

TERMS OF REFERENCE
HIRING OF A CULINARY MANAGEMENT COMPANY (CMC)
to organize a Thanksgiving Dinner Reception for the Filipino Community
on 1 October 2021
PHILIPPINES @ EXPO 2020 DUBAI

I. BACKGROUND AND RATIONALE

The Government of the Philippines will participate in the **EXPO 2020 Dubai**, UAE from 1 October 2021 to 31 March 2022. Under the theme: “**Connecting Minds, Creating the Future**,” the Expo event provides an excellent opportunity to enhance the country’s presence in a global scale, promote the Philippines’ commercial and public interest in the Middle East, Africa, and South Asia (MENASA) regions, and benefit from new and sustainable solutions and transformative concepts that are product of the collaboration of ideas and experiences of various nations.

The Department of Trade and Industry (DTI) which has been designated by the Office of the President as lead implementing agency for this activity by virtue of Administrative Order # 17 is tasked to plan, execute and supervise the National Pavilion, including all commercial activities within the pavilion (i.e. restaurants, souvenir shops), business programs, events, cultural presentations of the Philippines in EXPO 2020 Dubai.

Relative to the Philippines Pavilion and all activities therein, DTI will organize a Thanksgiving Dinner Reception in Dubai in appreciation of the Filipino Community Leaders’ support and assistance in the preparations and mobilization of the Filipino Communities all over the United Arab Emirates.

The Tourism Promotions Board (TPB), designated by the Department of Tourism as Vice Chair of the Philippines Organizing Committee, offered to host several events for the Philippines Participation @ Expo 2020 Dubai, among which, are dinner receptions as indicated in their letter dated 07 September 2021 (see attached).

II. SPECIFIC DELIVERABLES

Date: 1 October 2021

Venue: To Be Determined

Expected Guests: 200 pax

- UAE- based Filipino Community Leaders, Businesses and Professionals
- Philippines Embassy and Consulate Officials

CMC Tasks:

1. Arrange and provide a Thanksgiving Dinner Reception for the UAE-based Filipino Community on 1 October 2021;

2. Handle and provide all the necessary logistical requirements (venue/ physical and technical equipment/ food & beverage, invitations/ programme etc.) plus manpower and all other necessary arrangements for the reception as follows:

a. Oversee and provide all the necessary arrangements for the event venue:

- Select/reserve /prepare/set-up venue for the event
- Stage, rostrum, design, décor and dismantling
- Materials for venue styling
- Table/chairs
- Sound equipment (microphones)
- AV equipment
- Special effects (as needed)
- Registration table/ guest book/badges
- Signage
- Other physical and technical requirements necessary

b. Provide the following manpower requirements as follows:

- Master of Ceremonies
- Project Coordinator
- Event Coordinator
- Liaison Officer
- Five (5) Chefs- plan and execute a special Bangkota Menu for the Dinner Reception
- One (1) Mixologist

c. Coordinate with the Venue for all F&B requirements

- Menu planning
- Food & Beverage service (halal food -buffet with live cooking stations)
- Table arrangement (with center piece, menu card with programme details)

d. Oversee and supervise the Program flow for the event, in coordination with the Philippines Organizing Committee Secretariat and the Filipino Community Leaders;

e. Provide the following for smooth program flow:

- Program & Technical Scenarios/ Script
- MC Spiel
- List of Acknowledgements

g. Provide Music, and Ambient Sound

h. Coordinate the Invitation and registration with the Philippine Trade and Investment Center PTIC- Dubai

i. Provide high quality photography/ Video Production and Documentation Services

III. TECHNICAL ELIGIBILITY

- Must be a licensed company in the UAE.
- Must have a track record of providing culinary events services for the past 3 years to various high-level events, organizations, and companies held in the UAE.
- Team members must have a minimum of 3-years' experience in organizing culinary events in the UAE.
- Must have an existing database and demonstrated ability to collaborate with strategic partners in Dubai, UAE relative to the project. Such as experience in partnering with hotels, Filipino Chefs, and F&B logistics industries and should be able to negotiate preferential rates and terms.
- Must be willing to adhere to the Payment Terms of the Philippine Government.

IV. TERMS OF ENGAGEMENT/ PAYMENT

Approved budget for the contract is **NINE HUNDRED NINETY- FIVE THOUSAND PESOS (Php 995,000)** inclusive of all applicable taxes.


The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the abovementioned contract price.

Invoices and Payments must be issued/ payable to the **Republic of the Philippines Pavilion - Expo 2020 with license no. EXP-01-46**

Payment will be output based, subject to applicable Philippines/Dubai government laws and regulations and payable in tranches and upon submission of deliverables/ accomplishment report based on the indicative payment scheme is as follows:

Deliverables	% of Payment
Upon presentation and approval of the comprehensive event plan and financial proposal	15% of contract fee
Upon booking of the venue for the Dinner Reception and approval of the menu selection, program of activities, venue set up, list of invitees and confirmation in writing.	45% of contract fee
Upon complete submission of all deliverables and submission of a final report on the dinner reception.	40% of contract fee
Total	100% of contract fee

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