

## TECHNICAL SPECIFICATIONS

- I. **BIDDER** : Events Management Company
- II. **PROJECT TITLE** : Philippine Travel Mart (PTM)
- III. **INCLUSIVE DATES** : September 30 to October 2, 2022

### IV. **MINIMUM REQUIREMENTS**

- A. Must be accredited by the Philippine Government Electronic Procurement System (PhilGeps)- Must have Platinum accreditation;
- B. Must have experience in dealing with National Tourism Organization (NTO) preferably the Philippine Department of Tourism;
- Must present a DOT certification from previous projects/ Certificate of Satisfactory Services Rendered;
  - Must present other NTO certification from previous projects
- C. Must be willing to provide services on send-bill arrangement

### V. **SCOPE OF WORK AND DELIVERABLES**

Below are the services required by the Philippine Department of Tourism:

#### **BUSINESS-TO-BUSINESS (B2B) NETWORKING PROGRAM**

DATE: OCTOBER 1, 2022

TIME: 1:00 to 9:00 PM

#### **VENUE:**

1. Function hall for the B2B Networking Meeting must be within SMX Convention Center, Pasay City, that can accommodate 100 persons.
2. One (1) holding room or changing room for DOT Officials
3. Set up venue with following furniture and provisions:
  - 40 x Workstations with 1 table and 1 chair each;
  - 2 x 2- way speaker system;
  - All necessary power cables and connectors;
  - Stable WIFI connection (at least 100mbps) for 50 users
  - Provision of table cards and alcohol per table

#### **Business-to-Business Meeting Program**

- a. Manage and implement the B2B Meeting Program;
- b. Provide an internationally AI-based speed matchmaking platform for 100 users that will allow the invited private stakeholders to schedule Business-to-Business (B2B) through the system with following functions:
  - Automatically match attendees for 1:1 meetings based on set criteria or mutual interests;
  - Manual scheduling of 1:1 meetings through filtering and search tools;
  - Back-end organizer access for at least 3 DOT personnel;
  - Automated reminder/notification system to keep participants informed of upcoming meetings, schedule changes, and new meeting opportunities;
  - Analytics tool that generate data on number of meetings generated, participants' behavior and sentiments, response rates, search and interest trends, log in rates, and user satisfaction;
  - Complete management of participant data through a safe and secure system;
  - Onsite and online technical support staff to assist in troubleshooting for organizers and participants;
- c. Develop digital layout of the B2B Meeting Manual with the following information:
  - Company details of participating private stakeholders;

- Appointment setting procedures/ Instructions;

#### **Meal Requirements:**

- a. Plated PM snacks for 100 pax with one (1) round of iced tea
- b. Plated dinner for 100 pax (full course meal) with one (1) round of iced tea
- c. B2B Networking proper- free flowing refreshments: coffee, tea, and water

\*must submit options for the meals

#### **Event Documentation and Post Event Activities**

1. Photo documentation and photographer
2. Prepare certificate of participation template for all attendees;
3. Prepare post-event feedback form template (in collaboration with the end-user) for the Business-to-Business (B2B) Meeting Program
4. Disseminate post-event feedback form to relevant respondents and collate responses for inclusion in the terminal report;
5. Prepare terminal report (in collaboration with the end-user) with relevant show statistics.

#### **VI. BUDGET**

Total Budget allocation for the Philippine Booth is at **PHP 999,999.00** inclusive of taxes and other applicable fees. Financial proposal should allow modifications in stand and layout and design according to the needs and requirements of the end user.

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

#### **VII. EVALUATION PROCEDURE**

The winning bid, however, shall be determined based on aesthetic and functionality of the booth design, its conformity with the rules and regulations of the organizers and PTM's theme which is "Roar to Recovery" and financial package cost, provided that the amount of bid does not exceed the above total budget.

#### **VII. PAYMENT TERMS**

Must be willing to provide services on send-bill arrangement

#### **VIII. CONTACT PERSON**

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#### **APPROVED BY:**

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