theme and objectives of the conference.
- 39) Ensure that all key visuals, title cards, and promotional materials highlight the collaboration between tourism and creative industries.
- 40) Create key visuals and other promotional materials.
- 41) Incorporate corrections and revisions based on feedback and discussions.
- 42) Deliver all approved promotional materials within 10 calendar days of receiving the Notice to Proceed, subject to TPB's approval.

I. OTHER REQUIREMENTS

- 43) Creative Button Pins
 - a. 9.84 x 7.87 x 0.59 in
 - b. Matte finish
 - c. A designed space for writing names with colored markers.
 - d. 4 colors that will complement the event visual, subject to discussion with TPB, for the following (indicative estimate):
 - 150 Delegates
 - 21 Speakers/Facilitators/ Moderators
 - 29 Secretariat
 - 100 Production Crew
 - e. Design to be provided by TPB

Note: Colored markers appropriate for matte finish button pins must be provided by the winning bidder.
- 44) 200 Creative Tourism Conference Kits to include the following (subject to the approval of TPB):
 - a. Tote Bag
 - Canvas Material (preferably of thick quality)
 - White and black colors, subject to discussion with the TPB.
 - Front only multi-color print
 - 16 in (41 cm) tall and 14 in (36 cm) wide, with 10 in (25 cm) handles
 - Design to be provided by the TPB
 - b. Conference Pocket Notebook
 - Made of eco-friendly materials
 - Pocket notebook size: 3.5" x 5.5" with event name/logo.
 - Color to be approved by the TPB.
 - TPB will provide the design
- 45) Physical and Digital Certificates for the Resource Speakers, Sponsors, and Delegates

- a. A4 Size (21 x 29.7 cm or 210 x 297 mm)
 - b. Design to complement the event visual, subject to discussion with the TPB, for the following (indicative estimate):
 - Physical Certificate
 - 5 – 10 Sponsors / Partners
 - 20 Speakers/Facilitators/Moderators
 - Digital Certificate (to be sent after the event)
 - Approx. 150 Delegates
- 46) Provide the following essential items for the Conference/Office Equipment and Supplies for the Secretariat Room:
- a. Extension cords
 - b. Photocopier, scanner, and printer
 - c. Ink supply
 - d. A4 paper supply
 - e. Permanent markers, ballpens, scissors, cutter, and stapler
 - f. Tapes and adhesives
 - g. Other office supplies as needed
- 47) Other physical requirements of speakers/moderators/facilitators/resource persons such as but not limited to white boards, pens, clipboard, etc., as needed.

J. PAYMENT PROCESSING REQUIREMENTS

- 48) Facilitate and Process Honorarium/Professional Fees
- a. Ensure the timely payment of honorarium, professional fees, and associated costs for approved presenters, speakers, and moderators.
 - b. May consider accommodating advance payments to presenters, speakers, and moderators as needed.
 - c. Settle remaining professional fees within seven (7) working days after the speaker's session.
 - d. Ensure all outstanding honoraria, professional fees, and associated fees are fully processed and settled within fifteen (15) working days after the event.
- 49) Submit a Project Completion Report, which shall include but not limited to event performance data, attendance estimates, challenges, etc.

K. INCIDENTALS AND MISCELLANEOUS EXPENSES

- 50) Allocate an amount of One Hundred Fifty Thousand Pesos Only (PhP150,000.00) for event contingencies beyond the listed requirements subject to approval or instruction of the TPB. This fund will cover unforeseen needs during the event such as:
- a. Additional food and beverages for speakers and guests
 - b. Extra supplies or materials
 - c. Additional attendees or pax
 - d. Communication allowances and other necessary expenses

IV. TERMS AND CONDITIONS

- 1) The winning bidder must be able to collaborate, coordinate, and cooperate with the TPB for the necessary creative collaterals.
- 2) Any partnerships or sponsorships secured by the TPB that offset costs in any of the conference's components must be deducted from the final billing submitted by the winning bidder.
- 3) The financial proposal of the bidder should cover all expenditures of the production team to include all applicable taxes and fees:
 - a. Professional fees of talents/ performers and production team
 - b. Site inspection visit, including transport, accommodations and F&B costs of the production team, as needed

- c. Transport and hotel accommodations during event proper
 - d. Venue styling and construction of venue backdrops/ arches and signages
 - e. Rental of physical and technical equipment
 - f. Creatives for artworks and design
 - g. All other necessary expenses in connection to the staging/ conduct of the conference
- 4) **The technical bid shall include, but not be limited to, the following attachments:**
- a. **Curriculum vitae of the program management team's key personnel**
 - b. **Proposed lineup of speakers with their profile/portfolio**
 - c. **Proposed performers/talents with their respective profiles/portfolio**
 - d. **List of handled similar events (with the same magnitude) for the past five (5) years, supported by Certificate of Project Completion**
- 5) Any necessary changes to be made or implemented in the deliverables listed in the scope of services will be subject to the arrangements and approval of TPB and must be within the contracted amount.
- 6) Neither party shall be held liable to the other for failure to perform any obligation due to fortuitous events or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural or man-made eventuality.
- 7) The TPB shall have full ownership of all the data/ content gathered and presented (both in hard and softcopy files) from the event.
- 8) Ensure the privacy and security of any and all confidential, privileged personal information, and/or sensitive personal information that they may have access to, and shall store, use, process, and dispose of the said privileged personal information, and/or sensitive personal information in accordance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2021 and its Implementing Rules and Regulations.

V. QUALIFICATION OF BIDDER

1. The firm/company must be legally registered Events Management Company (EMC)/ Professional Congress Organizer (PCO)/Conference Integrator under Philippine laws and must be in operation in the last five (5) years handling similar projects.
2. The firm/ company must have a minimum experience of at least five (5) years in implementing, participating in, and handling conferences and similar events, whether international or local, corporate or government organized.
3. The bidder must submit list of events similar to the requirement handled in the past five (5) years with the same magnitude (management of a high-level conference with management of more than two (2) international speakers residing outside the Philippines). **The list of events should be submitted together with the technical bid, supported by the Certificate of Project Completion of the aforementioned events.** Contact information references of past clients may be included for verification purposes provided there is consent from the particular client.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **FIVE MILLION PESOS ONLY (PHP5,000,000.00)**, inclusive of all applicable fees and taxes. The cost of items in the bid should be broken down. The winning bid shall be determined based on the single/lowest calculated and responsive bid, provided that the amount of bid does not exceed the above-mentioned approved budget. The deadline for submission of bids should be at time and place specified in the instruction to bidders (ITB).

VII. INDICATIVE SCHEDULE OF REQUIREMENTS

TIMELINE	ACCOMPLISHMENT
Upon the issuance of the Notice to Proceed (NTP)	<ul style="list-style-type: none"> Conduct a preliminary meeting to align and discuss on the possible changes/adjustments to the program. Assemble the conference production team Submit an updated design and events plan for approval that includes <ul style="list-style-type: none"> Key visuals, title cards, and other event layouts Renderings of venue designs and enhancements Lineup of speakers/facilitators/moderators Entertainment production/program Food and Beverage, including welcome dinner Upon approval, lock-in arrangements.
One (1) week after the receipt of the NTP	<ul style="list-style-type: none"> Submission and approval of detailed scenario / program flow/ and script Submission of key visuals (title cards, etc.)
5 days before the conference and during the ingress	<ul style="list-style-type: none"> Dress technical rehearsal / dry run of the entertainment program
June 2025	<ul style="list-style-type: none"> Rehearsal of talents/performers Event Proper
July to August 2025	<ul style="list-style-type: none"> Post-event Requirements

VIII. TERMS OF PAYMENT

MILESTONE	% PAYMENT	REMARKS
<ul style="list-style-type: none"> Upon submission and approval of design and events plan that covers renderings of venue designs and enhancement, lineup of speakers, entertainment, etc. 	15%	All deliverables must be accepted by the Tourism Promotions Board Philippines
<ul style="list-style-type: none"> Proof of contract with speakers, venue booking, confirmation of all accommodation requirements, food and beverage for the conference, venue with food and beverage for the welcome dinner, and air tickets. 	45%	
<ul style="list-style-type: none"> Upon completion of the scope of deliverables with the project completion report including all videos and photos of the conference. 	40%	

Send bill arrangement to the Tourism Promotions Board with Statement of Account / Billing Statement addressed to:

MARIA MARGARITA MONTEMAYOR NOGRALES
 Chief Operating Officer, Tourism Promotions Board
 6/F Five E-com Center, Harbor Drive, MOA Complex, Pasay City
 c/o the MICE DEPARTMENT

Payment will be made through the Land Bank of the Philippines (LBP) account. Should the winning bidder not have an account in LBP, bank charges to a preferred alternate bank will be shouldered by the bidder.

IX. CONTRACT DURATION

The contract shall commence upon receipt of NTP until the completion of the deliverables of the project.

X. PROJECT OFFICERS' CONTACT INFORMATION

EUNICE MARIE B. MONTON

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KYLE RANDY B. ROBLES

Project Development Officer II
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