

TERMS OF REFERENCE

Provision of Event Management Services
for the Launching of the Philippine Tourism Awards
Target implementation date: December 11, 2023

I. BACKGROUND

Syncing with World Tourism Day, the Department of Tourism, through the Office of Tourism Standards and Regulation shall be launching the Philippine Tourism Awards. The PTA is envisioned to become the highest and most prestigious citation in Philippine Tourism. It aims to give due recognition to individuals and institutions in the tourism industry whose creativity, expertise, professionalism, and service have been of the highest standards.

II. SCOPE OF SERVICES

The Event Management Company shall:

1. Conceptualize, manage, and execute the overall program for the launching of the Philippine Tourism Awards;
2. Form an Event Management Team that will coordinate, oversee, and manage the required physical and technical requirements of the event, both online and on-site, which may include, but are not limited to the following:
 - a. Event Coordinator
 - b. Content Manager
 - c. Creative Director/ Graphic Artist
 - d. Event Director/ Show Director
 - e. Technical Director
 - f. Script Writer
 - g. Photographer & Videographer
 - h. Set Designer/ Production Designer
 - i. Event Host/ Master of Ceremonies
 - j. Stage Manager
 - k. Voice Over Talent
 - l. Sound Engineer
 - m. Lighting Director
 - n. Technical Crew
 - o. Talent Coordinator
 - p. Others as necessary / required

3. Source and hire a Conference/ Corporate Host or Master of Ceremonies to ensure a seamless, dynamic, vibrant, and interactive program.
4. Hire musicians or cultural performers for entertainment during the event. Performances must be consistent with the theme of the event.
5. Provide the following general requirements:
 - a. Create pre-event promotional materials and facilitate attendance promotions and invitations;
 - b. Design creative materials including event banner, background, signage, digital juice, title card, etc;
 - c. Prepare a Script and Program Flow Scenario to include (but not limited to) the following: Spiels of Host/ Voice-over, Speaker's Introduction, and other announcements and event information;
 - d. Conduct an ocular inspection of the venue;
 - e. Organize and facilitate Technical Rehearsals with the members of the organizers and DOT representatives;
 - f. Record all sessions and upload them to a specific online drive including all other creative material pertaining to the event;
 - g. Photo and Video Documentation of the event, including presentations in the session must be endorsed to the DOT on an external hard drive.
 - h. Creation of AVPs featuring historical Philippines' previous awarding programs
 - i. Same-day Edit for the event
 - j. Live-streaming of the Event to a streaming platform and DOT's Official Social Media Pages
6. Provide the following Physical and Technical Requirements:
 - a. Overall venue and production design, execution, and/or construction for the event to include but not limited to the following:
 - i. Stage Design (existing stage at the venue)
 - ii. Venue Dressing
 - iii. Printing of Banners, Signages, Title Cards, Brochures, etc.
 - iv. Registration Booth (including clipboards, markers, notepads, pens, alcohol dispensers, etc.)
 - v. Uniform for the technical team consistent with the theme of the event
 - b. Provision of the following event requirements and/or coordination with the venue, Philippine International Convention Center (PICC), and its technical team for the setup, installation, and execution of all physical and technical requirements which shall include, but not be

limited to the following:

- i. Audio, Visual, and Lights (FOH, backline, speakers, monitors, microphones, teleprompters, multi-channel mixing boards, lighting controllers & consoles, etc.)
- ii. LED Wall Screen, Backdrop, Stage/ Set/ Production Design
- iii. LED Projector and Screen (as needed)
- iv. Stage/ Lights Trussing (as needed)
- v. Teleprompter
- vi. Microphones (Goose and Wireless)
- vii. Amplifiers and Monitors
- viii. 2 Laptops (Mac and Windows) with appropriate connectors
- ix. 2 Presentation Clicker/ Laser Pointer
- x. Appropriate audio cables and video adapters (VGA, HDMI, etc.)
- xi. Professional Lighting System (if needed)
- xii. Signage/ Roll-up Banners
- xiii. Camcorders/ DSLRs/ Mirrorless/ PTZ/ Broadcasting/ Action Cameras and dedicated cameras for documentation purposes
- xiv. Non-wired/ Wireless Internet Connection Equipment
- xv. Live-streaming to at least 1 platform

7. Attend preparation and post-event meetings

8. Submit to DOT the following after the event:

- a. At least two (2) copies of printed and electronic narrative documentation report
- b. Compilation of video and photo documentation in an external hard drive

III. APPROVED BUDGET FOR THE CONTRACT AND MODE OF PAYMENT

The approved budget for the contract is **Nine Hundred Fifty Thousand Pesos (PhP 950,000.00)** inclusive of all applicable taxes, Government Procedures, and send bill arrangement.

IV. MINIMUM REQUIREMENTS

1. Must have platinum membership in PhilGEPS
2. Must have experience in handling at least five (5) tourism-related government events
3. Must have experience in handling at least one (1) event attended by local and national government executives
4. Must have handled at least one (1) launching event in the last 2 years
5. Must have the capability to design, fabricate, and install decorations and design elements for the stage and venue
6. Must be amenable in send bill arrangement

V. 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.
3. Bidder to submit company profile and events previously handled.

Contact Person:



MS. CHARM DALISAY-JIMENEZ/ MS. CRISTINA OCHANGCO

Project and Investment Evaluation Division

Contact No.: 8459-5200 to 30 local 106

ctdalisay@tourism.gov.ph / mcmserafico@tourism.gov.ph / invest@tourism.gov.ph

Approved by:



VIRGILIO M. MAGUIGAD, EnP. 10/20/2023

Director

Office of Tourism Standards and Regulation