

TERMS OF SPECIFICATIONS
Services of an Event Integrator / Event Management Company
Tourism Development Program – Convergence Meeting
08 May 2023 | Manila, Philippines

I. BACKGROUND

The Tourism Act of 2009 recognizes tourism as an industry of national importance through its contributions to the national poverty reduction agenda. The Department of Tourism (DOT) is the lead agency in charge of the development of the national tourism industry. The law provides the legal framework for mobilizing the support of national agencies and their instrumentalities to the vision and goals articulated under the national tourism plans.

Supported by the Economic Development Cluster of the government, the Tourism Development Program (TDP) under the Department of Budget and Management (DBM) was created to align the activities and projects of other agencies to the industry goals. Further, TDP was identified as a priority program under the Economic Development Cluster for convergence undertakings.

The DOT serves as lead implementing agency of the TDP among various government agencies to fund and align their programs and projects with the National Tourism Development Program (NTDP) 2023- 2028 and submit the Budget Preparation (BP) Form 202-A as required by the DBM.

In this regard, the PDOT is in need of of a Conference Integrator / Event Management Company to provide the physical and technical requirements during the conduct of the Tourism Development Program – Convergence Meeting FY 2023 on 08 May 2023.

II. SCOPE OF SERVICES

The Event Integrator / Event Management Company based in Metro Manila shall provide the following:

1. Form an Event Management Team that will execute, oversee and manage the required onsite physical & technical requirements of the event;
 - Event Coordinator/Content Manager
 - Event Director
 - Technical Director (Light, Sounds etc.)
 - Set Designer
 - Stage Manager
 - Script Writer
 - Photographer & Videographer
 - Event Host
 - Facilitator and Moderator
 - Voice Over Talent
 - Other as necessary/required
2. Source and hire a facilitator and moderator as well as technical writer who is knowledgeable in the field of tourism development to moderate the discussion, wrap-up, synthesize the event as well as preparation and writing of event/meeting report;
3. Provide delegate/conference kits for 80 TDP Convergence participants;
4. Provide the following general requirement:
 - a) Design creative materials including event banner, background, signage, digital juice, title card;
 - b) Facilitate Technical Rehearsal; secure a copy of presentation and management of pre-recorded presentations, technical requirement and etc.
 - c) Conduct of final orientation or dry run of the event at a schedule to be identified by DOT before the actual event;
 - d) Record all sessions and upload to a specific online drive including all other creative material pertaining to the event

- e) Document in photo and video the event to include presentations in the session and endorse to the DOT in an external hard drive.
5. Provide the following Onsite Physical and Technical Requirements:
- a) Overall venue décor/execution and/or construction for the above mentioned event to include but not limited to:
- Stage design, decoration (*using existing stage of the venue*)
 - Venue Styling
 - Printing of Banner, Signage, Title Cards
 - Registration counter (*including clipboards, pens, alcohol dispensers etc.*)
- b) Provision of the following requirements for the event and coordinate with the technical team of the Philippine International Convention Center (PICC) for the set up and installation of all physical and technical requirements to include, but not limited to the following:
- Audio-Visual and lighting system (speaker, microphones, etc.)
 - LED wall screen W 4m x 2.5m H, backdrop, stage /set design
 - 9 units 55 inches LED TV
 - Stage truss system (as needed)
 - Microphones (goose and wireless)
 - Amplifiers
 - 2 Laptops (mac and windows) with appropriate connectors
 - 2 Presentation Clicker/Laser Pointer
 - Appropriate cables and video adapters (VGA, HDMI, etc.) and
 - Professional Lighting System (if needed)
 - Signage/roll-up banner
 - Close circuit camera and dedicated cameras for documentation purposes
 - Non wired/wireless internet connection equipment
 - Provide generator set to sustain the electrical requirements of the exhibition and ensure uninterruptible power supply;
 - Ingress on 07 May 2023
 - Egress on 08 May 2023


III. APPROVED BUDGET FOR THE CONTRACT AND MODE OF PAYMENT

The approved budget for the contract is **Seven Hundred Thousand Pesos (PhP 700,000.00)** inclusive of all applicable taxes, government procedure and send bill arrangement.

IV. OTHER REQUIREMENTS

1. Must be Filipino-owned, operated and legally registered professional conference organizer/ production house / events management entity;
2. Must have experience in organizing international events in the Philippines. Bidder to submit company profile and events previously handled.

Contact Person:


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