

**TECHNICAL SPECIFICATION  
FOR THE PROCUREMENT OF CONFERENCE INTEGRATOR FOR THE  
HOSTING OF THE PHILIPPINE NIGHT  
IN PREPARATION TO THE HOSTING OF THE ASEAN TOURISM FORUM 2026**

19 January 2025 | Double Tree by Hilton Johor Bahru, Malaysia

**(CONFERENCE INTEGRATOR)**

**I. BACKGROUND**

The Philippines will be hosting the ASEAN Tourism Forum on 2026. The ASEAN Tourism Forum (ATF) is the biggest and most important travel and tourism event in the ASEAN region since 1981. The hosting of the annual event is being rotated among the ten (10) ASEAN Member States (AMS) to provide an opportunity for the National Tourism Organizations (NTOs) to showcase their new destinations, products, and services to the global community.

In line with this, the Philippines will be hosting the Philippine Night on 19 January 2025 in Double Tree by Hilton Johor Bahru, Malaysia to officially invite the ASEAN Member States to participate in the ASEAN Tourism Forum 2026 in the Philippines.

**II. OBJECTIVE**

As a member of the ASEAN National Tourism Organizations (ASEAN NTOs), the Department of Tourism is mandated to represent the Philippines in the ASEAN Tourism Cooperation meetings and as the next host of ATF 2026.

**III. SCOPE AND SERVICES**

The conference integrator shall provide the following:

1. Provide the following requirements for the Philippine night for the set up and installation of all physical and technical requirements, to include, but not be limited to the following:

- Audio-Visual and Lighting System (speakers, microphones, etc.)
- LED wall screen W 4m x 2.5m H, backdrop, stage / set design
- LED projector and screen (as needed)
- Microphones (wireless)
- Amplifiers
- 1 Laptop (Mac or Windows) with appropriate connectors for the secretariat
- Appropriate cables and video adapters (VGA, HDMI, etc.)
- Lights and sounds
- Ingress on 19 January 2025
- Egress on 19 January 2025

## 2) Talents

- One (1) voice over artist
- Performers for the opening number and Entertainment during the Dinner (may include festival dancers, singers in group or solo and violinist)

## 3) Human Resource Assistance

- Layout artist
- Photographer

## 4.) Documentation Team and Overall Management of the event

- Additional Requirements:
- Must be the official conference integrator of TRAVEX in Malaysia for the ATF 2025.
- Must be a Filipino-owned company based in the Philippines.
- Must be DOT MICE-accredited.

## IV. BUDGET

The allocated budget for the service of a conference integrator amounting to One Million Pesos (Php1,000,000.00) is chargeable against OTDPRIM GAA Fund FY 2025, inclusive of all applicable taxes, government procedure, and send bill arrangement.

## V.) CONTACT PERSON

### **MYLENE D. TALANA**

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