

**TERMS OF SPECIFICATIONS**  
**Services of an Event Integrator / Event Management Company**  
**Tourism Champions Challenge (TCC) Awarding Ceremony**  
19 January 2024 | Cebu, Philippines

**I. BACKGROUND**

The Tourism Champions Challenge (TCC) is an annual process of invitation, enhancement, selection, and execution process for tourism-related projects targeted to enhance destination areas of local government units (LGUs) through sustainable, inclusive, and resilient tourism strategies. It aims to enhance and develop local tourism destinations by soliciting project concepts/ideas and providing technical assistance through the conduct of capacity building to augment the LGU's competence in formulating, developing, and managing projects, as well as support excellent and notable tourism projects.

A total of 98 project proposals from 90 LGUs were received by the DOT Regional Offices. Among these submissions, 42 proposals were endorsed by the DOT Regional Offices to the TCC Committee on June 30, 2022. Knowledge Partner PricewaterhouseCoopers (PwC) Philippines has provided invaluable contribution by conducting validation test on the selection processes of the DOT Regions and TCC Committee.

On 20 to 24 November 2023, a face-to-face training activity was conducted at Puerto Princesa City with 15 selected LGUs to enhance their project proposals. Currently, the LGUs are working to finalize their proposal, presentation, and other requirements to implement the project.

Each LGUs will be presenting their final presentation to the TCC Committee and invited judges on January 18, 2024 in Cebu. This will be followed by the TCC Awarding Ceremony of top 5 LGUs each from Luzon, Visayas and Mindanao on January 19, 2024. In line with this, the DOT Office of Special Concerns needs an **Event Integrator or Event Management Company** to provide the physical and technical requirements during the TCC Awarding Ceremony in **Cebu on January 19, 2024**.

**II. SCOPE OF SERVICES**

The Event Integrator/Management Company 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 an emcee/facilitator and technical writer who are 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 the following general requirement:
  - a) Design creative materials including event TCC banner, 15 LGU project roll-up banners, animation, background, photo wall, nameplates, signage, digital juice, title card, etc.;
  - b) Facilitate Technical Rehearsal; secure all copies of LGU videos, omnibus video, AOB videos, messages, photos, presentations, technical requirement, and etc.
  - c) Conduct of final orientation or dry run of the event at a schedule to be identified by DOT OSC before the actual event;
  - d) Provide Cultural Presentation and Singer Performers
  - e) Record the awarding ceremony and upload to a specific online drive including all other creative material pertaining to the event;

- f) Document in photo and video the event to include messages, awarding of each LGUs, and endorse to the DOT in an external hard drive, complete with editing and same day edit (SDE);
  - g) Provision and management livestream/broadcast to DOT Facebook page; and
  - h) Provide all logistical requirement of event management crew, including land transportation and meals.
4. 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 and decoration
    - Venue styling with the theme of: sustainable, inclusive and resilience tourism.
    - Printing of banners, sintra-board cheques, standee/roll-up banners, signages, title cards, table assignments, VIP names, registration labels, etc.
    - 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 venue 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 of at least W 4m x 2.5m H, backdrop, stage /set design
    - 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.)
    - Extension wires enough for tapping of local handler
    - Professional Lighting System
    - Signage/roll-up banner
    - Close circuit camera and dedicated cameras for documentation purposes
    - Non wired/wireless internet connection equipment
    - Ingress on 18 January 2024 (starts at 10pm)
    - Egress on 19 January 2024 (starts at 9pm)

### III. APPROVED BUDGET FOR THE CONTRACT AND MODE OF PAYMENT

The approved budget for the contract is **Eight Hundred Thirty-Nine Thousand Six Hundred Sixty-Six Pesos 66/100 (PhP 839,666.66)** inclusive of all applicable taxes, government procedure, and send bill arrangement.

### IV. OTHER REQUIREMENTS

1. Must be Filipino-owned, with local Cebu-partner, or must be based in proximity to the venue/location of the event so as to have mastery on local spatial conditions, and on the stakeholders of the tourism value chain, operated and legally registered professional conference organizer/ production house / events management entity; and
2. Must have experience in organizing international events in the Philippines for the past 5 years. Bidder to submit company profile and events previously handled.

**Contact Person:**

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