

TERMS OF SPECIFICATIONS

Services of a Production House / Conference Integrator for the Philippine Department of Tourism's Hosting of a Late Night Function during the ASEAN Tourism Forum 2024 for the promotion of the Philippines' Hosting of the 36th UNWTO Joint Commission Meeting in Cebu, Philippines in 2024

26 January 2024 | Vientiane, Lao PDR

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

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 Production House / Conference Integrator for the Hosting of a Late Night Function during the sidelines of the ASEAN Tourism Forum 2024.

Scope and Services

Production House or Conference Integrator must be a DOT Accredited and based within Metro Manila and shall provide the following:

1. Provision of Meals:

Meal: Heavy Cocktails

Date: 26 January 2024

Quantity: 300 pax

Provision: Heavy Cocktails (preferably Fusion of Filipino and international cuisines)

Venue: Vientiane, Lao PDR (Official Venue of the ASEAN Tourism Forum Government Meetings)

2. Production House / Conference Integrator that will execute, oversee and manage the required onsite physical & technical requirements of the event;

3. Provision of the following performers:

a. One (1) Male Singer

b. One (1) Female Singer

4. Provision of dinner tokens for VIPs around sixty (60)

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

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

5. 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 late night function and to be endorsed to the DOT in an external hard drive.

6. 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

7. Provision of the following requirements for the event and coordinate with the technical team of the Official Hotel 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 25 January 2024
 - Egress on 27 January 2024 or immediately after the late night function

8. Provision of the accommodation and meals of all personnel and performers to be deployed.

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 ASEAN and UNWTO-related events outside the Philippines.
4. Must be DOT Accredited MICE Organizer.
5. Bidder to submit company profile and events previously handled.

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.

Contact Person


KIM BENEDICT B. VITO

Tourism Operations Officer I

Policy Formulation and International Cooperation Division

ird@tourism.gov.ph | Viber/WhatsApp: +63 955 847 9939

Noted By:


WARNER M. ANDRADA

OIC-Assistant Secretary, Tourism Development