


# TECHNICAL SPECIFICATIONS

*Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.*

ITEM NO.	SERVICES OF AN EVENT MANAGEMENT COMPANY (EMC) FOR THE TPB MEMBERS’ NIGHT 2023	STATEMENT OF COMPLIANCE																					
		COMPLY	NOT COMPLY																				
1	<b>VENUE SET-UP</b> Organizing, designing, facilitating and set-up of the venue, cocktail area, photo wall, dance floor and the elevated stage for the designated performers/entertainers, complete with the technical requirements (i.e. centerpieces, lighting, audio-visual equipment, sound system, PA system, microphones, dressing rooms for the entertainers and others as necessary). Venue set-up should be according to the TPB-approved theme.																						
2	<b>PROGRAM REQUIREMENTS</b> Manage and implement the TPB Members’ Night for the invited TPB members and DOT/TPB key officials																						
3	<b>INDICATIVE SCHEDULE OF ACTIVITIES</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">TIME</th> <th>ACTIVITY</th> </tr> </thead> <tbody> <tr> <td>5:00pm - 5:30pm</td> <td>Arrival of Guests / Registration; Service of Cocktails</td> </tr> <tr> <td>5:30 pm</td> <td>Announcement on the Arrival of the Secretary / COO</td> </tr> <tr> <td>6:00 pm</td> <td>Start of Program</td> </tr> <tr> <td></td> <td>Opening entertainment (minimum of 2 songs)</td> </tr> <tr> <td>6:15 pm</td> <td>Welcome Remarks by COO Maria Margarita Montemayor Nograles</td> </tr> <tr> <td>6:20 pm</td> <td>Special Message by Tourism Secretary Christina Garcia Frasco</td> </tr> <tr> <td>7:05 pm</td> <td>Entertainment/Service of Dinner</td> </tr> <tr> <td>8:10 pm</td> <td>Raffle Draw (to be drawn by TPB representative)</td> </tr> <tr> <td>8:30 pm</td> <td>Closing Remarks</td> </tr> </tbody> </table>	TIME	ACTIVITY	5:00pm - 5:30pm	Arrival of Guests / Registration; Service of Cocktails	5:30 pm	Announcement on the Arrival of the Secretary / COO	6:00 pm	Start of Program		Opening entertainment (minimum of 2 songs)	6:15 pm	Welcome Remarks by COO Maria Margarita Montemayor Nograles	6:20 pm	Special Message by Tourism Secretary Christina Garcia Frasco	7:05 pm	Entertainment/Service of Dinner	8:10 pm	Raffle Draw (to be drawn by TPB representative)	8:30 pm	Closing Remarks		
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	8:35pm onwards	Entertainment		
<b>4</b>	<b>DOCUMENTATION REQUIREMENTS</b> The Event Organizer shall have a Photo-Video Team consisting of at least 3-4 professional Photographers and Videographers to cover and document the TPB Members' Night wherein TPB will have full ownership of all the recorded materials (photographs and videos, Same-Day-Edit video). The materials (raw and edited) must be stored in a Hard Drive/Disk to be endorsed and transfer its full ownership to the TPB.			
<b>5</b>	<b>TECHNICAL REQUIREMENTS</b> Provide the following equipment and coordinate with the technical team of the venue (to be announced later) for the set up and installation of all physical and technical requirements, if need be, to include, but not be limited to the following:			
<b>6</b>	Stage with LED Panels as backdrop Stage size: 40' x 16'. Height is 4' (this is the ideal for a 400 attendees) Center LED 32'.10" x 11'.6" side LED panels 3'3" x 11'.6" Basic Audio-visual (speakers, microphones, etc.) and lighting system (PAR lights)			
<b>7</b>	Note: Microphones should be wireless (at least 3) and 1 set of lapel mic on stand-by			
<b>8</b>	LED wall screen, backdrop, stage/set design (as needed)			
<b>9</b>	LED projector and screen (as needed)			
<b>10</b>	Stage and truss system (as needed)			
<b>11</b>	Holding area for the TPB COO and DOT Secretary (should be enclosed - well-lit lounge set-up to accommodate at least 6 persons - with free-flowing water, coffee, tea and snacks - pastries, cookies, nuts)			
<b>12</b>	Technical Booth and manpower			
<b>13</b>	All needed signages and/or Marquees			
<b>14</b>	Tables and/or Chairs for the attendees			
<b>15</b>	Use of rostrum/podium			
<b>16</b>	<b>ENTERTAINMENT REQUIREMENTS</b> Entertainers/Performers (minimum 2 sets of performance) and Master of Ceremony (at least 1)  Celebrity/influencers are preferred but not required. All performers are subject to the approval of the TPB.			

<p><b>17</b></p>	<p><b>LOGISTICS REQUIREMENTS</b>  Holding room/area during the technical/general rehearsal and actual event</p> <p>Meals, administrative/logistical costs and other miscellaneous expenses</p>		
<p><b>18</b></p>	<p><b>ACTIVATIONS</b>  One (1) package of Glambot</p> <ul style="list-style-type: none"> <li>• With unlimited booth operation for 3 hours</li> <li>• Red carpet style setup with photo wall/background and concept</li> <li>• Setup should have studio light, strobe fx and stanchions</li> <li>• Customized photo and video layout overlay design with TPB branding (Initial layout to be submitted 15 working days prior to the event, subject to approval of TPB)</li> <li>• Soft copy of photos stored in one (1) hard drive to be submitted three (3) working days after the event</li> </ul>		
<p><b>19</b></p>	<p>Raffle prizes worth at an aggregate maximum total of <b>PhP 150,000.00</b> (various gift certificates)</p>		
<p><b>20</b></p>	<p><b>PROGRAM SOUVENIR</b>  450 gift sets of eco-friendly, locally-made duo thematic soy candles. Scents should be aligned with the Yuletide Season and design should feature Philippine Christmas culture</p>		
<p><b>21</b></p>	<p>Packaging: Customized kraft box with label/ribbon, dedication card and TPB compliments card</p>		
<p><b>22</b></p>	<p>Submit sample for packaging and quality validation at least five (5) working days prior to the event</p>		
<p><b>23</b></p>	<p><b>SAMPLE:</b></p> 		
<p><b>24</b></p>	<p><b>LOGISTICAL REQUIREMENTS FOR TPB PERSONNEL</b>  One (1) unit of van for TPB personnel for 2 days maximum use of 12 hours a day. Route: within Metro Manila</p>		

25	Two (2) rooms for 2-nights accommodation for TPB personnel in a business-type accommodation as needed on pre, during and post event, including technical/general rehearsals, ingress and egress		
26	<b>OTHER REQUIREMENTS</b> Assistance in other related matters pertaining to the implementation of the TPB Members' Night that may not have been included in this document, but deemed necessary by either party.		
27	Provision of incidental and other miscellaneous expenses amounting to <b>Php20,000.00</b> (additional participants, equipment rental, wi-fi connection/upgrade, coordination meetings and other expenses)		
28	Must have a regular staff with a minimum of three (3) years experience in implementing events of similar nature, who possess good communication skills and can coordinate and liaise with the Project Officer, (i.e. Production Manager, Stage Manager and Technical Director). <u>The regular staff will submit a Curriculum Vitae (CV) together with the technical envelope.</u>		

***I hereby certify to comply and deliver all of the above requirements provided on the Technical Specification of these bidding documents.***

\_\_\_\_\_  
Name of the Company

\_\_\_\_\_  
Signature over Printed Name  
of the Authorized Representative

\_\_\_\_\_  
Date