

TERMS OF REFERENCE

- I. **SUPPLIER** : F&B AND VENUE COORDINATOR AND LOGISTICS
 SUPPLIER FOR THE BISITA BE MY GUEST INTERNATIONAL
 LAUNCH IN GERMANY
VENUE : BERLIN, GERMANY
DATE : 9 March 2023

II. **PURPOSE/OBJECTIVES:**

The DOT will be launching the Bisita, Be My Guest Campaign in Berlin, Germany on March 9, 2023.

The DOT is in need of the services of a supplier who has the capability to coordinate with and contract a hotel or venue and provide all other logistical requirements for the launch of the Bisita, Be My Guest Campaign's international launch in Berlin, Germany. This entails managing all aspects related to securing the location and organizing the necessary arrangements to ensure a successful event.

III. **MINIMUM REQUIREMENTS:**

1. Must be a Berlin-based company
2. Must be willing to provide services on a send-bill arrangement

IV. **SCOPE OF WORK/DELIVERABLES:**

1. Venue: The supplier should secure a suitable venue in Berlin (preferably a 4-5-star hotel) that can accommodate approximately 300 people. The venue should have appropriate facilities and amenities for the launch
2. Food and Beverage: The supplier should arrange for catering services (preferably in-house) to provide meals and refreshments for the attendees during the event. The menu should be discussed with the DOT Frankfurt for further inputs.
3. Tech Requirements: The supplier should provide the necessary audiovisual equipment, sound system, and lighting setup required for performances and the program. The tech must be suitable for streaming the event online. This includes microphones, speakers, LED screen as backdrop for the stage, and any other technical equipment necessary for a seamless event experience.
4. Venue Decorations: The supplier should handle the decoration of the venue, including the provision of roll-up banners, wall banners, and other promotional materials related to the Bisita Be My Guest Program. The decorations should create a visually appealing and engaging atmosphere.
5. Transportation: The supplier should arrange transportation for the delegation from Messe Berlin (the meeting point) to the event venue and back.

Note: Bidder should be flexible in terms of incorporating inputs of DOT in the overall decision on the venue and logistical requirements

V. **TIME FRAME AND SCHEDULE OF WORK**

- Submission of the proposal must be on or before February 24, 2023
- Set-up and dismantling: Should follow the official event schedule as prescribed by the DOT and the venue

VI. BUDGET

The total budget allocation is **EUR 133,600** inclusive of taxes and other fees. The financial proposal should allow for modifications in accordance with the needs and requirements of the end user.

The winning bid however shall be determined based on the proposal with most advantageous financial package cost provided that the amount of bid does not exceed the above total budget.

Documentary Requirements

- Proposal
- Signed Terms of Reference
- Company registration documents and appropriate licenses

VII. PAYMENT PROCEDURE

- The payment procedure will follow a 100% send-bill arrangement, after the event implementation.
- Any additional or supplemental activities that will entail additional cost shall require prior authorization and approval from DOT Frankfurt office, subject to the execution of a written addendum agreement.

Contact Persons:

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Tourism Attaché

Philippine Department of Tourism – Frankfurt

Jamille Francine A. Concel

Operations Officer

Philippine Department of Tourism – Frankfurt

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SIGNED BY PROPONENT:

Signature : _____

Name: _____

Company: _____

Company Designation: _____

Date: _____