

Line Item Breakdown

A. Lot 1: Conference Venue, Accommodation and Ground Arrangements –

a.1 Accommodation – Php 455,000.00

a.2 Meals – Php 3,510,000.00

a.3 Transportation – Php 48,000.00

B. Lot 2: Conference Integrator or Production House - Php 1,500,000.00

C. Total Amount of the Project: Php 5,513,000.00

TERMS OF REFERENCE
LOT 1: Conference Venue, Accommodation and Ground
Arrangements

*Total Amount: **Php 4,013,000.00***

TERMS OF REFERENCE

Conference Venue, Accommodation and Ground Arrangements

Background

The United Nations (UN) has declared 2017 as the International Year of Sustainable Tourism for Development. This decision comes fifty years after the celebration of the International Tourist Year on Tourism- Passport to Peace (1967) and fifteen years since the International Year of Ecotourism (2002). The UN General Assembly has invited the World Tourism Organization (UNWTO) to “facilitate the organization and implementation of the Year, in coordination with government, relevant organizations of the United Nations system, other international / regional organizations and stakeholders”.

The recent hosting of the 6th UNWTO International Conference on Tourism Statistics: Measuring Sustainable Tourism in Manila has pushed tourism stakeholders to actively participate and engage in the mechanism of efficient and accurate measurement of the impact of tourism as it relates to sustainability and inclusivity. With the conduct of the National Conference, the stage is now set for the Filipino tourism stakeholders to discuss a more local perspective to the subject of tourism sustainability. The conference re-emphasizes the need for stakeholder participation in the pursuit of sustainable management - a key pillar in the achievement of the required balance for sustainable tourism.

With this, the OTDPRIM shall organize the World Tourism Day National Conference: Celebrating Sustainable Tourism on 27 September 2017 in Manila. The activity is in support of the program of the United Nations World Tourism Organization to create awareness among tourism stakeholders on the principles of sustainable tourism as a tool for development as well as the main event being organized by the Department of Tourism. The national conference aims to elicit substantive discussions among the tourism stakeholders on significant issues pertaining to the Philippines' Agenda on Sustainable Tourism. The conference is targeting an audience of 800 coming from the various sectors of the industry.

1. ACCOMMODATION

A. Item : Deluxe Rooms

B. Details

1. Must be a DOT Accredited Hotel with Five (5) Star Rating
2. Pasay City / Bay Area (within 7.5 kilometre radius of NAIA)
3. All rooms must be inclusive of:
 - Breakfast
 - Complimentary Wi-Fi Access on all rooms and public areas
 - Complimentary bottled water / coffee / tea in room

Date	No. of rooms required	
	Single Occupancy	Double Occupancy (Twin)
26/Sep/17	5 rooms @ P6,500.00/room	30 rooms @ P6,500.00/room
27/Sep/17	5 rooms @ P6,500.00/room	30 rooms @ P6,500.00/room
28/Sep/17	Check out	Check out
TOTAL	Php 455,000.00	

2. CONFERENCE VENUE AND MEALS

A. Item : Conference Venue and AM/PM Snacks, Lunch and Dinner

B. Details

1. Must be same or adjoining DOT-Accredited Hotel or MICE facility to the billeting accommodation.
2. Must waive venue rental in lieu of meals provision.
3. Must be able to provide DOT physical and technical requirements during lunch/function.
4. Must be able to provide uniformed and well-trained banquet service personnel during banquets.
5. Must include the following services and amenities at the function room as indicated:
 - Free flowing coffee
 - Mint candies/ chips
 - Complimentary Conference Wi-Fi Access
 - Waiter service on stand-by
 - Technical person on stand-by

6. Must waive corkage fee for items which will be sourced from DOT and from event sponsor/s.

Date	AM Snacks	Lunch	PM Snacks	Dinner
27/Sep/17	AM/PM Snacks and Lunch End user to be provided menu proposal for their consideration (to be served at separate dining area/function room) 800 pax @ 2,200/pax			Heavy Cocktails Menu (to be served at separate dining area/function room) 500 pax @ 3,500/pax
TOTAL				PHP 3,510,000.00

3. TRANSPORTATION

A. Item:

1. DOT Accredited Tourist Transport
2. Must provide a focal person/ dispatcher for vehicles
3. Units must not exceed 5 years of service and at par with international quality standard for tourist transport specifically for well maintained air-conditioning system and on board microphone, LCD/LED TV and entertainment (karaoke)
4. Inclusive of:
 - Fuel
 - Parking Fees and Toll Fees
 - Well groomed driver
 - Meals of the Driver

Land Transportation

Date	No. of transportation units required (Secretariat Service Vehicle and Airport Shuttle)
26/Sep/17	2 Units @ P8,000/van (within city limits rate)
27/Sep/17	2 Units @ P8,000/van (within city limits rate)
28/Sep/17	2 Units @ P8,000/van (within city limits rate)
TOTAL	Php 48,000.00

Payment Procedure: Government Procedure

Contact Persons

Mr. Jaime Victor Bayhonan / Ms. Rochelle Ann Eneria
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TERMS OF REFERENCE
LOT 2: Conference Integrator

*Total Amount: **Php 1,500,000.00***

TERMS OF REFERENCE

Conference Integrator

Background

The United Nations (UN) has declared 2017 as the International Year of Sustainable Tourism for Development. This decision comes fifty years after the celebration of the International Tourist Year on Tourism- Passport to Peace (1967) and fifteen years since the International Year of Ecotourism (2002). The UN General Assembly has invited the World Tourism Organization (UNWTO) to “facilitate the organization and implementation of the Year, in coordination with government, relevant organizations of the United Nations system, other international / regional organizations and stakeholders”.

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CONFERENCE INTEGRATOR

1. Eligibility Requirements

- a. Must be a Philippine company, duly registered with appropriate government agency, capable to provide conference planning, execution, management and monitoring.
- b. Must have a minimum 5 years of experience in conference organizing for medium to large scale event, both national and international in scope.
- c. Must have expertise in planning, designing, organizing, implementing and managing major conferences.
- d. Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS).
- e. Must be recognized by an international body/federation in the conference or exhibition, convention, events industry.

2. Items / Scope of Work :

Plan, design, organize and coordinate the National Conference with the Department of Tourism (DOT) including but not limited to the following tasks:

- a. Provide for conference fixture, furniture, and equipment as required by the DOT, to wit
 - i. Conference technical installations / backdrops such as: stage setup, audio-visual equipment (LED Wall System), sound amplification and recording system, microphones (stand, wireless, and lapels), video conferencing or web streaming facility, laptops (*scanned free of virus and malware*) for presentations, lights, among others.
 - ii. Office tables and chairs, furniture, laptop computers (*scanned free of virus and malware*), printers, photocopying/fax machines, communication equipment and decoration/branding for the following:
 1. Main Conference Hall
 2. Conference Room Foyer and Registration Area
 3. Lunch Venue
 4. Dinner / Evening Function Venue
 - iii. Installation of Registration Counter that can accommodate 12 queuing stations with proper divisions with stanchion and signages.

- b. Provide and coordinate the various technical requirements for presentations and other logistic needs of conference speakers, chairs, and moderators which include ensuring the compatibility of speaker's personal laptops or gadgets with the conference system.
 - c. Provide delegates with Conference Kits inclusive of eco-friendly tote bag, recycled / eco-friendly notebook with pen, conference program and conference-related brochures (to be determined by DOT).
 - d. Provide meals for technical staff, production crew and entertainers and others rendering services for the conference.
 - e. Submit a video documentation of the conference within 30 days after the completion.
 - f. Provide entertainment (in form of live band performance) and tokens during the evening function.
 - g. Energy cost or generator set for the equipments and technical requirements.
 - h. Others as may be determined by the DOT
- 3. Total Amount: Php 1,500,000.00** inclusive of all applicable charges and tax.
- 4. Other Requirements:** Show breakdown of quotation
- 5. Payment Procedure :** Government Procedure
- 6. Contact Persons**

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