

**TERMS OF REFERENCE FOR PROCUREMENT OF SERVICES OF
PROFESSIONAL CONFERENCE ORGANIZER FOR THE PHILIPPINES’
HOSTING OF 61ST APEC TOURISM WORKING GROUP MEETING**

April 2023 | Iloilo, Philippines

I. BACKGROUND

The APEC Tourism Working Group (TWG) aims to foster economic development in the Asia-Pacific region through sustainable tourism. The TWG recognizes the tourism is one of the region’s fastest growing industries and important vehicle for economic development of APEC economies.

In this regard, the PDOT is in need of a Professional Conference Organizer to provide meeting and conference requirements, audio and visual requirements, entertainment and other technical requirements in connection with Philippines’ hosting of the 61st APEC Tourism Working Group Meeting from 25 to 28 April 2023 (inclusive of travel dates) in Iloilo, Philippines.

Proposed Dates/ Location	25-28 April 2023 Iloilo City
No. of Pax	25 Member Economies (2 Per Economy) = 50 Pax DOT Officials/Secretariat = 8 Pax
Meeting Room Requirements	Rental of the following equipment One (1) LED Wall screen for the reflection of documents Four (4) Flatscreen TV Monitors Two (2) Laptops for presentation and documentation One (1) Photo Documenter One (1) Videographer (Must be able to do an AVP for the meeting) Twenty-five (25) goose microphones for the meeting venue Sound and lights system Provision of online meeting/webinar platform Provision of additional internet bandwidth Provision of design and creatives personnel Provision of meeting venue and registration counter décor/styling (<i>backdrops and etc</i>)
Secretariat Room	One (1) Heavy Duty Printer (Black and White, Colored) One (1) Desk Printer (Black and White, Colored) One (1) Desk Printer (Black and White) Five (5) Laptops that can be connected to the printers and for registration of participants Note: Inclusive of Ink
Entertainment for Reception	01 Ambient Performance (Strings / Mini band) 02 Entertainment (Preferably: Mind Reader/ The Mentalist) 03 Dinner venue décor/ styling
Supplies / Materials	01 Indoor and Desk Flags for 187 UN Member States Source: https://www.un.int/protocol/sites/www.un.int/files/Protocol%20and%20Liaison%20Service/officialnamesofcountries.pdf 02 Ten (10) Reams of A4 Paper 03 Conference Bag (Locally Made) with the following: - Two (2) Edible Filipino Product - One (1) Filipino-made local product 004 Two (2) tokens for hosted dinners (locally made product) 005 Conference Badges

II: SCOPE AND SERVICES

Note: All energy and service charges beyond what is provided by the venue is to be covered by the conference integrator. The meals and service fees of all contracted personnel in the installation, setup and provision of necessary services as indicated within this TOR is to be covered by the conference integrator.

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IV: REQUIREMENTS

1. PhilGeps-registered
2. Must be Filipino-owned, operated and legally registered professional conference organizer/ production house / events management entity
3. Must have experience in organizing international events including ASEAN and APEC Meetings in the Philippines. Bidder to submit company profile and events previously handled related to tourism.
4. To ensure the proper execution of the meetings, the DOT requires the submission of a breakdown of the bidder's proposal and listing for the production management as well as list of proposed artists to ensure compliance with the requirements.
5. Provide sample of delegate kit, tokens and design of the collaterals.

V: APPROVED BUDGET FOR THE CONTRACT AND MODE OF PAYMENT

The approved total budget for the contract is One Million Pesos Only (PHP 1,000,000.00) inclusive of all applicable taxes, government procedure, and send bill arrangement.

VI: CONTACT DETAILS

PREPARED BY:

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APPROVED BY:

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