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TERMS OF SPECIFICATIONS
Services of a Conference Integrator / Event Management Company
2022 Philippine Tourism Satellite Accounts and Tourism Statistics Dissemination Forum
05 July 2023 | Manila, Philippines

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I. BACKGROUND

Tourism plays a significant role on the social, economic and environmental development, and cultural landscape of the country. To provide basis for effective and efficient policy research, monitoring, analysis, and development of the industry, there is a need to measure the economic contribution of tourism.

The Tourism Satellite Account (TSA) is a standard statistical framework and the main tool for the economic measurement of tourism. It was developed by the World Tourism Organization (UNWTO), the Organization for Economic Co-operation and Development (OECD), the Statistical Office of the European Communities (Eurostat), and the United Nations Statistics Division. In an effort to measure the economic contribution of tourism, the Philippine Statistics Authority (PSA) in collaboration with the Department of Tourism (DOT) compiles the PTSA.

The PTSA provides a comprehensive set of information on tourism that facilitates its analysis in the context of macroeconomic accounts. It aims to analyze in detail all the aspects of demand for goods and services associated with the activity of visitors.

In this regard, the SEAIMD-OTDPRIM is in need of a Conference Integrator / Event Management Company to provide the physical and technical requirements during the forum.

II. SCOPE OF SERVICES

The Conference 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;
2. Source and hire a voice-over talent to ensure the smooth transition in-between sessions, activities and make the program dynamic and interactive;
3. Source and hire performers for the Opening Ceremonies Production Number including but not limited to one (1) male /female singer and one (1) festival dance group
4. Provide delegate/conference kits for 150 technical and executive staff as well as principal forum participants;
5. 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, 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.
6. 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 – must submit design perspective

- 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)
  - Conference Microphones with Chairman (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
  - Two (2) pcs. acrylic glass plaques with design based on the approved layout to be provided by the end-user
  - Close circuit dedicated camera with Pan Tilt and Zoom Capabilities and remote operation 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 04 July 2023
  - Egress on 05 July 2023
7. Production Management
  a) Must provide a Management Team to execute overall program sequence including but not limited to Artist Management, Technical queueing, Pre and post event rehearsals if needed. Team composition, must provide CV;
  - Program Director (Show Caller)
  - Stage Manager
  - Technical Director
  - Production Manager
  - Others, as necessary

III. APPROVED BUDGET FOR THE CONTRACT AND MODE OF PAYMENT

The approved budget for the contract is **Nine Hundred Ninety Three Thousand Eight Hundred Forty Pesos (PhP993,840.00)** 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 at least more than 5 years of experience in organizing local and international events in the Philippines.
3. Must submit at least 3 similar projects handled in the past; and
4. Must present CVs of proposed team members with at least 5 years' experience
5. Must provide proposed design perspective and proposed artists/performers
6. Must be a DOT-Accredited MICE Organizer

Contact Person:

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