

TERMS OF REFERENCE

I. PROJECT TITLE

FAME : Soar High and Radiate Amid a Pandemic 2021 MIMAROPA Recognition and Appreciation Day

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA
Date: January 28, 2022
Location: Metro Manila

II. PROJECT RATIONALE AND OBJECTIVES

The Department of Tourism (DOT) - MIMAROPA with the Tourism Regulation Division (TRD) as the implementing office will organize the 2021 MIMAROPA Tourism Appreciation and Recognition Day entitled: Fame : Soar High and Radiate Amid A Pandemic! which will be held via Zoom on 28 January 2022. It is an annual event that started in 2015, wherein both public and private stakeholders are given appreciation and recognition for being supportive to the plans and programs of the Department. Likewise, this forms part of the incentives/benefits of this Regional Office to the DOT Accredited Tourism Enterprises who have maintained the quality standards for tourism enterprises in the MIMAROPA Region.

The activity aims to:

1. Recognize Tourism Stakeholders, Local Government Units and Government Line Agencies for their excellence in the delivery of services; and unwavering support and unrelenting efforts to advance tourism in MIMAROPA;
2. Encourage the various tourism related enterprises and frontliners to apply for Accreditation; and
3. Sustain the commitment of the DOT MIMAROPA to provide the incentives to DOT Accredited Tourism Enterprises and Frontliners.

III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPS REGISTERED**
- B. Must have at **least Three (3) Years Experience and Technical Expertise** in Events Organizing
- C. Must **have experience in organizing events for high level government delegates and VIPs**
- D. Located in the **National Capital Region**
- E. Must be willing to provide services on a **send bill arrangement**
- F. Must comply with the detailed services specified in **Item V of the TOR**

IV. DOCUMENTARY REQUIREMENTS

- Current Mayor's / Business Permit
- PHILGEPs' Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Original or certified true copy of duly notarized Omnibus Sworn Statement

V. SCOPE OF WORK / DELIVERABLES

A. Event Proper

- Program Management
- Technical and Streaming Direction
- Zoom Meeting Management (Zoom platform subscription)
- Camera Direction
- Speaker Management
- Pre Event Meeting and Coordination

B. Manpower

- Technical Director
- Zoom Specialist
- Assistant Technical Director
- Camera Operator
- Audio Technician
- Lighting Operator
- Graphic Artist
- Spinner
- Setup Crew

C. Streaming Technical Requirements

- Production/Streaming Machine
- Intel i9 10800 Processor
- Nvidia RTX 3080 GPU
- 64gb RAM
- PCIe Quad HDMI Video Capture Device
- Digital Audio Interface
- Licensed Production and Streaming Software
- 2 Units Service Laptops (Presentation and Capture)
- Gigabit Network Switch for NDI with Ethernet Connectors
- Roland Full HD Multi Input Digital Switcher
- LED Projector

D. Zoom Video Conference Platform

- With maximum users of up to 500

E. Broadcast Cameras (3)

- Sony PXW-X70 4k Professional Camcorder
- Panasonic Full HD Professional Camcorder
- Sony A7111 Full Frame Mirrorless Camera
- Tripod with accessories
- Gimbal with accessories
- Wide, Zoom and Prime Lens
- With Operator
- 1 lot power and signal cables

F. Professional Sound System (Full Band Setup)

- Allen and Heath SQ5 Digital Mixing Console
- Allen and Heath Digital Stage Box
- JBL PRX 835 3 way Front of House Active Speakers
- JBL PRX 815 Active Monitor Speakers
- Audiocenter TS12 Active Monitor Speakers
- Audiocenter Dual 18 Active Subwoofers
- RF Microphones
- Wired Microphones
- 1 lot power and signal cables
- Power Distribution
- Full band set-up (Band Tech Rider)
- Professional sound system

G. Entertainment by a Showband (3 sets of 45 minutes per set)

H. Broadcast Studio Lighting

- Digital Lighting Console
- Video Lighting with Umbrella Diffuser
- Ambient Lighting Par LED Amber White and RGB as needed

I. Logistics

- Breakfast of Events Management: Ingress at 6 AM
- Delivery Installation and Dismantling
- Media Publicity

- Courier Service for shipment of plaques, giveaways and certificates to MIMAROPA provinces

VI. BUDGET

Budget for the conduct of the event is **Four Hundred Ninety One Thousand Pesos (Php 491,000.00)** inclusive of amenities and all government taxes and charges as defined in this Term of Reference.

In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total invoice amount.

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

VII. CONTACT PERSON

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