

TERMS OF SPECIFICATIONS

Services of an Conference Integrator / Event Management Company for the Philippine Department of Tourism's Hosting of a Farewell Dinner Reception for the promotion of the Philippines' Hosting of the 36th UNWTO Joint Commission Meeting in Cebu, Philippines in 2024

16 June 2023 | Sokha Phnom Penh Hotel and Residence, Phnom Penh, Cambodia

Background

UNWTO has six regional commissions-Africa, the Americas, East Asia and the Pacific, Europe, the Middle East and South Asia. The commissions meet at least once a year and are composed of all the Full Members and Associate Members from that region. Affiliate Members from the region participate as observers.¹ The UNWTO Commission Meetings are UNWTO's principal annual events in the Asia and the Pacific region, which will be attended by participants from the UNWTO Member States, UNWTO Affiliate Members, and international and regional organizations.²

The 35th Joint Meeting of the UNWTO Commission for East Asia and the Pacific & the UNWTO Commission for South Asia (35th CAP-CSA), the 55th Meeting of the UNWTO Commission for East Asia & the Pacific (55th CAP), the 59th Meeting of the UNWTO Commission for South Asia (59th CSA) and the UNWTO Conference on the International Code for the Protection of Tourists & the UNWTO Affiliate Member Special Session will take place from 15-17 June 2023 in Phnom Penh, Cambodia at the kind invitation of the Government of Cambodia.³The Philippines is a Member of the Commission for East Asia and the Pacific.

For 2024, the Philippines has been selected as the next host of the 36th CAP-CSA in Cebu. In this regard, the Philippine Department of Tourism (DOT) is need of a Conference Integrator / Event Management Company for the hosting of the Farewell Dinner Reception.

Scope of Services

The Conference Integrator / Event Management Company must be based within Metro Manila and shall provide the following:

1. Conference / Event Management Team that will execute, oversee and manage the required onsite physical & technical requirements of the event;
2. Provision of the following performers:
 - a. One (1) Male Singer
 - b. One (1) Female Singer
 - c. One (1) Violinist
 - d. One (1) Group of Festival Dancers (No more than 5 pax)
3. Provision of dinner tokens for two hundred (200) pax
4. Provision of the following general requirements:
 - a. Conduct of final technical rehearsal of performers before the actual event;
 - b. Document in photo and video the dinner reception and to be endorsed to the DOT in an external hard drive.
5. Provision of the following Onsite Physical and Technical Requirements:
 - a. Overall venue décor/execution and/or construction for the above mentioned event to include but not limited to:
 - Stage design, decoration (*using existing stage of the venue*)
 - Venue Styling
 - Printing of Invitations and Title Cards

¹ <https://www.unwto.org/unwto-regional-commissions>

² <https://www.unwto.org/events/35th-CAP-CSA>

³ <https://www.unwto.org/events/35th-CAP-CSA>

6. Provision of the following requirements for the event and coordinate with the technical team of the **Sokha Phnom Penh Hotel and Residence** for the set up and installation of all physical and technical requirements to include, but not limited to the following:
 - Audio-Visual and lighting system (speaker, microphones, etc.)
 - LED wall screen W 4m x 2.5m H, backdrop, stage /set design
 - Stage truss system (as needed)
 - Amplifiers
 - 1 Laptop (mac and/or windows) with appropriate connector
 - Appropriate cables and video adapters (VGA, HDMI, etc.) and
 - Professional Lighting System (if needed)
 - Signage/roll-up banner
 - Close circuit camera and dedicated cameras for documentation purposes
 - Ingress on 15 June 2023
 - Egress on 17 June 2023
7. Provision of the Accommodation and Meals of all personnel and performers to be deployed.

Approved budget for the contract and mode of payment

The approved budget for the contract is **Nine Hundred Ninety-Nine Thousand Pesos (PhP 999,000.00)** inclusive of all applicable taxes, government procedure and send bill arrangement.

Other requirements

1. Must be Filipino-owned, operated and legally registered professional conference organizer/ production house / events management entity;
2. Must have more than five (5) years of experience in organizing international events in the Philippines.
3. Must have previously handled UNWTO-related events outside the Philippines and must have conducted an event in Cambodia.
4. Must be DOT Accredited MICE Organizer.
5. Bidder to submit company profile and events previously handled.

Contact Person

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