

## TECHNICAL SPECIFICATIONS

<b>BIDDER</b>	:	<b>EVENT MANAGEMENT SERVICE</b>
<b>PROJECT TITLE</b>	:	<b>1<sup>ST</sup> PHILIPPINE GOLF TOURISM SUMMIT</b>
<b>PROJECT DATE</b>	:	<b>28 NOVEMBER 2023</b>

### I. PROJECT BACKGROUND

The Philippines has seen a steady rise in the popularity of golf tourism in recent years. With its picturesque landscapes, favorable climate, and world-class golf courses, the country has become an attractive destination for golf enthusiasts. However, for the country to ensure the sustained growth and development of the golf tourism industry, it is crucial to understand the challenges, opportunities, and emerging trends in the sector.

The project involves conducting the 1<sup>st</sup> Philippine Golf Tourism Summit to gather insights, recommendations, and concerns from key stakeholders of the golf tourism industry in the Philippines. By engaging with golf course owners, tour operators, tourism officials, golfers, and golf associations, the project aims to understand the challenges and opportunities within the sector. The gathered information will inform and enable policymakers and tourism authorities to make informed decisions and implement strategies to better enhance the golf tourism experience and to promote the sustainable growth of golf tourism in the Philippines.

### II. OBJECTIVES

The 1<sup>st</sup> Philippine Golf Tourism Summit seeks to:

- Gather valuable insights and information from the golf tourism stakeholders with regards to the challenges they encounter currently;
- Hear the suggestions of golf tourism stakeholders on how they see golf tourism can further improve and develop, by hearing their inputs this will enable policymakers and tourism authorities to make informed decisions that will help them implement targeted strategies that will further develop the golf tourism experience in the Philippines. Making sure that all golf tourism stakeholders benefit from the policies and strategies they will be implemented after this event.
- Formulate a Sustainable Golf Tourism Development Plan that is align to the NTDP of the Department of Tourism that highlights the beauty of all our tourism destination in country; and
- Produce and Develop Markets and Golf Tourism Packages in partnership with the Golf Tourism Stakeholders that will attract the international golfing market and garner international recognition from award giving bodies recognizing the Philippines as premier golf destination in the world.

### III. PARTICIPANTS

The launching will be participated by a total of Two Hundred Forty (240) people consisting of Golf Associations, Golf Tournament Organizers, Travel Agencies, Tour Operators, representatives from hotel industry, other government agencies, and the Department of Tourism officials and its attached agencies. Most importantly, the summit will be participated by different golf course General Managers and their President.

#### **IV. MINIMUM REQUIREMENTS FOR SUPPLIER:**

- Must be a professional full-service Events Management Company for the last two (2) years specializing in conceptualizing, producing, organizing, staging a national level full packaged corporate event physically;
- Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS);
- Must have a team of professionals for creative, technical, and production staffing:
  - Director
  - Lighting Director
  - Technical Director
  - Production Manager
  - Stage Manager
  - Event Host
  - Runner/ Utility

#### **V. SCOPE AND WORK DELIVERABLES**

##### **1. Overall Event Management and Manpower Support**

- Event planning, design, and production;
- Coordination with DOT Events Committee for details and requirements of the event;
- Scouting, organizing facilities and managing all event details including but not limited to décor/ physical arrangements/ lights and sounds, equipment, host program, printing of Banner, Signage, Title Cards;
- Arrangement/ coordination of flow activities from ingress to egress;
- Coordination will be all suppliers and venues; and
- inclusion of miscellaneous fees such as communication and transportation.

##### **2. On-site Event Proper**

###### **✓ Technical Requirements:**

- Professional lighting and sound system suitable for a corporate event for 200 pax/ attendees;
- LED wall screen 4m W x 2.5m H, backdrop, stage/set design;
- 1 Cameras (1 Stationary/ 1 Roving) for documentation purposes;
- 1 laptops (MAC or Windows) with appropriate connector;
- 2 units of Wireless microphones;
- Appropriate cables and video adapters (VGA, HDMI etc.); and
- Signage/ roll-up banners size 2.75 ft x 6.5 ft (For DOT Event Committees Approval);

###### **✓ Talent Management**

- Voice over talent (Certified Voice Artist); and
- 1 professional performers (Cultural) with Four (4) Dance number inclusive of costumes and props and/or 1 professional singer.

*Must submit the name and experiences of proposed talent for approval of the end user.*

### **3. Documentation and Live Streaming**

- Management of Live Broadcast via ZOOM for participation of the Regional and Foreign Offices;
- Same day edit video Presentation for playback at the end of the event.

## **VII. BUDGET**

The total budget is **SIX HUNDRED NINETY THOUSAND PESOS (690,000.00)**, inclusive of applicable taxes and should cover all requirements enumerated above.

## **VI. CONTACT INFORMATION**

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