

TECHNICAL SPECIFICATIONS

- I. **BIDDER** : **EVENT MANAGEMENT COMPANY**
- II. **PROJECT** : **FAMILIARIZATION TOUR FOR THE KEY HEALTH TOURISM PLAYERS FROM AUSTRALIA AND GUAM TO METRO MANILA, TAGAYTAY AND BATANGAS**
- III. **IMPLEMENTATION DATE** : **AUGUST 3 TO 9, 2024 (INCLUSIVE OF TRAVEL TIME)**

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS/BIDDERS

- a) Must be a DOT-accredited event management company
- b) Must have expertise in handling medical tourists and preferably have participated in DOT initiatives/projects
- c) Must be willing to provide services on send-bill arrangement
- d) Must provide coordinator to monitor guests and assist in the implementation of the activity
- e) Must submit their quotation with cost breakdown to differentiate the amount of service fee and the amount to be earmarked for the payment to the third parties or other proprietors. Otherwise tax withheld will be credited from the total contract price.

V. SCOPE OF WORK AND DELIVERABLES

1. WELCOME DINNER, B2B AND NETWORKING and VENUE

Date:	August 5, 2024
Venue:	Must be located at the hotel where the delegation will be booked
Capacity:	50-60 pax
No. of Participants:	50 pax
Menu:	Preferably Continental of American Food; Buffet Set up
Set up:	Individual tables and chairs (for every B2B) Round table (for the dining area)

With a stage and podium (with the DOT, PAL and Love the Philippines logo included in the design of the stage background)

One professional host of the activity

Provide equipments (such as microphone; projector; big screen, etc.), photo documentation, and terminal report as necessary

Area with table for receiving of guests and delegates

Assignment of assisting staff during the activity

Conceptualize, manage and oversee the activity/program, all physical and creative details and execution

2. MEALS

August 5, 2024:	Dinner for 50 pax (welcome dinner and B2B, venue – hotel of the delegates; preferably Asian-fusion food)
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VI. BUDGET

Total approved budget is **TWO HUNDRED FIFTY ONE THOUSAND ONE HUNDRED PESOS (PhP251,100.00)** inclusive of all applicable taxes and should cover all requirements enumerated above.

The winning bidder shall be determined based on the proposal's responsiveness to the said TECHNICAL SPECIFICATIONS and with the most advantageous financial package, provided that the amount of bid does not exceed the above total budget.

Should the end user be able to get sponsorships, the billing statement should reflect only the actual expenses incurred. Project expenses are to be charged against the attached 2024 OPMD-PPDD GAA.

Note: All of the above information may be subject to change and should be within the said allocated budget.

VII. PROJECT OFFICER/CONTACT PERSON

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APPROVED BY:



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Date: _____