



TECHNICAL SPECIFICATIONS

ENGAGEMENT OF A MICE ORGANIZER/EVENT MANAGEMENT SERVICE PROVIDER

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| Project Title | : DOT Annual Yearend Briefing 2024 |
| Component/Set-up | : Live onsite attendance of 220 target participants |
| Implementation Date | : 10 December 2024 (depending on availability of the Secretary) |
| Venue | : Metro Manila (TBA Hotel) |
| Concept | : Formal Business |
| Procurement | : MICE Organizer/ Events Management Company |
| Estimated Cost | : PHP 422,984.03 |
| Source of Funds | : OPAA Augmented WFP 2024 |
| Attachments | : Cost Basis |

II. BACKGROUND

Tourism's role in economic resurgence and sustained recovery could not be overemphasized. No less than our President Ferdinand "Bongbong" Marcos, Jr. highlighted tourism's resilient and reliable contribution to sustained growth in his recent State of the Nation Address. According to him, tourism has historically provided livelihood and employment opportunities to Filipinos.

Given the importance placed by our President to tourism, we see the high value and critical importance of striving for success in promoting tourism to establish it as a hallmark of the current administration, and most importantly, a source of national pride for our people.

Philippine economic managers have identified tourism as the second top driver of the Philippine economy in the first half of the current year. This, despite global tourism recovery to pre-pandemic levels remains unrealized according to the United Nations World Tourism Organization.

Our President's vision for the Philippine tourism industry is clear: to establish a sector anchored in the richness of Filipino culture, heritage, and identity, making it competitive on the global stage. Together, through meaningful collaboration and innovation, we can transform the Philippines into a tourism powerhouse in Asia, ensuring lasting economic and social benefits for all that will give more reasons to **Love The Philippines!**

III. PROJECT DESCRIPTION

To maximize the DOT's media exposure and ensure that its public image remains positive, the OPAA has been organizing a Yearend Briefing. Held annually for the past three years prior to the pandemic. This gathering of invited members of the national media and stakeholders is part of its extensive information and awareness drive program to position the Department's works in various media platforms.

The DOT Annual Yearend Media Briefing and Appreciation Reception aims to give, first and foremost, the Tourism Secretary, as well as other key Officials of the Department the opportunity to engage our media partners and influencers for their sustained efforts in the promotion of Philippine tourism, while addressing some of the pressing issues related to policy directions, targets and accomplishments of the Department for the concluding year.

Sought to attend are the DOT-accredited members of the national media and influencers/ tourism-beat reporters, lifestyle, travel editors, columnists, and news-beat journalists from broadsheets, travel magazines, radio, TV and social media. Top officials of the Department and heads of the



communications department of allied agencies and stakeholders are also enjoined to attend the event for networking purposes.

IV. PROJECT OBJECTIVES

- Enlist commitment and support from the members of the national media in all Department initiatives, programs and directions;
- Contribute to advancing the vision of President Bongbong Marcos for a revitalized tourism sector that heralds the Filipino brand and contributes greatly to the Philippines' economic resurgence.
- Engage members of media to continuously generate favorable publicity for the Department.
- Forge an eloquent relationship between and among media platforms.
- Engage public and private partnership in tourism development and propagation of the culture of tourism.

V. GENDER AND DEVELOPMENT OBJECTIVES

- Promote equal opportunities for men and women to receive recognition as indispensable players in the tourism industry.

VI. LEGAL BASIS

- Republic Act 9593 or the Tourism Act of 2009 mandates the Department of Tourism (DOT) to encourage activities and programs which promote tourism awareness, preserve the country's diverse cultures and heritage, and instill a sense of history and a culture of tourism among the youth and the populace;

VII. SCOPE OF WORK/DELIVERABLES/REQUIREMENTS FOR SUPPLIER

A. MICE ORGANIZER/EVENT MANAGEMENT SERVICE PROVIDER

▪ Production Management

- Assist the DOT in the conceptualization, management, and implementation of the Events Styling and Entertainment Repertoire Plan which consists of the following:
 - ✓ *Emcee/Host*
 - To introduce the Guest of Honor, each segment of the program, and entertainment
 - MC/Host should be either male or female duo who has experience in international/ national events and/or TV presenting experience
 - MC/Host must speak fluent English and Filipino
 - MC/Host should be available for rehearsal 3 hours prior to the event
 - ✓ *Entertainment*
 - The event requires a minimum of 3 different entertainment acts to perform in between segments (beginning, middle and end) for approximately 5 minutes
 - Entertainers may include but are not limited to singers, performers, or an orchestra, and preferably those who have performed before an international audience in keeping with the overall conceptual approach and as approved by DOT.



- Entertainers must be available 3 hours before the event for briefing and rehearsal.
- Artists to bring their equipment and during rehearsal connect with the AV team to set up what is required.
- Entertainment will be subject to DOT's final approval
- ✓ *Music to be provided in the following instances:*
 - Lunch reception and entry into the ballroom at the start of the ceremony.
 - Background lounge music to be played throughout the ceremony when the lunch commences, music should be played in between transitions.
 - DOT to approve the choice of music to play if necessary.
- ✓ Event Management Team who shall coordinate, and oversee the light, sound, audio-visual, scenery, technical requirements, staging, choreography, and other elements and requirements of the overall show. The Event Management Company shall source the appropriate artist, technical practitioners, etc. required to implement the overall program scenario for the Event which should include but not be limited to the following:
 - Event Coordinator
 - Content Writer
 - Set and Stage designer
 - Creative artwork specialist
 - Technical Director
 - Production Manager
 - Venue stylist

Note: Submit together with the technical bid, the list and portfolio of proposed entertainment acts, MC/Host.

▪ **Physical and Technical Requirements**

Overall venue decor/execution and construction for the abovementioned event to include but not limited to:

A. Lunch Reception

1. Minimum of two (2) 6x42" plasma screens (landscape) on stands which are USB compatible or laptops if no USB port is available.
2. Plasma screens will show the DOT videos on a loop throughout the Event.
3. Official photo walls and media booth areas are often placed in the cocktail area.
4. High cocktail tables with decoration (1x table to be used by organization staff for registration and x number of tables with rise to be used for the Corporate Giveaways)
5. Red carpet and stanchions

B. Stage Design

1. The main stage must be large enough to accommodate panoramic LED walls (similar to events by the Presidential Communications Office).
2. Must also allow a maximum number of tables in the ballroom or area.
3. 3 sets of stage stairs; large middle set front of the stage, backstage left and backstage right.
4. Edges or stairs to be marked with tape or similar for health and safety.
5. Stage Set-up, subject to adjustments of LED size, depending on the final venue:



Option 1 stage set-up: 3x LED screens (one center stage and two on either side). Screen size depends on stage design and the size of the ballroom or event area. All screens must be rigged and framed by a structure surrounded by neat black cloth or similar.

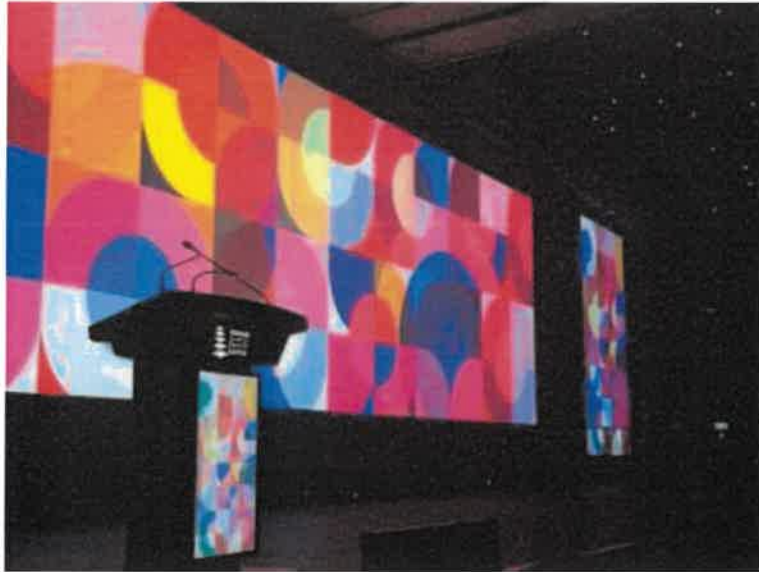


Option 2 stage set-up: 1x large LED screen which can be divided into sub-screens. Stage size fit to scale of ballroom or event area.



c. Printed Branding

1. Podium - to be supplied by venue or AV (1x Podium if 1 MC). Preferably a digital podium for us to design a cover Podium to be boxed in as per image [insert photo]. The podium must always be flat and/or have a lip to avoid folder slipping.



d. Photo walls

2x photo walls usually W 8m x H 24m, but subject to change depending on the size of space available. Please provide the dimensions according to location. Can be placed in cocktail/ pre-function area, when guests arrive or at the adjacent side in the dining area if sufficient space or immediately outside the event area. Production team to build a suitable frame to finish the look. Both walls must be well lit.



e. 360 photo and video booth or to be set up near the photo walls or at the cocktail area



- f. Invitational, Confirmation, Admin work. Assist OPAA in the conceptualization,
- management and implementation of all e-invites and RSVP.
 - drafting of invitation content, printing (including onsite), organization, management and execution of online invitation and related communication (e-invitations, e-posters, save the date and on-the-day poster, confirmation, certificate of attendance (if required))

Note: All printed materials must be suitable for photography, i.e should not reflect much light as to allow for logos to stand out and better quality. These also need to be hung against a frame (ideally plywood) so that the print can be fixed to a rigid board surface so there is no creasing. We advise all printed materials to be printed on cloth or matt lamination to prevent glare from camera flashes.

The graphics for all the above will be designed by the OPAA team and emailed to the awarded EMC for print and installation.

All printed branding such as photo walls and media booths are to have black carpeted platforms at approximately 15cm in height, width to be approximately 1 meter, and length dependent on size. These are to be built and installed by the production team.

- g. Provide a venue for alignment meeting and/or technical run with the complete technical and physical requirements mentioned herein.
- h. *Ballroom decoration:* Decoration of the ballroom is required to be a high standard to fit in with the caliber of attendees. Display of local culture and colors is encouraged. Round table banqueting tables and chairs (8 pax) with tablecloths, runners, and chair covers, finished with a decorative floral arrangement or centerpiece. Each table to be displayed with table number stand supplied by the venue and a branded menu for each guest (OPAA will finalize sign prior to printing).
- Provide the necessary equipment and technical team, requirements for the event, and coordinate with the technical team of the venue (TBA) for the setup and installation of all physical and technical requirements, including, but not limited to the following:
 1. *Equipment*
 - 1x roaming videographer for the lunch reception and around the main room for the tables.
 - 1x vision mixer/switcher and operator. This mixer enables a switch between several different sources and mixes so we can switch between the live feed, PowerPoint slides, and videos. Playback Pro should be used when video cueing and playing
 - 2x pre-view monitors and 2x laptops in the audio-visual booth. It is preferred that lighting, sound, and AV engineers are seated next to each other in the same technical box
 - 1x professional video camera and operator to film the entire ceremony. Please ensure that these cameras are manually operated and not on an automatic focus. Cameras are to also supply a live feed to the above-mentioned projections screens. Footage of the event is to be given to us immediately after the ceremony on a hard drive which the EMC will supply.
 - 3x professional cameras, operators, and handheld microphones for the media interview enclosure which is off stage and next to the photo wall. These video interviews will feature on YouTube, therefore need to be in the following format .mov/.mp4/.avi with a resolution and aspect ratio of 720p: 1280x720 (preferred) or 1080p: 1920x1080. All footage is to be saved immediately after the Event and copied onto the hard drive



supplied by the event organizers. They are not required to edit these videos; OPAA will do this. Electricity is needed in this area. A videography brief will be given to assigned videographers on event day by an organizing representative

-1x professional digital photographer dedicated to the photo wall photographs to be downloaded to the organizer's staff laptop at the end of the night. A photography brief will be given on event day by an organizing representative.

- Provide all the necessary cabling for the entire production and for all recording to be in HD.

2. *Lighting and sound*

a. Lunch Reception: microphone and stand for speeches and/or announcements (PA system); relaxed/mood lighting

b. PA system

- 2x gooseneck microphones at each podium (reduce to one if only one host)

- 2x handheld microphones in the tech box for voice-over introductions and as a backup (reduce to one host)

- Generic/warm theatrical lighting to give general cover for the stage and band areas

- All lighting/sound requirements of band/performers as per their technical riders -

Speakers are to be flown/hung from trusses to allow for overall sound. Not on the floor at the front of the stage or on stands around the room.

- Lighting in the audio-visual booth area

-Uplighting for 2x photo walls

- Lighting for the backstage area

3. The winning bidder will coordinate with OPAA for the final program scenario and script.

4. Vehicle Hire for two (2) mini vans or one (1) Super Grandia van for one (1) day within Metro Manila for 12-hour use that will transfer OPAA secretariat and all equipment; should be inclusive of driver, gas and parking fees and driver fees

5. Produce and execute the shooting and pre-recordings of the messages of key officials or other speakers' messages should the need arise

6. Document in video and photo formats of the event for submission to the following:

a. OPAA: raw footage of the event saved in an external hard drive to be provided by the EMC; the OPAA team will be the one to edit

b. OPAA: 1 same-day edit (SDE) video to be presented during the dinner and 1 video with highlights of the event (2-3minute) for social media posting and all raw footage saved in an external hard drive to be provided by the EMC

7. Final dry run/technical check of the program scenario to be presented for final approval of TPB before the event 9. Submit the end report, recordings of the activities, videos, and final cut (2-3 minute video highlights) to OPAA after the event

8. OPAA shall have full ownership of all the data gathered and presented (both in hard and softcopy files) from the event

9. All records are regarded as confidential and therefore will not be divulged to any third party without prior written approval of OPAA. The TPB has the right to request sight of, and copies of all records kept, on the provision that the company is given reasonable notice of such a request

10. Ensure the privacy and security of all confidential, privileged personal information,



and/or sensitive information in accordance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2021 and its Implementing Rules and Regulations

11. The winning bidder should:

- a. Secure all necessary permits for any song and/or videos owned by 3rd party;
- b. Provide all logistical requirements of the entertainers and their production team

12. Assistance on other related matters that may not have been included in this document but deemed necessary by either party.

VIII. ELIGIBILITY REQUIREMENTS for the MICE ORGANIZER/EVENT MANAGEMENT SERVICE PROVIDER

- Must be a professional full service MICE Organizer/Event Management Services Provider specializing in handling/producing/organizing/staging national level full-packaged corporate events, corporate communications, creating and staging physical, as well as hybrid content, program and broadcast;
- Duly registered Philippine-based company with appropriate government agency;
- With significant experience working with government and private sector in tourism, utilizing state of the art equipment to produce premium physical, as well as hybrid quality content, program and broadcast;
- Highly experienced in producing contents and programs that are dynamic, Filipino-themed but global standard;
- Highly knowledgeable in government procurement process and procedure;
- Must be a DOT-Accredited MICE Organizer, and must engage with DOT-accredited supplier/s;
- Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);
- Must provide a breakdown of prices and services included in the quotation complete with E-VAT and other government taxes;
- Amenable to government procedure or send-bill arrangement and preferably with Land Bank of the Philippines account;
- With LGU-registered physical office in Metro Manila.

IX. LEGAL/TECHNICAL REQUIREMENTS

1. Valid Mayor's/Business Permit
2. Philgeps Registration Number
3. Latest Income/Business Tax Return
4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

X. PAYMENT PROCEDURE

Government procedure and subject to appropriate government taxes

XI. APPROVED BUDGET FOR THE CONTRACT (ABC):

The **Approved Budget for the Contract (ABC)** is **Four Hundred Twenty-Two Thousand Pesos and Nine Hundred Eighty Four 03/100 Pesos Only (Php422,984.03)** inclusive of all applicable taxes and fees.



XII. SUBMISSION OF PROPOSAL

4F | Procurement Management Division
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