

TECHNICAL SPECIFICATIONS

- I. **BIDDER** : Events Management Company
- II. **PROJECT TITLE** : 2nd Tourism Pride Summit
- III. **INCLUSIVE DATES** : **3rd Quarter 2024**

IV. MINIMUM REQUIREMENTS

- A. Must be accredited by the Philippine Government Electronic Procurement System (PhilGeps) – Must have Platinum accreditation.
- B. Must submit **atleast four (4)** tourism product specific exhibition or conference **between 2020 to present**, for National Tourism Organization (NTO) preferably the Philippine Department of Tourism.
- Must present a DOT certification from previous projects/ Certificate of Satisfactory Services Rendered.
 - Must present other NTO certification from previous projects.
- C. Must not have pending project deliverables (on a finished contract) with the Department on or before opening of the bids.
- D. Must submit **draft script as part of technical bid (to be approved by end user)**

V. SCOPE OF WORK AND DELIVERABLES

Below are the services required by the Philippine Department of Tourism:

2nd Tourism Pride Summit

DATE: **3rd Quarter 2024**

TIME: 8:00AM to 8:00PM

A. OVERALL EVENT MANAGEMENT AND MANPOWER SUPPORT

- Work alongside the end-user in finalizing the overall theme and concept of the event;
- Work alongside the end-user in finalizing the overall event program;
- Creation of animation for event title;
- Creation of Digital juice and title cards;
- Creation of Opening Billboard (OBB) for the event
- Conduct pre-event orientation and a technical run-through, including sound and connection check and other necessary pre-broadcast requirements of the event;
- Handle all necessary logistical requirements of event management crew for event implementation including land transportation and meals.

B. ONSITE EVENT PROPER

- Technical requirements
 - Basic Lights and Sounds
 - 1 Set of LED Wall
 - 3-Cam System with Livefeed
 - 1 55 inch TV for teleprompter
 - Wireless Mics

C. TALENT MANAGEMENT

- Must submit the name and experiences of proposed talent
 - 1 Opening Act talent
- Hire the professional services of the following:
 - 1 Highly experienced host
 - Must be a member of the LGBTQ community;
 - Must have hosted a DOT event previously or any event similar;

- Must have significant experience in hosting live events including television; and
- Must be able to engage with LGBTQ personalities in a meaningful conversation regarding current and relevant topics
- Must be able to provide Voice Over talent
- Production Team
 - 1 Project Head
 - Director
 - 1 Scriptwriter
 - 1 Technical Director
 - 1 Stage Manager
 - 1 Floor Director
 - 1 Spinner
 - 1 Playback manager
 - 1 teleprompter manager
 - **Inclusion of custodian fees**
- Handle all necessary logistical requirements of event management crew for the event implementation including meals and transportation

D. EVENT DOCUMENTATION AND POST EVENT ACTIVITIES

1. Prepare certificate of participation template for all attendees;
2. Prepare terminal report (in collaboration with the end-user) with relevant show statistics.

VI. BUDGET

The total working budget is **NINE HUNDRED NINETY-NINE THOUSAND AND NINE HUNDRED NINETY TWO PESOS ONLY (PHP 999,992.00)** inclusive of all applicable taxes, bank charges, and other fees that may be incurred in the implementation of the project.

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

VII. PAYMENT TERMS

Send-bill arrangement, government terms

VIII. CONTACT PERSON

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APPROVED BY:



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