

## TERMS OF REFERENCE

### I. PROJECT

“INVEST TOURISM: CREATING AND INCLUSIVE BUSINESS ENVIRONMENT FOR TOURISM”  
REQUIREMENTS:

- 1.) HOTEL FUNCTION ROOM WITH MEALS FOR THE CONFERENCE
- 2.) GROUND HANDLING SERVICE FOR THE INVEST TOURISM CONFERENCE SPEAKERS
- 3.) SERVICES OF A PRODUCTION HOUSE THAT WILL HANDLE THE ORGANIZATION,  
MANAGEMENT AND SET-UP OF THE EVENT
- 4.) CORPORATE GIVEAWAYS
- 5.) UNIFORM FOR THE ORGANIZERS/SECRETARIAT
- 6.) TOKEN FOR THE SPEAKERS

### II. BACKGROUND

The investment tourism conference entitled “Invest Tourism: Creating an Inclusive Business Environment for Tourism” slated on January 25, 2018, aimed to attract micro, small and medium enterprise (MSME) to venture to tourism. A line up of international and local resource person will be invited to encourage and inspire investment among the MSME. This project is in compliance with the mandate of the Project and Investment Evaluation Division (PIED)

### III. PROCUREMENT REQUIREMENTS

#### LOT 1 - HOTEL FUNCTION ROOM WITH MEALS FOR THE CONFERENCE

**ABC: PHP 750,000.00**

Date for the use of function room and banquet service: **January 25, 2018**

Number of Invitees: **300 pax**

Duration of the event: **9am to 6pm**

Venue: **Hotel function room in Manila/Pasay/Makati City**

**5 Star hotel category or its equivalent**

#### **Minimum Requirements:**

- a) Must be accredited by DOT
- b) Must be located in Manila/Pasay/Makati City
- c) Willing to provide services on a send-bill arrangement

#### **Scope of Work/ Deliverables:**

Must provide a function room with banquet service - meals (am and pm snack, and lunch), free flowing coffee, tea and water; as well as the following: screen, projector, rostrum, stage, and a couch/ set-up for the forum/ to allow entry of event props/lightings, etc.

**LOT 2 – GROUND HANDLING SERVICE FOR THE INVEST TOURISM CONFERENCE SPEAKERS**  
**ABC: PHP 478,000.00**

Duration of stay: January 24-26, 2018  
Number of speakers: 10pax  
Area of Coverage: Metro Manila

**Minimum Requirements:**

- a) Must be accredited by DOT
- b) Must be located in Manila/Pasay/Makati City
- c) Willing to provide services on a send-bill arrangement

**Scope of Work/ Deliverables:**

1. International round trip business class airline tickets for 3pax  
1 pax from Japan –Php 72,000.00  
2 pax within ASEAN – Php 119,000.00

Domestic airline tickets for 3pax  
Bohol – Php 12,000.00  
Albay – Php 9,000.00  
General Santos City – Php 13,000.00

Hotel Accommodation with airport transfers (arrival and departure) of Resource Speakers for the whole duration (January 24-26, 2018) 5-star hotel category in Manila/ Pasay/ Makati City (preferably where the event will be conducted) – 6 single rooms @Php 10,000/ night x 2nights (Php 120,000.00)

2. Meals of the speakers (10pax) to include one hosted dinner for 50 pax (speakers/VIP guests)  
ABC: Php 125,000.00
3. Transportation rental Php 8,000.00

**LOT 3 – PRODUCTION HOUSE**  
**ABC: Php 1,527,750.00**

**Requirements:**

- a) Must be  
a Philippine organization/corporation capable of providing the following:
  - conference/event technical and physical set-up
  - conference management;
- b) Must be a Filipino-owned corporation, operated and legally registered under Philippine laws;
- c) Must be accredited by the Philippine Government Electronic Procurement System (PHILGEPS);
- d) Must have a minimum of five (5) year experience in organizing large-scale conference/event;
- e) Must have expertise in planning, implementing and managing conferences;
- f) Must have good reputation in the field of conference/ event management;
- g) Must have necessary skills and manpower support to implement the project;
- h) Must be flexible in case of adjustment in the schedule
- c) Willing to provide services on a send-bill arrangement (government procedure)

**Scope of work/ deliverables:**

- A. Venue set-up and overall physical arrangement
  - a. Stage décor and design
  - b. Registration booth with equipment (computers/laptops, etc.)
  - c. Lights and sounds with stage and LED Wall with Live Feed and Recording
  - d. Photo and Video Documentation
  - e. Graphic Design including logo and backdrops
  - f. Printing/ reproduction of hanging and roll-up banners
- B. Conference
  - a. Emcee, moderator, voice over and entertainment
  - b. Conference ID with lanyard
  - c. Ushers and Usherettes
  - d. Registration Staff
  - e. Technical Staff and Production Staff
  - f. Program and Production Managers

**LOT 4 – CORPORATE GIVEAWAYS (300pcs each)**

**ABC: Php 150,000.00**

- A. 2.0 USB PEN (4GB) with one color print/ one side  
Full capacity (one year warranty chipset)  
ABC: 125,000.00
- B. Eco-notebook (with pen only), with one color print (silkscreen one side)  
With transparent plastic. Size: 9.5x7”  
ABC: Php 25,000.00

**Minimum Requirements:**

- a) Must have at least 3-years business experience (dealership or manufacturing, etc.)
- b) Willing to provide services on a send-bill arrangement

**LOT 5 – UNIFORM FOR ORGANIZERS AND SECRETARIAT**

**ABC : Php 40,000.00**

Number of Uniform: Female – 10

Male – 10

Size: Assorted (actual size for measurement)

Type: Female – blazer and skirt @ Php 2,300/ set

Male – Trouser and long sleeve with collar @ Php 1,700/ set

Design: For approval

**Minimum Requirements:**

- a) Must have at least 3-years of experience in garment business
- b) Willing to provide services on a send-bill arrangement

**LOT 6 – TOKEN FOR THE SPEAKERS**

**ABC : Php 100,000.00**

Barong Tagalog textile made of silk and pineapple fiber  
20 pcs @ Php 5,000 each

**Minimum Requirement:**

a) Willing to provide services on a send-bill arrangement

**IV. PURPOSE/OBJECTIVES**

- To conduct a tourism investment conference that will promote inclusive tourism development among the MSME
- To create a market access and financing opportunities for grassroots tourism industry
- To facilitate the growth of MSME
- To establish network of investors and developers that can forge partnership with small-scale developers who are looking for potential business partner/s

**VI. BUDGET : PHP 3,045,750.00**

Lot 1- Hotel function room with meals for the conference = Php 750,000.00

Lot 2- Ground handling service for the speakers = Php 478,000.00

Lot 3- Production House = Php 1,527,750.00

Lot 4- Corporate giveaways = Php 150,000.00

Lot 5- Uniform for the organizers and secretariat = Php 40,000.00

Lot 6- Token for the speakers = Php 100,000.00

**VII. PROJECT OFFICER/CONTACT PERSON:**

**MARITES BALLESTER**

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