

TERMS OF SPECIFICATIONS
Services of an Event Integrator / Event Management Company
DOT's conduct of review and assessment of the Republic Act No. 9593
05 June 2023 | Manila, Philippines

I. BACKGROUND

Pursuant to Chapter II, Section 5 of the Republic Act (R.A.) No. 9593, the Department of Tourism (DOT) is mandated to lead tourism development in the country. Since the enactment of the law in 2009, the Philippine tourism industry witnessed growth and created significant contributions to overall national growth and sustainable development agenda. At the same time, the DOT, as a national tourism organization, experienced challenges and issues in seeking to achieve sustainable, competitive, inclusive, and resilient tourism. The tourism landscape has evolved because of the combination of external and internal pressures—political, economic, social, technological, legal, and environmental. Below are some examples.

a) *Impacts of Crises and COVID-19 Pandemic.* The impacts of climate change on the tourism assets and livelihood of host communities have become more prevalent in the past decade. The Coronavirus Disease 2019 (COVID-19) pandemic critically impacted the demand, displaced livelihoods, exposed the vulnerabilities of the industry, destinations, and people to future crises or pandemics;

b) *Impacts of Changes in Institutional Arrangements.* The issuance of Executive Order (EO) No. 138, s. 2021 on the Full Devolution of Certain Functions of the Executive Branch to Local Governments, the Creation of a Committee on Devolution, and for Other Purposes, caused a shift in focus and priorities of the DOT and its attached agencies in tourism development.

c) *Impacts of Technological Advancements.* Business models have evolved because of digital technology. Innovations, including artificial intelligence-enabled products and services, are happening across the tourism value chain. The sharing economy models continue to expand into digital platforms and challenge traditional brick-and-mortar service providers. A variety of economic, social, and legal elements have been raised to redress the disruptions and distortions without restricting innovation.

The opportunity to review the implementation of the Tourism Act of 2009 is provided under Section 145 of the Implementing Rules and Regulation (IRR) of the Act. The implementation of the Act and its Rules shall be subject to congressional review by Congress three (3) years after its approval and promulgation respectively, and every three (3) years thereafter.

This proposed work program aims to support the goal of the Department of Tourism to conduct a review and assessment of the implementation of the Tourism Act of 2009. The DOT will spearhead the review, specifically the Technical Working Group (TWG) to be created as part of this initiative, and with technical assistance from The Asia Foundation, Inc.

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 150 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 uninterrupted power supply;
 - Ingress on 04 June 2023
 - Egress on 06 June 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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