

**OFFICE OF TOURISM STANDARDS AND REGULATION
STANDARD DEVELOPMENT DIVISION**

**TECHNICAL SPECIFICATION
(Events Management Company)**

I. PROJECT TITLE : 2023 ASEAN TOURISM STANDARDS AWARDING CEREMONY

II. EVENT DETAILS

Date : 29 November 2023
Time : 5:30 PM – 9:30 PM
Attendees : 120 Pax

III. PURPOSE/OBJECTIVES

- To award tourism enterprises which implement the ASEAN Tourism Standards in their respective operations
- To recognize the efforts of tourism enterprises which embody quality human resources management, facilities, services, and sustainable practices in their operations
- To strengthen partnership with the Local Government Units (LGUs) and the tourism industry stakeholders in the pursuit of excellence through the implementation of the ASEAN Tourism Standards

IV. MINIMUM REQUIREMENTS FOR BIDDERS

- Must be an events management company for at least five (5) years
- Must have experience in handling big tourism events, such as but not limited to awarding ceremonies, summits, conferences, travel fairs, including hybrid events
- Must be willing to provide services on a send-bill arrangement

V. SCOPE OF WORK AND DELIVERABLES

A. Production Concept

- Propose a central concept that will generate a consistent and integrated feel of the entire activity. The event organizer shall execute the concept, as approved by OTSR-SDD.

B. Production Set Up and Design

The Events Management Company shall provide the following mounting and technical requirements:

- Dress up the following:
 - Stage and backdrop
 - Registration Table Styling
 - Photo Wall Backdrop
 - Welcome Board

- Fabrication, installation, and assembly of LED wall backdrop framing
- Video LED wall for video playback, presentations, complete with switcher, playback laptop, cables, and technicians
- Teleprompter for a video monitor with presenter clicker
- Lighting System
 - Stage lighting with frontals
 - Follow Spot
 - Mood lightings
 - Stage backdrop lightings
 - Registration backdrop lighting
 - Welcome Arch Lighting
- Sound System
 - Professional speaker system
 - Complete signal and power cables
 - Speaker stands
 - Subwoofer
 - Digital auto mixer
 - Three (3) wireless microphones
 - Technical rider for performers
 - Laptop for audio playback
 - Sound Engineer

C. Provision of Talents - Hosts, Entertainers, Ushers and Usherettes

- 1 Host or Emcee
- 10 Ushers or Usherettes in Uniform
- Entertainer/s for individual or Group Performance

D. Event Handling

The Events Management Company shall cover the mounting and running the program to include:

- Provide the creative, production and technical teams including Stage or Technical Director, Writer, Stage Manager, Production Assistants, and other crew, as maybe necessary
- Scripting and Direction
- Coordination with OTSR-SDD and the venue representatives
- Handling of corollary activities, such as but not limited to ingress, egress
- Five (5) Multi-way wireless communication headsets for the Secretariat

E. Video and Photo Documentation

- HD Quality Video Coverage with Same Day Edit for uploading to the LED wall during the event
- Unlimited HD Quality Event Photos
- Brief Write-up of the event to be submitted to DOT before the actual Event
- Photo/Video copy (both raw and final files in flashdrive or CD) to be submitted to DOT 1 week after the event
- Post Event Report to be submitted to DOT 1 week after the event

F. Provision of Plaques (see ANNEX A for the Names and ANNEX B for the Design)

- Twenty-seven (27) Wooden Plaques
- Nine (9) Hall of Fame Glass Plaques

G. Provision of Tokens

- One Hundred Twenty (120) pieces of the following:
 - Go Lokal (DTI) Item (winning bidder may recommend the item for approval of the end-user)
 - Totebag (rectangular bottom) with “Love the Philippines” Logo

VI. BUDGET ESTIMATE

Nine Hundred Forty-Three Thousand Pesos Only
(P 943,000.00)

** The winning bid however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.*

VII. TERMS OF PAYMENT

Government Procedure, Send Bill Arrangement

VIII. PROJECT OFFICER/CONTACT PERSON

JC JAN O. CUETO / SHARLEMAGNE S. VALDEZ

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Approved by:

VIRGILIO M. MAGUIGAD, EnP

Director

Office of Tourism Standards and Regulation

27 WOODEN PLAQUES

ANNEX A

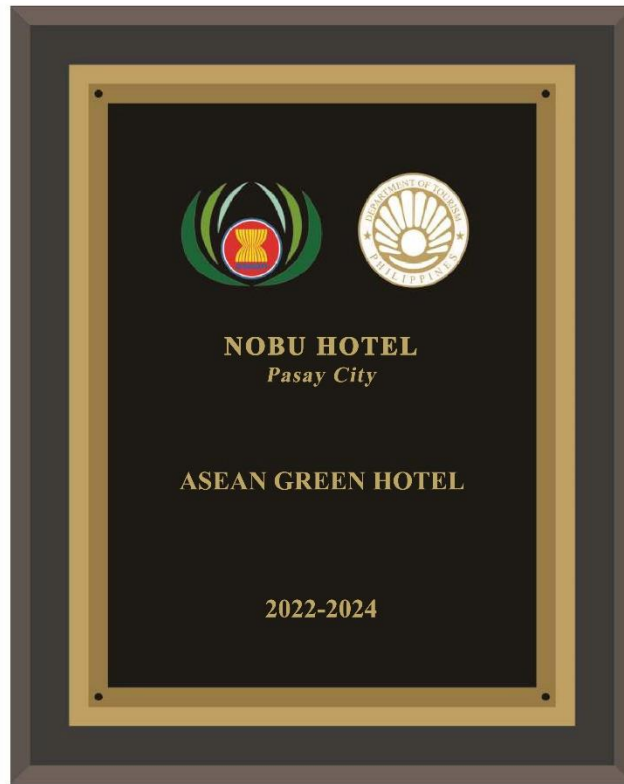
2022-2024 AWARDEES	
ASEAN GREEN HOTEL	
1. Nobu Hotel	
2. Nuwa Hotel	
3. Hyatt Regency	
4. Conrad Manila	
ASEAN CLEAN TOURIST CITY	
1. Baguio City	
2. City of Ilagan	
ASEAN MICE VENUE (MEETING ROOM CATEGORY)	
1. Conrad Manila	
2. Baguio Country Club	
3. Quest Plus Conference Center Clark	
4. Widus Philippines, Inc. (Clark Marriott Hotel)	
5. Astoria Palawan	
ASEAN MICE VENUE – EXHIBITION HALL CATEGORY	
1. Manila Exposition Complex, Inc.	
2. Baguio Country Club Corporation	
13	SUB TOTAL

2023-2025 AWARDEES	
ASEAN COMMUNITY BASED TOURISM	
1. Palau Environmental Protectors Association (PEPA)	
ASEAN HOMESTAY	
1. Sagada Innkeepers and Homestays Association (SIHA) - President / LGU	
1.1. Inandako's Bed and Breakfast	
1.2. Gina's Homes	
1.3. Sid Homestay	
1.4. Hide Away House	
1.5. Maryhilz Homestay	
ASEAN PUBLIC TOILET	
1. Cordillera Convention Hall	
2. William Tan Enterprises, Inc. (Caltex Irawan)	
3. DEU 818 Corporation (High Ridge Restaurant)	
4. Shell OG1 at Northwalk 2	
5. City Environment and Management Office (Botanical Garden and Wright Park Public Toilets)	
ASEAN SPA SERVICES	
1. Apricus Therapeutic Clinic at Hilton Clark	
2. Quan Spa at Clark Marriott Hotel	
14	SUB TOTAL

9 HALL OF FAME GLASS PLAQUES

HALL OF FAME			
1. Amarela Resort	2014-2016 (GH)	2016-2018 (GH)	2020-2022 (GH)
2. Amorita Resort	2016-2018 (GH)	2018-2020 (GH)	2020-2022 (GH)
3. Baguio Country Club	2014-2016 (GH) 2018-2020 (MICE)	2016-2018 (GH) 2020-2022 (MICE)	2018-2020 (GH) 2022-2024 (MICE)
4. Daluyon Beach and Mountain Resort	2012-2014 (GH)	2014-2016 (GH)	2016-2018 (GH)
5. Conrad Manila	2018-2020 (GH) 2018-2020 (MICE)	2020-2022 (GH) 2020-2022 (MICE)	2022-2024 (GH) 2022-2024 (MICE)
6. The Manor at Camp John Hay	2014-2016 (GH)	2016-2018 (GH)	2018-2020 (GH)
7. The Bellevue Resort Bohol	2016-2018 (GH)	2018-2020 (GH)	2020-2022 (GH)
9	SUB TOTAL		

LAYOUT OF WOODEN AND GLASS PLAQUES



6.5"