

**TERMS OF REFERENCE
HIRING OF AN EVENTS MANAGEMENT COMPANY FOR CY 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 Philippines is located at the Sustainability Theme Area in a plot size of 3,163.25 sqm. with 1,386.25 sqm. for the pavilion and the rest of space for outdoor activation. Accordingly, the Philippine participation will revolve around the thematic concept of **Bangkota** or Philippine Reef.

To maximize our participation in EXPO 2020 Dubai, the Philippines will adopt a three-pronged marketing strategy: Country Branding, Trade, Tourism and Investments Promotion and Business to Consumer Activities through a National Pavilion, Exhibitions, B2B matching activities, Fora and Conferences, High-level visits, and Cultural Events.

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.

II. OBJECTIVES

Relative to the Philippine Pavilion and all activities therein, DTI will need a **UAE-based EVENTS MANAGEMENT COMPANY (EMC)** which will undertake the management and implementation of the various events/ activities and administrative services for the Philippine participation in Expo 2020 Dubai for the period covering **1 September 2021-31 December 2021**:

- A.** Plan, coordinate and execute the various Opening activities and special events of the Philippines for Expo 2020 Dubai to guarantee its successful implementation;
- B.** Provide administrative and other support services required to ensure the efficient and smooth flow of the Philippine Pavilion operations for the 1st four (4) months of the Expo event from 1 September 2021 to 31 December 2021 thereby giving the visitors to the Pavilion an inspiring and invigorating Philippine experience.

III. EMC SCOPE OF WORK

A. The EMC shall provide comprehensive services for the following official events/ activities of the Philippines during Expo 2020 Dubai

DATE/ VENUE	TIME	EVENT/ ACTIVITY	LEAD AGENCY/ EMC SCOPE OF WORK
1. PH PAVILION OPENING WEEK			
29 Sept. 2021		▪ Arrival of PH Delegation in Dubai	DTI/ EMC -Planning, Coordination & Execution
30 Sept. 2021		▪ Business and Government Programs	DTI/ EMC -Planning, Coordination & Execution
Venue: preferably at the Expo site (DEC)	10:00-12:30 nn 13:00 14:30-17:00 Evening	<ul style="list-style-type: none"> ➤ Business Program (Forum) ➤ Lunch Reception for Guests c/o EMC ➤ B2B simultaneous with Government Program ➤ Expo Dubai Official Opening Ceremony (by invitation) 	
1 October 2021		▪ Expo Open to the Public	
Venue: PH Pavilion	10:30 12:30	<ul style="list-style-type: none"> ➤ PH Pavilion Opening Ceremony ➤ Guided tour of the PH Pavilion ➤ Lunch for VIP Guests at the Mangrove Café c/o EMC 	DTI/ EMC/TPB -Planning, Coordination, & Execution
Venue: preferably at the Expo site (DEC)	15:00	<ul style="list-style-type: none"> ➤ Guided tour of the Expo Dubai site the PH Delegation (choose Country Pavilion of Interest) 	
Venue: TBA	18:30- 20:00	<ul style="list-style-type: none"> ➤ Philippines Dinner Reception hosted by DOT/TPB 	
2 October 2021		▪ Expo VIP Tour of the Pavilions	
Venue: PH Pavilion Conference Rm	10:30	<ul style="list-style-type: none"> ➤ Debriefing for the Philippines (DTI Delegation) with lunch c/o EMC 	DTI/ EMC -Planning, Coordination, & Execution
Expo Site	15:00	<ul style="list-style-type: none"> ➤ Continuation of Expo VIP Tour of the PH Delegation (choose Country Pavilion of Interest) with lunch at the Expo site c/o EMC ➤ Departure of the PH Delegation for Manila 	

2. REGULAR VIP PROGRAM (maximum of 90 pax or 3 groups of 10 pax each per month)

- a. Visa facilitation
- b. Dubai Hotel Booking
- c. VIP transport
- d. VIP meet & greet (Airport arrival & departure)
- e. Provision of Liaison Officers (1 per VIP and 1 per group of 10 pax)
- f. Arrangement of Business Meetings
- g. VIP Expo Tour (fast-track entry to selected country pavilions)
- h. F & B arrangements (snacks/ lunch /dinner at the PH Pavilion or at any other food outlet at the Expo site)

B. EMC Services

1. Plan, manage, execute each of the indicated events and integrate/ coordinate these activities with the various DTI Agencies, other Government Offices and Private entities.
2. Handle and provide all the necessary logistical requirements (manpower, venue, physical and technical equipment and transportation, F&B etc.) plus manpower and all other necessary arrangements for each of the identified events.
3. Coordinate all the marketing and promotional requirements for the aforesaid events with the DTI appointed Marketing Communications Agency tasked to market and promote all events being organized by DTI for the Philippine participation in Expo 2020 Dubai.
4. Assign a dedicated Supervisor/overall coordinator who shall oversee, manage and closely coordinate with the PH Alternate Commissioner General and the concerned Government agencies/ private sector entities on all arrangements required per event
5. Submit a comprehensive and full report 1 week after each event which will be basis for payment of balance.

C. GENERAL GUIDELINES

- In case any of the events indicated are cancelled, DTI and EMC will negotiate terms and payment or undertake replacement tasks or projects
- **IMPORTANT NOTE:** *Unless otherwise specified in the Terms of Reference (TOR), costs for the enumerated services and facilities ARE INCLUSIVE IN THE EMC RATE*
- Keep the Philippine Embassy, Consulate and the Philippine Trade Office in Dubai, UAE in the loop with event details, protocol and other aspects of the project/s
- Must be open to handle all other events outside of those indicated in the list which will be costed out using same rates as quoted

D. EVENT DETAILS/ SPECIFICATIONS:

1. **DAY 1 September 29, 2021 (Wednesday)**

ARRIVAL OF DELEGATES:

- Proposed Schedule (5 days/4 nights)
- Expected Guests: 50 pax

EMC Tasks:

- a. Arrange for courtesies at the port (1st batch/2nd batch/3rd batch)
- b. Arrange for 4-5-star hotel accommodations and negotiate for preferential rates
- c. Arrange for easy check-in in the Hotel
- d. Provide the required manpower support:

Personnel Required	Number of Staff
▪ Overall Coordinator	1 pax
▪ Meet & Greet staff	2 pax
▪ Liaison Officers	1 per VIP or 1 per group of 10 pax

- e. Provide for the required transportation service to ferry delegates from Airport to their respective hotels

Type of Vehicle	Passengers	Number of Vehicles
Sedan	VVIPs	1 or 2 depending on the number of VIPs
Coach 45 to 50 seater or 20-30 seater	Delegates	1 or 2 depending on the number of delegates arriving per batch
Luggage Van		1 or 2 depending on the number of delegates arriving per batch

Notes:

- Immediate replacement of vehicles must be made available if any of the vehicles will have a mechanical breakdown.
- Each vehicle must be driven by English speaking chauffers.
- Coaches must have an English speaking bus coordinator/dispatcher and English speaking driver

2. DAY 2 September 30, 2021 (Thursday)

BUSINESS AND GOVERNMENT PROGRAM

- **Venue:** preferably at the Expo site (DEC)

- **A.M. BUSINESS PROGRAM**

This will be a high level Business Round Table Discussion with top UAE companies and Chamber leaders. This RTD will be held in the morning of 3 October 2021. The RTD's attendees as well as discussion parameters will be outlined by BOI, together with PTIC Dubai, Philippine Embassy, and EMB.

The proposed agenda for the Business RTD will be business and investment opportunities for the following sectors/ industries: Energy, Food Manufacturing, Tourism (halal-compliant), Infrastructure and Property Development and Equity Investment.

- **Lead:** BOI, EMB, Philippine Embassy and PTIC-Dubai
- **Support:** BITR, DOT, DOE, TIEZA, PSE/ EMC
- **Expected Guests:** minimum of 30 to a maximum of 50 pax (TBC)
 - Philippine Delegation in the Business and Trade Sector
 - UAE Business Leaders/Heads of Corporations
 - DTI/Embassy Officials

- **P.M. B2B with simultaneous GOVERNMENT PROGRAM**

To lessen the movement of the delegation, the Government led BRT will be held right after Business Program in the same venue.

The Government-Led / Bilateral Round-Table shall explore areas or sectors where cooperation between the government of the Philippines and the UAE may re-activate or establish. This is to ensure stronger cooperation with the country, as a gateway to the other states from the GCC (Gulf Cooperation Council).

The proposed agenda for the Government RTD shall review existing agreements on:

- a. Agriculture and Tourism
- b. Economic and Cultural Relations
- c. People-to-people exchanges
- d. Others to be identified by DFA (i.e. Military)

A JEC (Joint Economic Cooperation) will pursue the IPPAs (Investment Promotion and Protection Agreement) and/or the FTAs (Free Trade Agreements), among others, to solidify government support in the investment strategy.

- **Lead:** PE, PCG, DFA, PTIC-Dubai, BOI (JEC)
- **Support:** DOLE, PRC, DND, DOT/TPB, DA/ EMC
- **Expected Guests:** minimum of 30 to a maximum of 50 pax (TBC)
 - Philippine Delegation in the Government Sector
 - UAE Government Leaders
 - DTI/Embassy Officials

EMC Tasks:

- a. Organize in close coordination with the Lead agencies the Business & Government Programs
- b. Provide data base of:
 - top Business Corporations in the UAE willing to do business and invest in the Philippines; invite and confirm their attendance to the event
 - UAE Government Leaders and UAE International Organizations
- c. Coordinate together with PTIC the Business Matching process/ appointment scheduling for the B-B sessions of Dubai Buyers & Philippine Sellers. Have a business matching chart (listing names/appointment schedules of Buyers & sellers)

Notes:

- The Business matching process will be spearheaded by the Department of Trade & Industry (DTI) thru its Philippines Trade and Investment Center (PTIC office in Dubai).
- The EMC shall assist in the search for Dubai Buyers and help in the match-making process as well.

- d. Provide/manage and oversee all the necessary logistical support for both business and government programs (all costs included in the EMC rate):

d.1. Venue/ set up:

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

- d.2 Event Programme (Oversee and supervise the Program Flow per activity:
- Program & Technical scenarios/script
 - Master of ceremonies/emcee spiel
 - Printing / Production of Invitation, Programme and other paraphernalia

Note:

Invitation and programme can be distributed digitally but printing of certain collaterals to access said invitation and programme (i.e. printing of QR codes to access said materials) is still needed

- d.3 Recommend and send out invitations to target participants for the:

- Business Program
- Government Program

Manage the invitation and registration per event

- Provision of a reliable and relevant database of invitees
- Design, prepare and send out invitations (print, e-vites)
- Undertake follow-ups and confirmation of attendees
- Registration system, procedure, paraphernalia, personnel

- d.4. Provide lunch and coffee with snacks for the delegates (included in EMC rate)

- menu selection/planning
- food service (plated or buffet)
- table arrangement (with center piece, menu card with programme details and name cards)

Note: Dinner on their own

- e. Provide well curated and directed, high quality photography and video production services to capture all the aforesaid programmed events and submit to DTI-POC and appointed Marketing Communications Agency in the prescribed digital format:

- Photographs (in JPEG, PNG file format) with corresponding captions
- Audio Visuals (in MP4 file format) with client logos and subtitles

Coordinate closely with appointed Marketing Communications Agency which shall be tasked to upload photos and videos online

On video, include library music for all the aforesaid events.

Press images to be delivered within 24 hours, the rest of retouched images be delivered via we transfer within 5 working days after every event

f. Provide the required manpower support:

Personnel Required	No. of staff
Overall Program Coordinator	1 pax
Master of Ceremonies	1 pax
Translator*	1pax
Professional Rapporteur	1 pax
Usherettes	6 pax
Liaison Officers	1 per VIP or 1 per group of 10 pax
Photographer/ Videographer	3 pax

Note: * Translation for the business program is for one (1) language only – Arabic to English and vice versa

g. Provide for the required transportation service to ferry delegates from Hotel to the Expo site and back to respective hotels

Type of Vehicle	Passengers	Number of Vehicles
Sedan	VVIPs	1 or 2 depending on the number of VIPs
Coach 45 to 50 seater or 20-30 seater	Delegates	1 or 2 depending on the number of delegates arriving per batch

Notes:

- Immediate replacement of vehicles must be made available if any of the vehicles will have a mechanical breakdown.
- Each vehicle must be driven by English speaking chauffers.
- Coaches must have an English speaking bus coordinator/dispatcher and English speaking driver

3. DAY 3 October 1, 2021 (Friday)

OPENING CEREMONY AT THE PH PAVILION WITH LUNCH AND DINNER RECEPTIONS:

- **Lead:** DTI
- **Support:** EMC
- **Expected Guests:** 100 -120 guests (TBC)
 - High ranking Philippine Government Officials and UAE counterpart
 - Filipino Business Leaders and UAE counterpart
 - Sponsors/partners
 - Media (Dubai and UAE base)

Note: We are looking at a minimum of two (2) to a maximum of four (4) VVIPs

EMC Tasks:

For the A.M. Opening Ceremonies at the Philippine Pavilion

- a. Prepare the program and coordinate its execution with the DTI Expo Secretariat and PTIC Dubai in terms of:
 - Program/ Welcome Scenario (ribbon cutting ceremonies at the PH Pavilion)
 - Invitees for the event
- b. Printing/production of invitation, program, signage and any other needed paraphernalia.
- c. Provide the necessary logistical requirements for the Choir (approximately 150 pax) being arranged by the Filipino Social Club (snacks, transportation to the Expo site and back)
- d. Provide the necessary sound system, (microphone with stand, Speakers), all supplies, props and materials for the ribbon cutting ceremony
- e. Provide photography and Video production services
- f. Provide and arrange lunch (included in EMC rate) at the Mangrove Café and coordinate with Café Operator for a special menu. Dinner hosted by DOT/TPB.
- g. Provide a curated tour of the Philippine Pavilion
- h. Coordinate guest list with the DOT/TPB representative for the PH Dinner Reception
- i. Provide the required manpower support:

Personnel Required	No. of staff
Overall Program Coordinator	1 pax
Master of Ceremonies	1 pax
Liaison Officers	1 per VIP or 1 per group of 10 pax
Photographer/Videographer	3 pax

- j. Provide the required transportation to ferry delegates from Hotels to the Expo site

Type of Vehicle	Passenger/s	# of Vehicle/s
Sedan	VVIPs	1 or 2 depending on the # of VVIPs
Coach 45-50 seater or 20-30 seater	Delegates	1 or 2 depending on the # of delegates attending the opening ceremonies

Notes:

- Immediate replacement of vehicles must be made available if any of the vehicles will have a mechanical breakdown.
- Each vehicle must be driven by English speaking chauffers.
- Coaches must have an English speaking bus coordinator/dispatcher and English speaking driver

For the P.M. Expo Dubai official opening Ceremony

➤ **HALF DAY EXPO SITE VIP TOURS**

EMC Tasks:

- a. Select Country Pavilions to be visited and coordinate with the concerned country pavilion/s for VIP access and tour.
Note: EMC to provide VIP Expo tours
- b. Prepare tour itinerary, movement plan (walking or other options) and coordinate protocular arrangements with the concerned country pavilion for the visit of VIP PH delegates
- c. Provide for lunch reception (**included in EMC rate**) at the PH Mangrove Café or other Restaurants at the Expo site. (Note: Dinner on their own)
- d. Secure the Expo Opening Ceremonies program from the Expo Organizers
- e. Coordinate with the Expo Organizers on:
 - Expo Official invitees
 - Protocular activities
 - access to the Expo site
- f. Provide the required manpower support:

Personnel Required	No. of staff
Overall Program Coordinator	1 pax
Liaison Officers	1 per VIP or 1 per group of 10 pax
Photographer/ Videographer	3 pax

- g. Provide transportation to ferry delegates from Expo site-- back to hotels

Type of Vehicle	Passenger/s	# of Vehicle/s
Sedan	VVIPs	1 or 2 depending on the # of VVIPs
Coach 45-50 seater or 20-30 seater	Delegates	1 or 2 depending on the # of delegates attending the opening ceremonies

Notes:

- Immediate replacement of vehicles must be made available if any of the vehicles will have a mechanical breakdown.
- Each vehicle must be driven by English speaking chauffers.
- Coaches must have an English speaking bus coordinator/dispatcher and English speaking driver

DAY 4 October 2, 2021 (Saturday)

1. DEBRIEFING WITH THE DTI DELEGATES

- **Venue:** Pavilion Conference room
- **EMC Tasks:**
 - a. Provide Coffee service and snacks and lunch at the PH Pavilion Conference room (**included in EMC rate**) for a maximum of 20 pax
 - b. Provide conference paraphernalia (paper, pens etc.)
 - c. Provide Rapporteur

2. HALF DAY EXPO SITE VIP TOUR FOR THE REST OF THE PH DELEGATION (Optional)

- **EMC Tasks:**
 - a. Provide fast-track entry to selected country pavilions at 2-10 pax per group
 - b. Provide for lunch at the PH Pavilion Mangrove or at a Restaurant within the Expo site (included in EMC rate.) Dinner on their own.

3. 15:00 -DEPARTURES (Dubai to Manila)

EMC Tasks:

- a. Facilitate check-in at the Airport
- b. Provide the required manpower support:

Personnel Required	No. of staff
Overall Coordinator	1 pax
Liaison Officers	1 per VIP or 1 per group of 10 pax

- c. Provide transportation service from Hotel/s to the Expo site then back to Hotels then to the Airport for the departures

Type of Vehicle	Passenger/s	# of Vehicle/s
Sedan	VVIPs	1 or 2 depending on the # of VVIPs
Coach 45-50 seater or 20 to 30 seater	Delegates	1 or 2 depending on the # of delegates per batch departing for Manila
Luggage Van		1 or 2 depending on the number of delegates arriving per batch

Notes:

- Immediate replacement of vehicles must be made available if any of the vehicles will have a mechanical breakdown.
- Each vehicle must be driven by English speaking chauffers.
- Coaches must have an English speaking bus coordinator/dispatcher and English speaking driver

IV. FOUR MONTH PHILIPPINE PAVILION SERVICES

Under the overall guidance and supervision of the Philippine Alternate Commissioner General and the Expo Secretariat Director, the EMC shall provide the required administrative and other support services for the 1st four (4) months of Expo 1 September 2021 – 31 December 2021 to ensure the smooth flow of the operations of the Philippine Pavilion as follows:

A. Manpower Requirement

- Select and Hire **six (6)** qualified personnel. both English-Arabic speaking, to act as usherettes at **2 pax** per shift **based on 3 shifts per day as listed below** to man the exhibit areas within the Pavilion for the duration of the exposition with a month prior to the opening of Expo for training and a week for debriefing after December 31, 2021.
- **Shifting schedule as follows:**
 - Opening Shift : 8:00 a.m. to 2:00 p.m.
 - Mid Shift : 2:00 p.m. to 8:00 p.m.
 - Closing Shift : 7:00 p.m. to 1:00/ 2:00 a.m.
- The usherettes must have attended general and specific trainings as required by Expo

B. Catering Services

Handle all requirements for catering services to include;

- Selection/ reservation and preparation/set-up of venue for the gathering
- Food preparation/menu planning
- Food service (plated or buffet service)

Notes:

- a. Expenditures incurred for catering services for a total of 90 pax shall be c/o the EMC. In any case that the 3 groups at 30 pax per month does not materialize, DTI and EMC will negotiate terms and payment or this may be applied to staff meals.
- b. For catering services EMC may coordinate directly with the PH Café operator or may tap other restaurant operators.
- c. The catering services is for the **VIP VISITORS** of the Philippines Pavilion:-i.e. Dignitaries, VVIPs, Philippine Government Officials, Business Partners, Media; either for lunch or dinner for 3 groups of 10 pax each per month covering the period 1 October to 31 December 2021

C. Visitor Traffic Management Services

- Provide traffic flow management services as follows in consultation with our Visitor Journey Experience Specialist
- Provision of Beacon Technology which can connect and transmit information on the PH pavilion to smart devices
- Provision of a "Technology-driven visitor registration system to ensure the demographics information / data are available real-time to the Expo Secretariat
- Queue Management/Crowd control
- Special reception arrangements for VIP visitors
- Collects, tracks and analyzes visitor feedback and suggest improvements internally based on the insights gathered and on visitor performance parameters
- Proposals regarding any area of improvement of the visitor's experience
- Guaranty constant quality of the visitors' experience throughout the 6 months of operation
- Provide health and sanitation devices and supplies (i.e. contactless thermometer and automatic hand sanitizer dispenser stand, face masks, etc.)
- Provide daily reports regarding the following:
 - Visitor flow
 - Content display
 - Operational team
 - Incidents
- Submit an accomplishment report that includes observations, evaluation and recommendations
- Adopt and execute the approved *Visitor Journey Map*

Note:

The Visitor Traffic Management Services is needed for the period 1 October to 31 December 2021 and will also be needed during the Expo Test runs on the following dates in September 2021:

- First Test Event: 3-4 September
- Second Test Event: 23 & 24 September

D. Hospitality/VIP Services (on need basis)

Provide high quality and efficient services for un-programmed VVIP visitors to the Pavilion (for a maximum of 90 pax or 3 groups of 10 pax each per month): as need arises for the 4-month duration of the Expo.

- a. Visa facilitation
- b. Dubai Hotel Booking
- c. VIP transport
- d. VIP meet & greet (Airport arrival & departure)
- e. Provision of Liaison Officers (1 per VIP and 1 per group of 10 pax)
- f. Arrangement of Business Meetings
- g. VIP Expo Tour (fast-track entry to selected country pavilions)

- h. F & B arrangements (snacks/ lunch /dinner at the PH Pavilion or at any other food outlet at the Expo site)

E. Transportation Services for the Pavilion

Provide the following transportation service for visitors and guests of the PH Pavilion with English speaking **driver/s**, inclusive of daily maintenance, gasoline and any supplies and repairs needed.:

- a. **Regular Service**-- to start September 1, 2021 and end on 31 December 2021

- One (1) Van (10-12 seater van)--
- One (1) Sedan

Notes

- The Van should be on stand-by at the Pavilion for a maximum of 10 hours daily for the period covering 1 September- 31 December 2021
- The Sedan will be booked on a need basis and will be costed out and billed separately using quoted rates

- b. **Per Event** (refer to breakdown of vehicle requirements per event on pages: 5/ 8/ 10/ 11/ 12.

Notes:

- Immediate replacement of vehicles must be made available if any of the vehicles will have a mechanical breakdown.
- Each vehicle must be driven by English speaking chauffers.
- Coaches must have an English speaking bus coordinator/dispatcher and English speaking driver

F. Photography and Video Production Service

a. Event Coverage

Provide well curated and directed, high quality photography and video production services to capture pavilion activities and unprogrammed PH events within the Pavilion and Expo site.

- A 60-second video of the event with client logos, subtitles and photography with captions.
- Press images to be delivered within 24 hours, the rest of retouched images be delivered via we transfer within 5 working days after every event to the Pavilion Director wo shall endorse this to BBDO which shall be tasked to upload these online.

b. Pavilion Coverage (hi res photos based on the attached shot list—see Annex A)

Notes:

- The objective of the video requirement is to visually document all the events and activities that will transpire in the duration of the bidder's contract - September - December 2021 - using raw footages in stills and videos. Expected video output must have a script and should be fully edited video per event.
- The suggested frame rate & resolution for videos are as follows:
 - Framerate: 29.97fps
 - Resolution: 1920x1080
12-15Mbps for HD
 - Format : mov or mp4 HD
- EMC to cover **two (2)** events per month for a total of **eight (8)** events from September to December 2021. DTI and EMC to discuss events that will be covered. Initial events to be covered are as follows:
 - 30 September 2021-Business & Government Events
 - 1 October 2021- PH Pavilion Opening Ceremonies
 - Other 6 events still to be advised
- Audio recording is required especially in covering speeches depending on the creative direction of the video. The final video output, however, must have supers or a voice narrative that will describe what is running on screen, again depending on the creative direction of the final video.
- Interviews of VVIPs may be conducted for each event
- English only—no need to translate to other languages.
- The number of photos will depend on the importance, type and duration of the event
- The awarded bidder is required to submit pre-selected/ edited (retouched if needed) photos ideal for PR and publicity purposes.

G. Pre- programmed Tours

- Organize and arrange pre-programmed tours inside the PH Pavilion and tours to a few select country pavilions within the Expo site for specific groups (i.e. government officials, students, Dubai –based Filipino Associations etc...)

H. Event Permits

- Secure or coordinate the necessary permits/clearances from Expo—such as an “Event Alcohol Permit- if DTI/POC will offer alcohol to their guests during an event inside the PH pavilion
- Secure an Event permit, when necessary especially for unprogrammed and offsite events, from the Department of Tourism and Commerce (DTCM) for commercial and third party events to be organized by DTI/POC

I. Management for Online Meetings

Provide the necessary equipment for online meetings:

- conference camera and speakers (i.e. Logitech)
- Laptop with installed conferencing softwares like Zoom, MS Teams, WebEx, Google Hangouts

V. OTHER DELIVERABLES

Must submit a financial proposal to cover all expenditures to be incurred in the performance and delivery of said services, broken down per event (events for sponsorships are to be included in the financial proposal). It is understood that some events may be cancelled or may be added

VI. TECHNICAL ELIGIBILITY

- Must be operated and legally registered Events Management Company in the UAE.
- Must have a track record of providing event organization services for the past 1 year to various important high level events held in the UAE.
- Team members must have a minimum of 3-years’ experience in organizing high level events in the UAE.
- Must have a wide network of Dubai contacts in the hotel, transportation, catering and logistics industries and should be able to negotiate preferential rates and terms
- Must have the ability to initiate partnerships with influential and relevant entities in the UAE.
- Should have an existing Data Base of influential entities in the UAE
- Must be willing to adhere to the Payment Terms of the Philippine Government.

VII. ELIGIBILITY REQUIREMENTS

TECHNICAL DOCUMENTS	PASS	FAIL
1. Applicable Experience/Legal Documents		
<ul style="list-style-type: none"> ▪ Must be operated and legally registered Events Management Company in Dubai or in the UAE <p>Required Documents:</p> <ul style="list-style-type: none"> a. Copy of Trade license with validity date/ Business Registration with Dubai Municipality b. Company Profile c. Letter of Intent signed by Company’s authorized signatory 		
2. Technical Documents		
<ul style="list-style-type: none"> ▪ Must assign a dedicated person who shall oversee, manage and closely coordinate with the PH Alternate Commissioner General and the concerned Government agencies/ private sector entities on all arrangements required per event. Said person to be assigned to the project must have a minimum of 3-years’ experience in organizing high level events in the UAE. 		

<p>Required Documents:</p> <p>a. Detailed resume of the dedicated person and other personnel to be assigned to the project (indicating experience, etc. Key Production Personnel to be assigned to the project must have a minimum of 3 years of professional and practical experience in organizing large scale events/ world class entertainment productions)</p>		
<p>▪ The company must have at least 3-years, experience in event management and in providing administrative and other support services and must have local UAE experience</p> <p>Required Document:</p> <p>a. Lists of ongoing projects/ previous contracts or activities undertaken for the past 2 years</p> <p>b. Number of Country Pavilions in Expo Dubai to be serviced as clients for operations and management</p> <p>c. Workers Welfare and Assurance Action plan</p> <p>d. Event Management and Administrative Support Services Plan</p>		
Financial Documents		
<p>▪ Must submit an Audited Financial Statement showing among others the prospective tenderer's total and current assets and liabilities, for the preceding calendar year which would not be earlier than two (2) years from the date of proposal submission.</p> <p>Required Document:</p> <p>a. Audited Financial Statement for the past year CY 2019-2020</p> <p>b. Certificate of Net Financial Contracting Capacity</p> <p>c. Statement of Single Largest completed contract of similar nature within the last 2 years</p> <p>d. Certificate or Letter of commendation of satisfactory performance by clients in the past two years or Citation</p> <p>e. Notarized Bid Securing Declaration</p> <p>f. Financial Proposal to cover all expenditures</p>		

VIII. TENDER TIMELINE

Activity	No. of Days	Target Date CY 2021
Posting of Invitation to Bid	1day	13 July
Clarification /Bid Bulletins	5 days	18 July Deadline for clarifications
		EID Holidays July 19 -25
BID Submission Deadline & Bid Opening	15 days	3 August
Review of eligibility	2 days	4-5 August
Awarding of Bid	1 day	6 August
Contract Preparation	2 days	9-10 August
Engagement/Start of Activity	1 day	1 September

IX. BUDGET AND TERMS OF PAYMENT

Approved budget for the contract is **Php 10,000,000 (Ten Million Pesos Only) / or AED 768,418.06** inclusive of all applicable taxes. Cost of items in the budget should be broken down. 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 Philippine/Dubai government laws and regulations and payable in tranches and upon submission of deliverables/ accomplishment report based on the following:

The indicative payment scheme is as follows:

Deliverables	% of Payment
Upon presentation and approval of the comprehensive plan and financial proposal for all the aforesaid events and for the administrative and other support services required for the Philippine pavilion	15% of contract fee
Upon booking of the required venues, transportation, manpower and other logistical requirements for the aforesaid events and for the administrative support services for the Philippine Pavilion	20% of contract fee
Upon delivery of the event requirements and administrative support services for the Philippine Pavilion and submission of an accomplishment report for the period covering 1 September 2021 to 31 October 2021	30% of contract fee
Upon delivery of the event requirements and administrative support services for the Philippine Pavilion and submission of an accomplishment report for the period covering 1 November 2021 to 31 December 2021	30% of contract fee
Upon submission of the final report with photo and video documentation in the required edited format and completion of all the required scope of services as indicated in the TOR	5% of contract fee
Total	100% of contract fee

Prepared by:


TINA G. FLORES
Expo 2020 Dubai
DTI Philippine Secretariat

Approved by:


ASEC. ROSVI C. GAETOS
Alternate Commissioner General
Philippines @ Expo 2020 Dubai