***Section VII. Technical Specifications***

**Technical Specifications**

| **Specification** | **Statement of Compliance** |
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| **STATE THE COMPLETE TECHNICAL SPECIFICATIONS** | *[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the services and equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]* |

**Procurement of a Dubai based Culinary Management Company for the**

**1 October 2021 Thanksgiving Dinner Reception for the Filipino Community**

**Expo 2020 Dubai**

**Expo 2020 Dubai**

 **based on the provided TERMS OF REFERENCE**

**TECHNICAL SPECIFICATIONS**

**INSTRUCTIONS TO THE BIDDER:** Indicate **“COMPLY”** per line number under **Bidder’s Statement of Compliance** if Bidder can meet the technical specifications and project requirements. DO NOT LEAVE ANY BLANK. A **“YES”** or **“NO”** **ENTRY WILL NOT BE ACCEPTED. FAILURE TO CONFORM WILL RESULT IN A RATING OF “FAILED”.**

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| # | **MINIMUM SPECIFICATIONS** | **Statement of compliance** |
| 1. | **Background/ Objective for services being procured** |  |
|  | 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 is the Thanksgiving Dinner Reception for the Filipino Community in Dubai on 1 October 2021 |  |
| 2. | **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 us 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.
 |  |
| 3. | **ELIGIBILITY REQUIREMENTS** |  |
|  | 1. Copy of the Trade License with validity date / Business Registration with UAE Municipality
2. Company profile
3. Technical Specifications Form (COMPLY)
4. Schedule of Requirements Form (COMPLY)
5. CV or Detailed resume of the dedicated person and other personnel
6. List of all ongoing and completed contracts/projects for the past 2 years
7. Financial Bid Form
8. Financial Proposal to cover all expenditures
 |  |
| 4. | **SCOPE OF WORK** |  |
|  | **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:1. 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
1. 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
2. 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)
3. Oversee and supervise the Program flow for the event, in coordination with the Philippines Organizing Committee Secretariat and the Filipino Community Leaders;
4. 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- Dubaii. Provide high quality photography/ Video Production and Documentation Services  |  |
| 5. | **PERIOD COVERED** |  |
|  | 1 October 2021  |  |
| 6. | **BUDGET AND TERMS OF PAYMENT**  |  |
|  | Approved budget for the contract is **NINE HUNDRED NINETY- FIVE THOUSAND PESOS** (**Php 995,000) or AED 71,071.43** 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** |  |

**I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualifications, the same shall give rise to automatic disqualification of our bid.**

|  |  |
| --- | --- |
| **Name of Company:** |  |
| **Signature:** |  |
|  | Signature Over Printed Name of Authorized Representative |
| **Date:** |  |