

TERMS OF REFERENCE

- I. BIDDER** : Events Management Company
- II. PROJECT TITLE** : Dive Travel Mart at the DRT Show Philippines
2017 Welcome Dinner Reception and Business
to Business Meetings
- III. PURPOSE/OBJECTIVES** :
The Philippine Department of Tourism (PDOT) is in need of services of a local events management company specializing in handling big corporate events and social functions.
- IV. MINIMUM REQUIREMENTS** :
- A. Must be a Philippine organization capable of providing the following services:
 - a. Special events conceptualization and management
 - b. Logistical requirements
 - B. Must have at least 3 years of experience in organizing medium to large scale events
 - C. Must have expertise in planning, implementing, and managing major events
 - D. Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);
 - E. Must be willing to provide services on send – bill arrangement
- V. SCOPE AND WORK DELIVERABLES** :
- A. Overall Event Management**
Manage the events listed below on a turnkey basis from planning and preparation to execution of the two (2) major event components namely the “Welcome Dinner Reception” and “Business-to-Business (B2B) Meetings”.
- 1. Develop and implement an agreed upon project budget;
 - 2. Provide administrative support as follows:
 - Develop a work program with corresponding timeline and provide regular and timely feedback/status of preparations to DOT;
 - Coordinate with DOT on the overall execution of the event, promotion, as well as budget allocation; and
 - Handle documentation of all events/activities and maintain an efficient filing and referencing system of all documents.
 - 3. Provide a dedicated Overall Project Manager and full time secretariat with ample and efficient personnel to manage the preparation, planning, coordination, and conduct of the event;
 - 4. Update DOT on a regular basis on progress status of the event:
 - Activities/Events,
 - Program Schedules, and
 - Other related areas;
 - 5. Liaise with LX Group, co-organizer for the DRT Show, Booth Contractor, PR Agency, on matters concerning implementation of the Business-to-Business Meetings; and
 - 6. Prepare and collate template of feedback forms to be distributed to participants.
 - 7. Must secure necessary permits

B. Business-to-Business (B2B) Meeting Management

The Dive Travel Mart will provide a platform for invited foreign buyers of dive tourism products and services from all over the world to transact business with Philippine dive sellers in one-on-one Business to Business (B2B) meetings.

Date: September 9 to 10, 2017

Time: 1:00PM to 4:00PM

Venue: Meeting Room A, Megamall Megatrade Hall,

Target No. of Participants: 45 international buyers and 55 local sellers (total for 2 days)

1. Rental of Meeting Room A, Megamall Megatrade Hall
2. Manage the B2B Meeting, program flow, set up requirements, breakout sessions, business matching, and other event highlights;
3. Handle venue coordination, to include the following:
 - Provide 55 meeting tables and 110 chairs in the standard B2B Meeting set-up,
 - Provide fast & reliable Wi-Fi connection,
 - Facilitate requirements for the ingress-egress at the selected venue and coordinate other physical arrangements for the B2B Meetings, and
 - Ensure availability of sound system, lighting facilities, and other logistical requirements.
4. Provide **ample and efficient personnel** (3-5 pax) to manage the preparations, planning, coordination, and ensure smooth flow of the conduct of the Dive TRAVEX;
5. Ensure participation of local sellers in the Dive TRAVEX;
6. Coordinate with local sellers to determine their market preferences to assist in business matching;
7. Facilitate business matching/scheduling to determine B2B Meeting Schedules/Appointments between buyers and sellers;
8. Facilitate separate briefing sessions for international buyers and local sellers to discuss guidelines and program flow. Must be ready to address questions and concerns from both parties;
9. Conceptualization and design of the B2B Meeting Manual (subject to DOT's approval);
10. Manage and implement the B2B Meeting Program Flow;
11. Ensure attendance of buyers and sellers;
12. Provide snacks (finger food and coffee) / dedicate a food station for the participants;
13. Provide translators/interpreters for the conduct of the B2B Meetings and must provide certification of language proficiency of each translators. Breakdown of languages as follows:
 - French – 6 pax
 - Italian – 6 pax

- Dutch – 3 pax
- Swedish – 5 pax
- Russian – 3 pax
- Spanish – 5 pax
- German – 5 pax
- Thai – 5 pax

14. Handle printing/production and provide creative assistance for event materials required such as, but not limited to:

- Company name per table,
- Buyer's manuals,
- Seller's manuals,
- Meeting schedules,
- Notepads, Pens, etc, and
- Signages.

C. Welcome Dinner Reception Management (for 200 pax)

A welcome dinner will be organized for the international buyers and media, selected media representatives, regional offices, and private sector participants, showcasing the Filipino brand of hospitality and revelry.

Date: September 9, 2017

Time: 7:00PM to 11:00PM

Target Number of Participants: 200 pax

1. Conceptualize and manage the program flow, set up and staging requirements, and other event highlights;
2. Selection, rental, and payment for the venue of the Welcome Dinner Reception on September 9, 2017 from 7:00 PM to 11:00 PM, preferably a ballroom at Crowne Plaza Manila Galleria or EDSA Shangri-La Hotel, due to the venue's capacity and its proximity to the exhibition hall and location in Ortigas;
3. Provide buffet dinner for 200 pax, inclusive of one round of drinks;
4. Provide 20 bottles of wine for ceremonial toasting;
5. Handle venue and supplier coordination, as follows:
 - Coordinate with selected venue for necessary arrangements (meals and drinks),
 - Facilitate ingress to egress and other physical requirements,
 - Provide technical requirements as sound system, stage lay-out artist, and lighting facilities, and
 - Coordinate logistical arrangements of the production;
6. Conceptualize and execute a welcome dinner reception program on the following:
 - a. Foyer
 - i. Set up a welcome activity/render an upbeat music performance to set a festive mood while guests arrive
 - ii. Set up a photo booth with props or conceptualize similar attractions that will engage participation of guests
 - b. Main Stage

- i. Develop a program that will allow for the DOT Secretary and Undersecretary to deliver a brief talk and welcome guests
 - ii. Provide emcee/host (preferably someone who is a part of the scuba diving community)
 - iii. Provide two (2) production numbers incorporating a Philippine underwater theme
 - iv. Provide live band, preferably an 80's cover band, to perform for a minimum of 45 minutes
- 7. Conceptualize and print of invitation for international buyers
 - 8. Provide photo and video documentation, including sound bites from interviews with participants

F. Other Activities

- a. Conceptualize and execute other activities to draw exhibition visitors to the Philippine booth;
- b. Provide final video output on the B2B Meetings and Welcome Dinner Reception.

VI. BUDGET

The total working budget is **ONE MILLION SEVEN HUNDRED EIGHTY MILLION PESOS (P 1,780,000.00) ONLY** and should cover all requirements enumerated above.

In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total amount in the invoice.

The winning bidder shall be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

VII. CONTACT PERSON

Contact Person : **CELSTINE SY**

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