

## **TERMS OF REFERENCE**

- I. Project Title : Palawan Philippine Experience Program (PEP) Launching**
- II. Date : April 10 – 12, 2024**
- III. Service : Events Management Company**

### **IV. Objectives**

1. Diversify the cultural tourism product offerings of the country for both domestic and international tourists
2. Equalize opportunities and spread the benefits of tourism across the regions and destination of the country
3. Improve the identity of the Philippines as a Cultural destination through the development and packaging of unique Filipino tourism experiences
4. Promote both known and lesser-known cultural, heritage, and art products, activities, and destinations in the country

### **V. Scope of Service**

The service provider should be able to provide the rental of stage, LED walls, lights and sounds, photobooth, photo and video documentation, and other technical support for the 3-day launching.

### **VI. General Requirements**

Must be a Philippine organization capable of providing the following services:

- Special events conceptualization and management;
- Logistical requirements;
- Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);
- Must be willing to provide services on send-bill arrangement;
- Must have at least 3-year experience in organizing medium/large scale events and must be based in the MIMAROPA Region;
- Must have a team member knowledgeable about Palawan, to ensure that the proposed components are in line with the event objectives;
- Must submit list of team members;
- Must have experience and expertise in conceptualizing, implementing, and managing major local or international related events of similar magnitude;
- Must submit a project implementation plan and creative proposal;
- Must present a detailed concept plan for all the technical set-up in every attraction identified

### **VII. Documentary Requirements**

- Mayor's/Business Permit
- Proof of PhilGEPS Registration
- Omnibus Sworn Statement
- SEC/DTI Permit
- Proposed Layouts per site/attraction

*Note: All documentary requirements and proposal shall be sent via email at [dot4b.bacsecretariat@gmail.com](mailto:dot4b.bacsecretariat@gmail.com)*

## **VIII. Specific Requirements**

### **A. Small Scale Set-Up (Half-day Rental for 150pax)**

Identified locations for the medium set-up:

1. Hotel Accommodation of the participants on April 10, 2024
2. Puerto Princesa International Airport on April 10, 2024
3. Palawan Heritage Museum on April 10, 2024
4. Immaculate Concepcion Cathedral on April 10, 2024
5. Iwahig Penal Farm Tour on April 10, 2024
6. Sabang Magrove Paddle Tour on April 11, 2024
7. Balayong People's Park on April 11, 2024
8. Cacaoyan Forest Park on April 11, 2024

Each of the location must have the following set-up:

#### **A.1. Two (2) pieces LED Poster**

- 2ft (Width) x 6.3ft (Height)
- 256\*768 = 196608pixels
- Frame Rate = 150 frame/s
- Brightness 1200cd/sqm
- Operation System – Window Series
- Formats – jpg, gif, avi, mp4, mpeg, etc.
- Layout (See Annex A)

#### **A.2. One (1) piece Horizontal Cloth Poster**

- Size: 2 meters (Width) x .8 meters (Height)
- Printing Method/s: Direct-to-garment Printing, Screen Printing, Dye sublimation printing, or HTV printing
- Full color printing
- Layout (See Annex B)

#### **A.3. Ten (10) sets of Customized Cloth Buntings**

- Made from 6in x 7in x 7in cloth with 120 inches twine/string per set
- Printing Method/s: Direct-to-garment Printing, Screen Printing, Dye sublimation printing, or HTV printing
- Must be decorated within the venue
- Layout (See Annex C)

#### **A.4. Lights and Sounds**

- 2 Powered Speakers
- 2 Wireless Microphones
- 1 Wired Microphone
- 1 Audio Mixer
- 1 Laptop Audio Source
- 1 DJ Controller

- 1 Sound Tech
- 4 PAR LED Lights for Backdrop
- 1 DMX Controller
- 1 Light Tech
- Local Flowers and plant decorations

## **B. Large Scale Set-Up (Half-day Rental for 150pax)**

Identified locations for the medium set-up:

1. Plaza Cuartel on April 10, 2024
2. Mitra's Ranch on April 10, 2024
3. Puerto Princesa Underground River Sabang Wharf on April 11, 2024
4. Tabon Cave Complex on April 12, 2024

Each of the location must have the following set-up:

### **B.1. Three (3) pieces LED Poster**

- 2ft (Width) x 6.3ft (Height)
- 256\*768 = 196608pixels
- Frame Rate = 150 frame/s
- Brightness 1200cd/sqm
- Operation System – Window Series
- Formats – jpg, gif, avi, mp4, mpeg, etc.
- Layout (See Annex A)

### **B.2. Two (2) pieces Horizontal Cloth Poster**

- Size: 2 meters (Width) x .8 meters (Height)
- Printing Method/s: Direct-to-garment Printing, Screen Printing, Dye sublimation printing, or HTV printing
- Full color printing
- Layout (See Annex B)

### **B.3. Twenty (20) sets of Customized Cloth Buntings**

- Made from 6in x 7in x 7in cloth with 120 inches twine/string per set
- Printing Method/s: Direct-to-garment Printing, Screen Printing, Dye sublimation printing, or HTV printing
- Must be decorated within the venue
- Layout (See Annex C)

### **B.4. Professional Sound System, Lights & Effects and LED Wall Rental**

- Overall supplier/ technician for sounds and lights to coordinate requirements with DOT MIMAROPA staff
- Technician to handle sound mixing
- Technician to handle lighting control
- Two units power follow spotlights
- 10 units wired microphones, 3 units wireless mics for the Emcees
- At least 24pcs par 64 spotlights or LED lights
- Rain lights and live feed

- Dimming/ control board for the lighting equipment
- 8 units moving heads for special effects
- 4 units large house speakers
- 4 units stage monitor speakers
- Scaffolding/stands for lighting and speakers
- Mixing boards/ consoles/ equalizers/processors/ effects
- System cables and interface materials
- Communication system for production staff
- One unit teleprompter (at least 40 inches) set for the Emcees with connections for playback scripts, lyrics
- Stage Set-up: 10x20ft LED Wall, Elevated Stage, rostrum/podium with DOT Logo (Acrylic), flowers and plants, 2 professional emcees for the event, etc.

## **C. Other Support**

### **C.1. Triangle Flags for Underground River Boats**

- Made from 2ft x 1.5ft x 1.5ft cloth
- Printing Method/s: Direct-to-garment Printing, Screen Printing, Dye sublimation printing, or HTV printing
- 85 pieces
- Full color printing
- Layout (See Annex D)

### **C.2. Photo and Video Documentation**

- Hiring of services of professional photography and video editors for the 3-day program. Portfolio subject for approval;
- Must be able to cover and produce high resolution photos and videos with drone shots per day of the program subject for approval;
- Must be able to produce one (1) 5-minute promotional AVPs/videos of the 3-day event and three (3) 1.5-minute same day video edit subject for approval by the end-user;
- All outputs of photo and video coverage should be all original clips and photos and must be in the property of the DOT MIMAROPA Regional Office after approval of the said outputs
- Must submit all photos and videos thru a hard drive and a google drive link

### **C.3. Manpower Personnel**

- Must provide overall coordinator for the three-day event
- Suggested manpower personnel: Stage Director, event runner, usherette/ushers, emcee/s, scriptwriter, registration/stamping personnel

### **C.4. Meals for Performers and Support Staff**

- Packed breakfast, lunch, and dinner for performers and booth construction personnel (50pax) goof for 5 days

## **IX. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract is **NINE HUNDRED EIGHTY-SIX THOUSAND SEVEN HUNDRED PESOS ONLY (PHP 986,700.00)** inclusive of all government taxes and charges in accordance with existing government accounting rules and regulations.

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.

## **X. PAYMENT SCHEMES**

Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

## **XI. CONTACT PERSON**

### **MARC RAMIRO R. ORTIZ LUIS**

Tourism Development Division, DOT MIMAROPA  
(02) 459-5200 loc. 119  
0917-716-0305

## COST BASIS

<b>LIVE LEVELS</b> <b>LIGHTS AND SOUNDS + LED WALL PACKAGES 2019</b>					
PACKAGE	<b>PACKAGE A</b> Good for 100 pax	<b>PACKAGE B</b> Good for 100 pax	<b>PACKAGE C</b> Good for 150 pax	<b>PACKAGE D</b> Good for 150 pax	<b>PACKAGE E</b> Good for 200 pax
INCLUSIONS	Lights & Sounds Plus Projector	Lights & Sounds Plus 7x9 Led Wall	Lights & Sounds Plus 7x11 Led Wall	Lights & Sounds Plus 7x15 Led Wall	Lights & Sounds Plus 9x12 Led Wall
	<ul style="list-style-type: none"> <li>• 12 Par Led Lights</li> <li>• 2 Moving Heads</li> <li>• 1 Haze Machine</li> <li>• 2 Light Stands</li> <li>• 1 DMX Controller</li> <li>• 2 JBL Speakers</li> <li>• 2 Wireless Mics</li> <li>• 2 Wired Mics</li> <li>• 2 Speaker Stands</li> <li>• 2 Mic Stands</li> <li>• 1 Alto 16Ch Mixer</li> <li>• 1 Laptop-Playback</li> </ul>	<ul style="list-style-type: none"> <li>• 12 Par Led Lights</li> <li>• 2 Moving Heads</li> <li>• 1 Haze Machine</li> <li>• 2 Light Stands</li> <li>• 1 DMX Controller</li> <li>• 2 JBL Speakers</li> <li>• 2 Alto Subs</li> <li>• 2 Wireless Mics</li> <li>• 2 Wired Mics</li> <li>• 2 Speaker Stands</li> <li>• 2 Mic Stands</li> <li>• 1 Mackie 16Ch Mixer</li> <li>• 1 Laptop-Playback</li> </ul>	<ul style="list-style-type: none"> <li>• 16 Par Led Lights</li> <li>• 4 Moving Heads</li> <li>• 1 Haze Machine</li> <li>• 2 Light Stands</li> <li>• 1 Avolites Controller</li> <li>• 4 JBL Speakers</li> <li>• 2 Alto Subs</li> <li>• 2 Wireless Mics</li> <li>• 2 Wired Mics</li> <li>• 2 Speaker Stands</li> <li>• 2 Mic Stands</li> <li>• 1 Mackie 32Ch Mixer</li> <li>• 1 Laptop-Playback</li> </ul>	<ul style="list-style-type: none"> <li>• 20 Par Led Lights</li> <li>• 4 Moving Heads</li> <li>• 1 Haze Machine</li> <li>• 4 Light Stands</li> <li>• 1 Avolites Controller</li> <li>• 4 JBL Speakers</li> <li>• 2 Beta3 Subs</li> <li>• 4 Wireless Mics</li> <li>• 2 Wired Mics</li> <li>• 4 Speaker Stands</li> <li>• 2 Mic Stands</li> <li>• 1 Mackie 32Ch Mixer</li> <li>• 1 Laptop-Playback</li> </ul>	<ul style="list-style-type: none"> <li>• 24 Par Led Lights</li> <li>• 6 Moving Heads</li> <li>• 1 Haze Machine</li> <li>• 6 Light Stands</li> <li>• 1 Chamsys Controller</li> <li>• 2 AT Line Array</li> <li>• 2 JBL Speakers</li> <li>• 2 Beta3 Subs</li> <li>• 4 Wireless Mics</li> <li>• 2 Wired Mics</li> <li>• 4 Speaker Stands</li> <li>• 2 Mic Stands</li> <li>• 1 Mackie 32Ch Mixer</li> <li>• 1 Laptop-Playback</li> </ul>
STANDARD COST*	Php 15,000	Php 23,000	Php 28,000	Php 32,000	Php 37,000



DEVELOPMENT BANK OF THE PHILIPPINES  
 Head Office: Sen. Gil J. Puyat Avenue corner  
 Makati Avenue, Makati City, Philippines

### REQUEST FOR QUOTATION

The Development Bank of the Philippines (DBP), through its Regional Bids and Awards Committee – Northern Luzon, will undertake a Small Value Procurement for the **"Rental of Professional Sound System, Lights & Effects, and LED Wall Services"** in accordance with Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

The details of the projects/activities/programs are as follows:

Name of Project:	<b>Rental of Professional Sound System, Lights &amp; Effects, and LED Wall Services</b>
Area of Delivery & Installation:	CAP John Hay Trade and Cultural Center, Ordonio Drive, Camp John Hay, Baguio City
Contract Period	November 3 – 4, 2022
Specification:	See attached Terms of Reference
Approved Budget for the Contract	Eighty-Five Thousand Pesos (P85,000.00), inclusive of all taxes

Interested suppliers are required to submit their signed Price Quotation Form (Annex "B") on or before 3:30 P.M. of October 10, 2022. Open quotations may be submitted at DBP BBG – Northern Luzon, DBP Building, Lower Session Road, Baguio City or through email address [nbg@dbp.ph](mailto:nbg@dbp.ph).

The project shall be awarded to the supplier/s determined to have submitted the single or lowest and responsive quotation. The proponent/s with the lowest and responsive quotation shall be required to submit to the BAC certified copies of the following documents before award of the project/contract:

1. Mayor's / Business Permit
2. PhilGEPS Registration
3. Omnibus Sworn Statement

For inquiry, you may contact Ms. Ariane Xyrille P. Cacho at Telephone No. (074) 442-5308.

**MARIA DOLORES C. GUEVARA**  
 First Vice President  
 Head, BBG-Northern Luzon



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Fabric Materials: Polyester  
Sublimation Printing with Sewing all sides included.  
Selling Price per sq feet: 100.00 per sq feet.

Sizes Available:

2 x 3 feet 600.00  
2 x 6 feet 1,200.00

3 x 4 feet 1,200.00  
3 x 5 feet 1,500.00  
3 x 6 feet 1,800.00  
3 x 7 feet 2,100.00

Maximum Width: 3 feet  
and other sizes. please contact us!

How to order:

1. Process your order through Shopee
2. Send us the file through chat or email (alphadigitalph@gmail.com)- include order number for reference
3. File format should be in PDF, JPG, PNG or PSD

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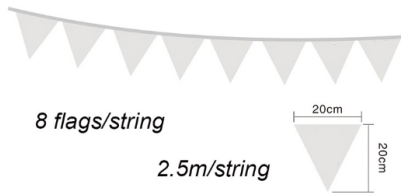
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**WEDDING PACKAGE A-1: WP-A-1**

\*Unlimited Shots in DVD (All High Resolution)

\*1 Head Photographer

\*1 Head Videographer (Full HD Resolution: 1080p Format)

\*1 Assistant

\*25 to 45min++ Final Edited Full HD Resolutions Videos, 1080p (2 Copies DVD Format)

\*All Raw Files to be saved in an External Hard Drive to provided by the client

**\*Price: P30,000.00**