

TECHNICAL SPECIFICATIONS

- I. **BIDDER** : Events Management Company
- II. **PROJECT TITLE** : International Health and Wellness
Tourism Congress (IHWTC) 2024
- III. **INCLUSIVE DATES** : October 14 to 15, 2024

IV. **BACKGROUND**

The Department of Tourism (DOT) will be hosting the **International Health and Wellness Tourism Congress (IHWTC) from October 14 and 15, 2024**. The Philippines' hosting the global congress is anchored on the current strategic position and potentials as a "serious regional contender." This, as the DOT is currently operating under the 7-point agenda embodied in the National Tourism Development Plan for 2023-2028, particularly, the diversification of product portfolio through multidimensional tourism, thus, the aggressive push for the development of a highly competitive health and wellness tourism product.

The International Health and Wellness Tourism Congress (IHWTC) 2024 is an *invitation-only* event that will gather a selection of prominent international and local stakeholders in the health and wellness tourism sector. The event will provide a chance for participants to strengthen new partnerships and question innovative solutions through conferences, exhibitions, and direct business networking. The IHWTC 2024 offers the Philippines a unique chance to showcase its capabilities as a leading destination for medical and wellness tourism, while expanding its position in the global marketplace.

V. **MINIMUM REQUIREMENTS**

- Must be PhilGEPS Registered;
- Must be willing to provide services on send – bill arrangement;
- Must have experience in handling at least **ten (10) tourism product specific events** with National Tourism Organization (NTO) preferably the Philippine Department of Tourism from 2019 to present:
 - Must present a DOT Certificate of Completion;
 - Must present other NTO Certificate of Completion from previous projects;
- Must have experience in organizing at least **three (3) international events with exhibition** with NTO preferably with the DOT from 2019 to present:
 - Must present a DOT Certificate of Completion;
 - Must present other NTO Certificate of Completion from previous projects;
- Must have experience in organizing at least **three (3) events with Business-to-business (B2B) component** with NTO preferably with the DOT from 2019 to present:
 - Must present a DOT Certificate of Completion;
 - Must present other NTO Certificate of Completion from previous projects;

- Must be a DOT Accredited MICE Organizer. The bidder should have an active accreditation by the time of their submission.
- The proposed program cost is within the approved budget.
- Bidders must submit their quotation with a 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

1. IHWTC CONFERENCE COMPONENT

Venue: IHWTC Exhibition Venue – Metro Manila (TBA)

IHWTC Conference Program Duration:

- October 14, 2024 (10 hours – 9:00 AM to 5:00 PM)
- October 15, 2024 (9 hours –9:00 AM to 5:00 PM)

1. Overall planning, management, and implementation of the Conference stage program and ensure the smooth flow of presentations and panel discussions (depending on the approved program);
2. **Must include event concept as part of the technical bid** (subject to approval);
3. Devise a program script for the overall IHWTC Conference program that includes speaker introduction, session overview;
4. Provide at least one (1) project manager (must have experience managing an international event in the past five (5) years) to plan, coordinate, manage, and oversee the implementation of the Conference program and act as main point contact between the company and the DOT (Note: Must submit CV of proposed project manager in the bid submission of the technical envelope);
5. Provide one (1) voice-over talent to manage the general announcements on the IHWTC Conference with experience handling tourism-related events (Note: Must submit CV of proposed VO with experience in tourism related events in the bid submission of the technical envelope);
6. Handle venue and supplier coordination, as follows:
 - a. Handle documentation of all IHWTC Conference presentations and panel discussions and maintain an efficient filing and referencing system for all documents;

2. REQUIRED MANPOWER:

The following will be assisting in technical matters during ingress, technical run, and the event proper:

- 1 x Event Director
- 1 x Overall Project Manager
- 2 x Stage Manager
- 1 x Voice Over
- 1 x Script Writer
- 1 x Technical Director
- 1 x Lighting Directors
- 1 x Spinner
- 1 x Production Manager
- 2 x Production Assistants
- 1 x Backend Manager
- Cultural Dancers for the opening ceremony

3. CONTENT PRODUCTION AND DOCUMENTATION: *From October 14 to 15, 2024*

Audio-Visual Production: Create Audio-Visual Presentations (AVPs) for the event:

- 1 x 30 second Opening Billboard (OBB) and program script
- Photo Documentation (October 14 and 15, 2024 – event proper)

The financial proposal of the Events Management Company should cover all expenditures of the EMC team (secretariat, facilitator(s), technical team, and production team) to include:

1. Professional fees;
2. Transportation and hotel accommodations (if necessary) during event proper; and
3. Other expenses related to the members of the EMC teams

VII. BUDGET ESTIMATE:

The total working budget is **NINE HUNDRED NINETY-NINE THOUSAND NINE HUNDRED EIGHTY PESOS (PHP 999,980.00)** inclusive of all applicable taxes, bank charges, and other fees that may be incurred in the implementation of the project.

VIII. PROJECT OFFICERS/CONTACT PERSON

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Approved by:


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