

TECHNICAL SPECIFICATIONS
Services of an Event Integrator / Event Management Company

Tourism Coordinating Council (TCC) Meeting

11 June 2024 | Philippine International Convention Center (PICC), PICC Complex, Pasay City, Metro Manila

I. BACKGROUND

Established under the Republic Act 9593, the Tourism Coordinating Council (TCC) is an inter-agency body tasked to coordinate national tourism development efforts, including implementing the National Tourism Development Plan (NTDP). Among the members of the TCC are national government agencies, government leagues, and tourism organizations.

The National Tourism Development Plan 2023-2028, the successor plan, provides direction and development framework to national and local tourism stakeholders in their journey to full recovery for the period 2023-2028.

Given the ongoing implementation of the NTDP 2023 – 2028, the TCC should be called to provide additional guidance and support towards the realization of its goals and strategies.

In this regard, the DOT-OTDPRIM needs a Conference Integrator / Event Management Company to provide the physical and technical requirements during the said meeting.

II. SCOPE OF SERVICES

The Event Integrator / Event Management Company based in Metro Manila shall provide the following:

1. Form an Event Management Team / Production House / Conference Integrator that will execute, oversee, and manage the required onsite physical & technical requirements of the event;
2. Source and hire a facilitator and technical writer who is knowledgeable in the field of tourism development to moderate the discussion, wrap up, and synthesize the event as well as prepare and write the event /meeting report;
3. Source and hire performers for the Opening Ceremonies Production Number including but not limited to one (1) male/female singer and/or one (1) festival dance group;
4. Source and hire a voice-over talent to ensure a smooth transition in-between sessions, and activities and make the program dynamic and interactive
5. Provide delegate/conference kits for 110 technical and executive staff as well as principal TCC participants;
6. Provide the following general requirements:
 - a) Design creative materials including event banner, background, signage, digital juice, title card; stand-by printer with ink for printing of documents on the day of the event
 - b) Facilitate Technical Rehearsal; secure a copy of presentation and management of pre-recorded presentations, technical requirement and etc.
 - c) Conduct of final orientation or dry run of the event at a schedule to be identified by DOT before the actual event;
 - d) Record all sessions and upload them to a specific online drive including all other creative material about the event;
 - e) Document in photos and video the event to include presentations in the session and endorse to the DOT in an external hard drive with Same-Day Edit Video and Photo Documentation;
7. 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 (*using the existing stage of the venue*)
 - Venue Styling
 - Printing of Banners, Signage, Title Cards
 - Registration booth with the inclusion of three (3) laptops (Mac and/or Windows)

b) Provision of the following requirements for the event and coordination with the technical team of the Philippine International Convention Center (PICC) for the setup 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 W 4m x 2.5m H, backdrop, stage /set design
- 9 units of 55' LED TV screen
- Stage truss system (as needed)
- Conference Microphones with Chairman (goose and wireless)
- Amplifiers
- 2 Laptop (Mac and/or Windows) with appropriate connector
- 2 Presentation Clicker/Laser Pointer
- Appropriate cables and video adapters (VGA, HDMI, etc.) and
- Professional Lighting System (if needed)
- Signage/roll-up banner
- Close circuit camera and dedicated cameras with Pan Tilt and Zoom Capabilities and remote operation for documentation purposes
- Non-wired/wireless internet connection equipment
- Provide a generator set to sustain the electrical requirements of the event and ensure uninterruptible power supply
- Ingress on 10 June 2024
- Egress on 11 June 2024

8. Production Management

a) Must provide a Management Team to execute the overall sequence including but not limited to Artist Management, Technical queuing, and pre and post-event rehearsals if needed. Team composition:

- Program Director (Show Caller)
- Stage Manager
- Technical Director
- Production Manager
- Others, as necessary



III. APPROVED BUDGET FOR THE CONTRACT AND MODE OF PAYMENT

The approved budget for the contract is **Seven Hundred Forty-Eight Thousand Six Hundred Sixty-Six Pesos and 67/100 (PhP 748,666.67)** inclusive of all applicable taxes, Government Procedures and send bill arrangement.

IV. 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. Bidder to submit company profile and events previously handled.
3. Bidders must submit their quotation with cost breakdown to differentiate the amount of service fee and the amount to be earmarked for the payment to the third parties or other proprietors. Otherwise, tax withheld will be credited from the total contract price.

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