

# **ANNEX A: TECHNICAL SPECIFICATIONS**

## **Events Management Services for TPBPH Membership Program**

### **I. BACKGROUND**

Mandated by Republic Act 9593, the Tourism Promotions Board (TPB) Membership Program aims to provide marketing services and benefits to its members through various activities that promote, advocate, and represent its members' interests for the benefit and sustainable development of their business, the tourism industry as a whole. The three (3) primary areas where TPB assists its members are promotional assistance, targeted market intelligence, and sustainable business generation.

One of the key benefits of the membership program is access to activities that target business leads and generate sustainable business growth. This includes priority access to familiarization trips, industry site inspections, product presentations, market briefings, and other valuable resources.

In view of the Program's commitment, the Industry Relations and Services Division (IRSD) proposes to implement the following activities in 2024 to sustain its services to TPB members:

- TPB Members' ThinkTalk Session
- Annual TPB Members' Night

Based on the foregoing premises, the TPB Philippines is inviting qualified Events Management Company/Event Organizers or other suppliers providing similar services, to provide assistance in preparation, coordination, and implementation of requirements for the abovementioned events.

### **II. OBJECTIVES**

1. To strengthen the partnership between TPB and its members, encouraging active involvement and commitment to the recovery and growth of Philippine tourism
2. To encourage strong collaboration and partnership with the private sector and tourism stakeholders in marketing the Philippines as a premier tourism destination
3. To strengthen the marketing capability of members
4. To educate TPB members on the principles of sustainable tourism and inspire them to advocate for responsible travel practices within their networks
5. To provide a platform to build business, insights, network, and brand for the TPB members
6. To professionalize the tourism industry through improved reputation, greater customer satisfaction, and effective management

### III. SCOPE OF SERVICES

	<b>LOT 1</b> <b>TPB MEMBERS' THINKTALK SESSION</b>	<b>PHP 600,000.00</b>						
	<p style="text-align: center;"><b>Indicative Topics:</b></p> <table border="1" data-bbox="456 409 1372 602"> <tr> <td data-bbox="456 409 916 477">May 2024</td> <td data-bbox="916 409 1372 477">Leadership and Management</td> </tr> <tr> <td data-bbox="456 477 916 544">August 2024</td> <td data-bbox="916 477 1372 544">Customer Service Skills</td> </tr> <tr> <td data-bbox="456 544 916 602">October 2024</td> <td data-bbox="916 544 1372 602">Digital and Social Media Marketing</td> </tr> </table> <p data-bbox="456 674 1372 707">Virtual Meeting Session Management (Plenary Format)</p> <p data-bbox="456 741 1372 775">Target Audience: 300 TPB Members and other tourism stakeholders</p> <p data-bbox="504 813 703 846"><b>1. Pre-session:</b></p> <p data-bbox="600 880 1372 1021">1.1 Must submit a proposed course outline, roster of subject matter experts (minimum of 2 per session) and host/moderator with their respective Curriculum Vitae, and posted design for the TPB's selection/approval.</p> <p data-bbox="608 1055 1372 1167">1.2. Development, management and handling of participants' online registration, confirmation and attendance via Zoom platform.</p> <p data-bbox="608 1223 1372 1290">1.3. Sending electronic direct mail to the participants providing meeting link, on demand/recorded sessions, etc.</p> <p data-bbox="504 1335 663 1368"><b>2. In-session</b></p> <p data-bbox="608 1402 1372 1503">2.1. Provision of one (1) meeting host/moderator and program management team to handle the online meeting/learning sessions using the zoom platform</p> <p data-bbox="608 1547 1015 1581">2.2. Conduct of a mini raffle draw</p> <p data-bbox="608 1615 1372 1895">2.3. Provision of one (1) major raffle prize per meeting (total of 3) - 3D/2N hotel/resort accommodation (standard or deluxe category) for two (2) with breakfast at a TPB member establishment, in the form of travel vouchers worth a maximum of PHP 20,000.00 each. Location (province/city) shall be at the winners' option provided that the cost is within the indicated budget. Validity should be not less than one (1) year from the date of issuance of the voucher.</p> <p data-bbox="608 1939 1372 2007">2.4. Provision of two (2) minor raffle prizes per meeting (total of 6) - travel-related products worth PhP3,000.00 each</p>		May 2024	Leadership and Management	August 2024	Customer Service Skills	October 2024	Digital and Social Media Marketing
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	<p>2.5. Delivery/courier of a maximum of ten (10) prizes and speakers' tokens within the Philippines</p> <p><b>3. Post-session (for every session implemented):</b></p> <p>3.1. Preparation and dissemination of e-certificates of attendance. Design and specifications are subject to the approval of the TPB.</p> <p>3.2. Dissemination of copies of presentations and recorded sessions</p> <p>3.3. Provision of consolidated output of photo, video/raw recordings, and other documentation of the whole learning session one week after each session stored in a USB/hard drive</p> <p>3.4. Administration of post-event evaluation (template to be provided by TPB) and preparation of summary and evaluation.</p>																									
	<p><b>LOT 2</b> <b>ANNUAL TPB MEMBERS' NIGHT</b></p>	<p><b>PHP 950,000.00</b></p>																								
<p><b>Actual Implementation:</b> 22 November 2024</p> <p>Number of participants: 400 pax</p> <p><b>(indicative date)</b></p>	<p><b>1. Venue Set-up</b> Organizing, designing, styling, facilitating and set-up of the venue according to the approved TPB theme including the set-up of 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).</p> <p><b>2. Program Requirements</b> Manage and implement the TPB Members' Night for the invited TPB members and DOT/TPB key officials</p> <p><i>Indicative Schedule of Activities</i></p> <table border="1" data-bbox="459 1532 1331 2085"> <thead> <tr> <th>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</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, TBC</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> <tr> <td>8:35 pm</td> <td>Finale Entertainment (minimum of 5 songs)</td> </tr> <tr> <td>9:00 pm</td> <td>End of program</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	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, TBC	7:05 pm	Entertainment/Service of Dinner	8:10 pm	Raffle Draw (to be drawn by TPB representative)	8:30 pm	Closing Remarks	8:35 pm	Finale Entertainment (minimum of 5 songs)	9:00 pm	End of program
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### 3. Documentation Requirements

The Event Organizer will hire 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 to the TPB.

### 4. Technical Requirements

Provide the following equipment and coordinate with the technical team of the venue (to be announced later) for the setup and installation of all physical and technical requirements if need be, to include, but not be limited to the following:

- 4.1. Stage with LED Panels as backdrop  
Stage size: 40' x 16'. Height is 4' (this is the ideal for 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)
- 4.2. Microphones should be wireless (at least 3) and 1 set of lapel mics on stand-by
- 4.3. LED wall screen, backdrop, stage/set design (as needed)
- 4.4. LED projector and screen (as needed)
- 4.5. Stage and truss system (as needed)
- 4.6. 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)
- 4.7. Technical Booth and manpower
- 4.8. All needed signages and/or Marquees
- 4.9. Use of rostrum/podium and generation set (Genset), if necessary

### 5. Entertainment Requirements

- 5.1. Entertainers/Performers (Minimum 2 sets of performances) and Master of Ceremony (at least 1)
  - 5.1.1. Celebrity/influencers are preferred but not required. All performers are subject to the approval of the TPB.
  - 5.1.2. Minimum holding room/area during the technical/general rehearsal and actual event
  - 5.1.3. Meals, administrative/logistical costs, and other miscellaneous expenses included

### 6. Logistics Requirements

- 6.1. Activations
  - 6.1.1. One (1) package of Stylebot or any innovative photo booth activation
    - 6.1.1.1. With unlimited booth operation for 3 hours
    - 6.1.1.2. Customized background, photo and video layout overlay design with TPB branding (Initial

	<p>layout to be submitted 10 working days prior to the event, subject to the approval of the TPB)</p> <p>6.1.1.3. Soft copies of photos stored in one (1) hard drive to be submitted three (3) working days after the event</p> <p>6.2. Program Souvenir</p> <p>6.2.1. 420 gift sets of Program giveaway featuring Philippine products amounting to PhP 500.00/set. Gift set is subject to the approval of the TPB</p> <p><b>7. Other Requirements</b></p> <p>7.1. 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.</p> <p>7.2. Provision of incidental and other miscellaneous expenses amounting to <b>PHP 20,000.00</b> (additional participants, equipment rental, wifi connection/upgrade, coordination meetings, and other expenses)</p> <p>7.3. Must have regular staff with a minimum of three (3) years experience and possess good communication skills who can coordinate and liaise with the Project Officer (i.e. Production Manager, Stage Manager, and Technical Director). Kindly submit a Curriculum Vitae (CV) together with the proposal. Note: The EMC may add production personnel if deemed necessary at no additional cost to the TPB.</p>
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**IV. QUALIFICATION OF BIDDERS**

Lot 1	<ol style="list-style-type: none"> <li>1. Submit a list of completed virtual learning sessions using the Zoom platform similar and relevant to the above-mentioned topics for the past 3 years in the private and government offices. Government offices must submit at least one of the following: <ol style="list-style-type: none"> <li>a. Notice of Award (NOA)</li> <li>b. Purchase Order (P.O.)</li> <li>c. Event Contract, and/or Notice to Proceed (NTP)</li> </ol> </li> <li>2. Submit a customized proposal tailor-fit (not generic) to the audience’s needs and objectives including a course outline.</li> <li>3. Submit a roster of subject matter experts (one per session) and host/moderator (one per session) for TPB to choose from with their respective Curriculum Vitae.</li> <li>4. Submit proof of a licensed Zoom account that will host the entire online meeting/training.</li> <li>5. With at least 3 years’ experience in conducting learning sessions.</li> </ol>
Lot 2	<ol style="list-style-type: none"> <li>1. Must have a minimum of three (3) organized and implemented fairs/events in the past three (3) years</li> </ol>

**V. PROJECT IMPLEMENTATION SCHEDULE**

Lot No.	Project	Date
1	TPB Members' ThinkTalk Session	Session 1: 08 May 2024 Session 2: 07 August 2024 Session 3: 09 October 2024
2	Annual TPB Members' Night	22 November 2024

**VI. APPROVED BUDGET FOR THE CONTRACT**

The bid amount should not exceed the Approved Budget for the Contract (ABC) inclusive of all applicable taxes, as follows:

Lot No.	APPROVED BUDGET FOR THE CONTRACT (ABC)
Lot 1	SIX HUNDRED THOUSAND PESOS ONLY (PhP600,000.00)
Lot 2	NINE HUNDRED FIFTY THOUSAND PESOS ONLY (PhP950,000.00)
<b>TOTAL</b>	<b>ONE MILLION FIVE HUNDRED FIFTY THOUSAND PESOS ONLY (PhP1,550,000.00)</b>

**VII. DELIVERY SCHEDULE**

<b>LOT 1 TPB MEMBERS' THINKTALK SESSION</b>	
1. Timeline and Gantt Chart	Within one week upon issuance of NTP
2. Concept, topics, program, course outline, proposed speakers, host/moderator for the 3 sessions	
3. Mock-up designs of posters (based on the approved theme) for the 3 sessions	5 days upon approval of concept
4. Registration form, speakers' profile, poster design, streaming platform, and other pre-event requirements	Session 1: 3 days upon approval of mock-up design  Session 2: 1st week of July 2024  Session 3: 1st week of September 2024
5. Dry run	Session 1: 4th week of April 2024  Session 2: 4th week of July 2024

	Session 3: 4th week of September 2024
6. Conduct of event proper	Session 1: 08 May 2024 Session 2: 07 August 2024 Session 3: 09 October 2024
7. Post-event requirements	5 days after the event proper per session
8. Overall completion of services required for the implementation of the project	End-1st week November 2024
9. Post-event report, data analytics report, database, and all recorded content	
<b>LOT 2 ANNUAL TPB MEMBERS' NIGHT</b>	
1. Timeline and Gantt Chart	Within one week upon issuance of NTP
2. Concept, theme, program, proposed entertainers, performers, and Master of Ceremony	
3. Mock-up designs of posters (based on the approved theme)	5 days upon approval of concept
4. Activations, packaging, and quality validations of program souvenir	4th week of October
5. Dry run/Program Scenario	2 days before the event
6. Conduct of event proper 7. Endorsement of Same Day Edit (SDE) video	22 November 2024
8. Post-event requirements, soft copy of photos and videos of the activations, raw and edited photos and videos as documentary requirement	3 days after the event proper
9. Overall completion of services required for the implementation of the project	End-1st week December 2024

## VIII. TERMS OF PAYMENT

Lot No.	Particulars/ Milestones	Terms of Payment
1	<ol style="list-style-type: none"> <li>1. Upon approval by TPB of timeline/Gantt Chart</li> <li>2. Upon approval of the concept, topics, program, course outline, proposed speakers, host/ moderator for the first session</li> <li>3. Upon approval of mock-up designs of posters (based on the approved theme) for the first session</li> </ol>	15% of the total contract price
	<ol style="list-style-type: none"> <li>4. Upon completion of the 1<sup>st</sup> Session and its post-meeting requirements</li> <li>5. Upon approval of the concept, topics, program, course outline, proposed speakers, host/ moderator for the second and third sessions</li> <li>6. Upon approval of mock-up designs of posters (based on the approved theme) for the second and third sessions</li> </ol>	35% of the total contract price
	<ol style="list-style-type: none"> <li>7. Upon completion of 2<sup>nd</sup> and 3<sup>rd</sup> Sessions and their post-meeting requirements</li> </ol>	40% of the total contract price
	<ol style="list-style-type: none"> <li>8. Upon submission of post-event report</li> </ol>	10% of the total contract price
	<b>TOTAL CONTRACT PRICE</b> (inclusive of service charge and all applicable taxes)	<b><u>100%</u></b>
2	<ol style="list-style-type: none"> <li>1. Upon approval by TPB of timeline/Gantt Chart</li> <li>2. Upon approval of the concept, proposed entertainers, performers, and Master of Ceremony</li> <li>3. Upon approval of mock-up designs of posters (based on the approved theme)</li> </ol>	30% of the contract price
	<ol style="list-style-type: none"> <li>4. Upon full implementation of all the deliverables</li> </ol>	70% of the contract price
	<b>TOTAL CONTRACT PRICE</b> (inclusive of service charge and all applicable taxes)	<b><u>100%</u></b>



Willing to provide services on a “send-bill” arrangement. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations. Total cost should be based on actual expense. (ABC)

*Please send a billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES, 4/F Legaspi Towers 300, Roxas Blvd., cor. P. Ocampo St., Malate, Manila 1104*

*Note: The bidder is encouraged to have a Landbank account. Payment will be made through an LBP bank deposit. Otherwise, bank charges will be shouldered by the travel agency/ tour operator company.*

**IX. CONTACT PERSON**

**JEDD FRANCIS R. DE LUNA**

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