



TERMS OF REFERENCE

I. PROJECT TITLE : PROCUREMENT OF EVENTS MANAGEMENT FOR THE CONDUCT OF CY 2023 DOT GALA NIGHT IN CELEBRATION OF THE DOT 50TH FOUNDING ANNIVERSARY

II. DATE/VENUE : 11 MAY 2023 / PASAY

III. BACKGROUND/RATIONALE:

The program aims to commemorate the Department's five decades of promoting, developing and regulating the country's tourism industry. It is also meant to honor the generations of employees who have carried out, and continue to drive the mission forward.

Likewise, to create an atmosphere that will encourage improvement of employee morale. The event will foster greater sense of harmony within the Department giving the officials and employees the chance to meet and socialize in a relax and enjoyable environment. This is also the chance to show appreciation for their continuous hard work that benefit not just the Department, but also the whole tourism industry.

IV. MINIMUM REQUIREMENTS:

- Must be a professional full-service Events Management Company for last five (5) years specializing in conceptualizing, producing, organizing, staging a national level full packaged corporate event physically;
- Must be DOT MICE – Accredited;
- Must be PhilGEPS registered;
- Amenable to government procedure or send-bill arrangement.
- Must submit proposal with detailed script for the event; and
- Must have a teams of professionals for creative, technical and production staffing:
 - ✓ Director
 - ✓ Lighting Director
 - ✓ Technical Director
 - ✓ Production Manager
 - ✓ Stage Manager
 - ✓ Assistant Stage Manager
 - ✓ Safety Protocol Manager
 - ✓ Production Assistant
 - ✓ Runner/Utility

V. SCOPE OF WORK AND DELIVERABLES:

1. Overall Event Management and Manpower Support

- ✓ Event planning, design, and production
- ✓ Coordination with DOT Events Committee for details and requirements of the event.
- ✓ Scouting, organizing facilities and managing all event details including but not limited to décor/physical arrangements/lights and sounds, equipment, catering, entertainment game master/program host
- ✓ Arrangement/Coordination of flow activities from ingress to egress
- ✓ Coordination with all suppliers and venue

2. Video Editing of DOT Informational AVP

Editing Only; Raw materials to be provided by the DOT
Provision for Voice talent who will voice the DOT Informational AVP
Running time : Minimum of 5 minutes maximum of 15 minutes

3. Onsite Event Proper

Technical Requirements:

- ✓ Professional Lighting and Sound System suitable for a corporate event for 1100 pax/ attendees with inclusion of Moving Heads, Follow spot, Haze machine, and confetti
- ✓ LED Video System of at least 9x24ft
- ✓ 2 Cameras (1 stationary/ 1 roving)
- ✓ Technical Rider for Band/ Performer : Including but not limited to drum set, guitar amplifier, bass amplifier, keyboard amplifier, hardwares and lyric stand
- ✓ 2 LED/ LCD TV and with stand at least 60 inches
- ✓ Photo Souvenir Booth Package

Talent Management

- ✓ 2 professional performers/ singers
- ✓ 1 professional band
- ✓ 1 experienced host (preferably comedian host)

(Must submit the name and experiences of proposed talent for approval of the end user)

4. Documentation and Livestreaming

- ✓ Management of Live Broadcast via ZOOM for participation of the Regional and Foreign Offices
- ✓ Same Day Edit Video Presentation for playback at the end of the event

VII. TOTAL BUDGET:

Nine Hundred Ninety Thousand Pesos (PhP990,000.00) including applicable taxes

VIII. TERMS OF PAYMENT:

Government procedure and subject to appropriate government taxes.

IX. CONTACT PERSONS:

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