

**Republic of the Philippines
Philippine Department of Tourism- ANZ**

REQUEST FOR PROPOSAL (RFP)

Date: 31 August 2023

The Philippine Department of Tourism in Sydney (PDOT ANZ), is authorized to undertake procurement activities in accordance with prescribed procurement guidelines for overseas offices.

The services of a marketing and event management company/ground handler will be procured in connection with the conduct of a dental, wellness and aesthetics tourism roadshow in Sydney, Melbourne, Brisbane and Perth. The details are in the attached Terms of Reference.

Eligible companies are invited to submit their proposals with financial offer/quotes not later than 4 September 2023.

Proposals with costs may be submitted by email to pura@tourismphilippines.com.au and ely@tourismphilippines.com.au . Requests for any clarification may also be sent to these emails.

PDOT ANZ reserves the right to reject any/all offers, as well as accept any offer it may consider as most advantageous to the Philippine government.


PURIFICACION S. SUANDING-MOLINTAS
Tourism Attaché, Philippine Department of Tourism

TERMS OF REFERENCE

PROCUREMENT OF ON-GROUND AND EVENT MANAGEMENT SERVICES FOR THE IMPLEMENTATION OF THE DENTAL, WELLNESS AND AESTHETICS TOURISM ROADSHOW IN AUSTRALIA

I. PURPOSE AND OBJECTIVE

The Philippine Department of Tourism Sydney Office will conduct a roadshow in Sydney, Melbourne, Brisbane and Perth to promote the Philippines as a dental, wellness and aesthetics tourism destination to the Australian market.

Product Presentations of the Dental, Wellness and Aesthetics Tourism Portfolio will be conducted and Philippine suppliers and Australian buyers will meet face-to-face to create mutually beneficial business relationships.

II. MINIMUM SUPPLIER QUALIFICATIONS

- Full-service marketing and events management company or ground handler
- Must have provided services to a travel and tourism related event in the last 5 years
- At least 5 years in the business

III. DOCUMENTARY REQUIREMENTS

- Australian Business Number
- Company profile showing at least 5 years of business operations

IV. SCHEDULE OF ACTIVITIES

18 September 2023	Arrival in Perth Airport
18 September 2023	3 hr. Trade event in Perth
19 September 2023	Depart Perth for Melbourne
20 September 2023	3 hr. Trade event in Melbourne; Depart for Brisbane
21 September 2023	3 hr. Trade event in Brisbane; Depart for Sydney
22 September 2023	3 hr. Trade event in Sydney
23 September 2023	Filipino community event in Sydney
24 September 2023	Depart Sydney for Manila

V. SCOPE OF DELIVERABLES

1. Provide airport transfers for 25 people (airport to and from accommodation in Perth, Melbourne, Brisbane and Sydney);
2. Provide transportation for 25 people to and from venue of Filipino community event if identified venue is different to venue of trade event;
3. Arrange and pay supplier of domestic flights for 24 people

4. Arrange single room hotel accommodation for 24 people in Perth, Melbourne and Brisbane and pay supplier for 15 out of the 24 rooms; 9 will pay the property directly
5. Arrange single room hotel accommodation for 25 people in Sydney and pay supplier for 16 out of the 25 rooms; 9 will pay the property directly.
6. Source and pay supplier of event venue for presentations and business to business meetings with coffee and tea, cookies and light lunch for 50 persons in each of the 4 cities (events will be from 11:00 AM to 2:00 PM)
7. Source and pay supplier of event venue with dinner for 75 persons for Filipino community event in Sydney on 23 September;
8. Send out invitations;
9. Manage RSVPs;
10. On-site event management;
11. Conduct a satisfaction survey for each event;
12. Provide 1 media wall as backdrop, art work to be supplied by PDOT ANZ;
13. Provide 3 pull-up banners, art work to be supplied by PDOT ANZ;
14. Provide a total of 355 pcs of promotional giveaways;
15. Prepare 1 PR feature content for release after the conclusion of the roadshow;
16. Submit project accomplishment report with photos of the events.

VI. BUDGET

The total approved budget for the contract is AUD 131,034.45. The winning bid shall be determined based on the proposal with the best offer and most advantageous financial cost.

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