

TECHNICAL SPECIFICATIONS
SERVICES OF AN EVENT MANAGEMENT COMPANY
FOR THE VERY IMPORTANT PINOY (VIP) TOUR 2024 - HOSTED DINNER

I. BACKGROUND:

The VIP Tour is a major tourism activity of all Philippine foreign service posts in the U.S. The annual program enables Filipino Americans and foreigners to visit the Philippines and experience Filipino culture and hospitality and immerse in the sights and sounds of various tourist destinations.

Led by the Department of Foreign Affairs, in cooperation with the Department of Tourism and Tourism Promotions Board (TPB), the program was conceptualized in October 2004, when all Foreign Service Posts in the U.S. and Canada and the Department of Tourism thought of a flagship project called “Ambassadors’ Tours, Consul Generals and Tourism Directors’ (ACGTD) Tour” to the Philippines. It was then Philippine Ambassador to Washington who launched this program in 2005. Now in its 15th year and now renamed the VIP Tour, the annual tour has served close to 5,000 travelers. Last year’s VIP Tour was a resounding success, drawing nearly 300 participants who explored Metro Manila, Iloilo and Boracay from 16-24 July 2023.

The VIP Tour 2024 is scheduled to take place in the Philippines from 21-30 July 2024. The itinerary for this year’s tour includes visits to Manila, Bacolod, Cagayan de Oro, Bukidnon and Iligan City and will be targeting around 300 participants, mostly from the USA.

The TPB was requested by the Philippine Consulate General in New York to support the project by hosting a dinner covering lease of venue, food and beverage, entertainment and tokens/souvenirs for all the participants.

II. OBJECTIVES:

- To entice the Filipino Americans in America to deepen their appreciation of the beauty of our country, its rich history, heritage and culture.
- To attract not only Fil-American but also foreign tourists to visit the various tourist destinations in the Philippines and discover the beauty of the islands, its white sand beaches, nature’s eco-tourism, adventure sites like scuba diving, mountain climbing, and trekking, and have the opportunity to experience the warm hospitality of the Filipino people.
- To assure travelers and tourists that the Philippines is a safe place to travel.

III. SCOPE OF WORK/SERVICES:

Program Requirements

- A. One (1) group of performers for the whole duration of the event
 - Preferably a band or ensemble
 - Minimum of thirty minutes (30) to maximum of two (2) hours performance
 - Music genre should be fit for an international audience and would ideally include Filipino culture and tradition
 - Performers must have experience with performing for an international audience
 - Subject to TPB’s approval
- B. The production company should provide full production services that must include a full-production concept and execution of an entertainment package which will be flexible enough based on the audience of the event and possible onsite adjustments as required by the client.

- C. Repertoire to be submitted upon receipt of NTP to TPB for approval, preferably 70's or 80's genre of mixed international and Filipino songs if with a band, or the songs and/or performance list for the ensemble.
- D. Prepare a program scenario and script to include the following: spiels of Event Moderator / Voice Over/ Performer to be submitted upon receipt of NTP.

Please see below for the proposed program flow:

- Invocation
- Philippine National Anthem
- Welcome Remarks (TPB)
- Special Message (PCG New York)
- Dinner Reception (Ambient Music, Showing of Tourism Videos on Screen)
- Entertainment
- Closing Remarks (TPB or DOT New York)
- Photo Opportunity
- Announcements/Reminders from Rajah Tours (if any)

Note: *There should be a dress rehearsal/tech run at least one day before the Event*

- E. Provision of LED screen and basic lights and sounds
- F. Collaterals



Canvass Tote Bag (270 pcs)
 Size: 18" L x 13" W x 4" depth
 Material: canvass
 Feature: Love the Philippines and TPB logo
 Color requirement: Full color (two-sided printing)

- G. One (1) Project Manager to oversee, coordinate, and execute rehearsals of performers and present a final dry run performance.

Logistics Requirements

- A. Provision of incidental and other miscellaneous expenses amounting to **Php20,000.00** (additional participants, equipment rental, Wi-Fi connection/upgrade, coordination meetings, and other expenses)
- B. Assistance in other related matters pertaining to the implementation of the program that may not have been included in this document but deemed necessary by either party.

IV. INDICATIVE PROJECT IMPLEMENTATION SCHEDULE

Date: 22 July 2024

Venue: Metro Manila

V. ADDITIONAL TECHNICAL REQUIREMENTS

- a. Must be Filipino owned, operated and legally registered EMC under Philippine laws in the last three (3) years
- b. Must have at least three (3) years of experience in packaging entertainment programs for international and/or domestic events.

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **FIVE HUNDRED THOUSAND PESOS ONLY (PHP500,000.00)**, inclusive of all applicable taxes.

VII. TERMS OF PAYMENT

Send bill arrangement to the TPB after the full completion of requirements. One-time engagement and payment will be based on actual cost and will be paid thirty (30) working days upon the receipt of the Statement of Account (SOA) or Billing. Payment will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the service provider.

VIII. CONTRACT DURATION

The contract shall commence from the date of receipt of Notice to Proceed (NTP) until the full implementation of all deliverables.

IX. PROJECT OFFICERS CONTACT INFORMATION

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