

# **ANNEX A: TECHNICAL SPECIFICATIONS**

(Services of an Event Management Company)

## **World Travel Awards (WTA) Asia 2024**

**03 September 2024**

**Metro Manila, Philippines**

### **I. Background**

The World Travel Awards (WTA) was established in 1993 to acknowledge, reward, and celebrate excellence across all sectors of the tourism industry. This award brand is globally recognized as the ultimate hallmark of quality. WTA winners set the benchmarks to which all others aspire, and the WTA annual Gala Ceremonies are regarded as the most prestigious red-carpet events in the tourism calendar.

WTA will hold the 2024 Grand Tour of Regional Gala Ceremonies, the biggest and most keenly anticipated events in the industry, among which is the WTA Asia 2024. The WTA Organizer has proposed an exclusive Host Partnership with the Philippines to host the WTA Awards Asia 2024, this is the highest partnership alignment with the WTA- “The Oscars of the travel industry.”

As the host partner, the brand and promotional message of the Philippines will be carried exclusively alongside the WTA logo in all WTA-related activities, including pre-event promotion and PR, onsite media promotion and branding, and VIP event involvement.

Given this, the TPB needs the services of an Event Management Company/ Production House that will assist TPB in the conceptualization, management, and implementation of the following components of the event and ensure the successful conduct of the event by delivering the necessary physical and technical, and other digital requirements:

#### **COCKTAIL AND DINNER RECEPTION**

DATE	: 03 September 2024
TIME	: 18:30
VENUE	: Metro Manila (TBA Hotel)
CONCEPT	: Formal
SET-UP	: Live onsite
CONTENT	: DOT/TPB tourism promotional videos, voice-over,

speeches and messages, entertainment  
TARGET AUDIENCE : maximum of 450 delegates and guests (including  
VIP guests and DOT Officials)

## II. **Scope of Services**

The event management company shall:

1. Print 200 pcs A5 invitation with envelope for DOT/TPB's VIPs/special guests on special paper (design and layout to be provided by TPB)
2. Assist TPB in the conceptualization, management, and implementation of the Event Styling and Entertainment Repertoire Plan which consists of the following:

### ***a. Entertainment***

- WTA requires a minimum of 3 different entertainment acts to perform in between award sections 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 TPB.
- Entertainers to be available for rehearsal 1 day before the event
- Artists to bring their equipment and during rehearsal connect with the AV team to set up what is required
- Entertainment will be subject to TPB's final approval

### ***b. MC/Host***

- To introduce guest presenters, announce award winners and entertainment
- MC/Host should be one male and female duo who have 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 1 day prior to the event

### ***c. Models***

- Event requires 6-8 models who have experience in events
- Models/hostesses will be required to greet guests at the cocktail reception and assist them in finding their table for the gala ceremony as and when required

- Models/hostesses will bring the trophies on and off stage to be presented to the award winners
  - Models/hostesses will wear full-length dresses or national dresses, and hair and makeup to be done professionally
  - Models/hostesses must be available 1 day before the event for a rehearsal
- d. Music to be provided in the following instances:
- Cocktail reception and entry into the ballroom at the start of the ceremony
  - Background lounge music to be played throughout the ceremony when the awards are announced, music should be played when the winner is walking to stage
  - WTA to supply the production team with music files to play (approx. 100 songs) if necessary
- e. DJ for the after-party (with a minimum of 3 years experience)

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

3. Create a competent Event Management Team, with a *minimum experience of three (3) years*, 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 2024 WTA Asia Regional Gala Ceremonies which should include but not be limited to the following:
- Event Coordinator
  - Event Director
  - Stage Manager
  - Script Writer
  - Set and Stage designer
  - Creative artwork specialist
  - Production Director
  - Technical Director
  - Production Manager
  - Venue stylist (for social functions)

4. Provide the necessary Physical and Technical requirements as listed:
  - Overall venue decor/execution and construction for the above-mentioned event to include but not limited to:

**A. Cocktail 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 table plans and guest names (saved in PDF) videos on a loop and PowerPoint slides of sponsors and partner logos.
3. Official photo walls and media booth areas are often placed within the cocktail reception if no space within the gala ceremony area
4. High cocktail tables with decoration (1x table to be used by organization staff for registration and 1x table to be used at winners' photo wall by WTA staff)
5. Red carpet and stanchions

**B. Stage Design**

1. The main stage must be large enough to accommodate MCs, award recipients, models, and entertainment. Must also allow a maximum number of tables in the ballroom or area.
2. 3 sets of stage stairs; large middle set front of the stage, backstage left and backstage right Edges or stairs to be marked with tape or similar for health and safety.
3. 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.



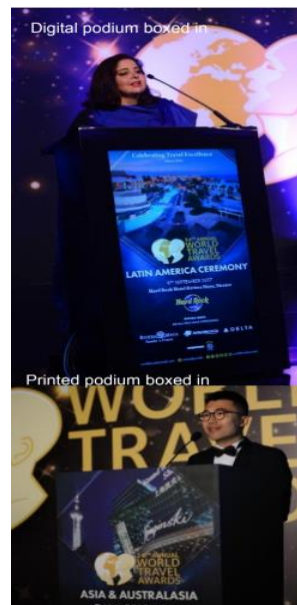
**Option 2 stage set-up:** 1x large LED screen which can be divided into sub-screens. Stage size fit to scale of ballroom or event area.



## 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 images. The podium must always be flat and/or have a lip to avoid envelopes slipping



## 2. *Photo walls*

- 2x photo walls usually W 6m x H 3m, but subject to change depending on the size of space available. Please provide the dimensions according to location. Photo wall no. 1, to be placed in cocktail/ pre-function area, when guests arrive. Photo wall no. 2 can be in the dining area if sufficient space or immediately outside the event area. Photo wall no. 2 will be used for photographs of winners just after collected their award off stage. Production team to build a suitable frame to finish the look. Both walls must be well-lit.



3. 360 photo and video booth or glambot to be set up near the photo walls or at the cocktail area

4. *Media Interview booth*: w2.5m x H2.5m. Booths are to be placed alongside each other and to all have an appropriate frame built around them. WTA to confirm the quantity, depending on the final location.



*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 WTA team in London 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.

D. Provide a venue for rehearsal with the complete technical and physical requirements mentioned herein.

E. *Backstage area*: This area should be out of public view and should be big enough to hold all the stand-by entertainers, 6-8 models, trophy tables (approximately 4x6ft tables), and 2x WTA staff. Backstage must have sufficient lighting, stage equipment packed away safely and securely, cables and connections to be covered for health and safety, chairs and refreshments (water and soft drinks)

F. *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 (WTA TWG will finalize sign prior to printing). Red carpet as a walkway for guests to the stage when they get their trophy.

- 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 cocktail reception and around the main room for the tables (not required when WTA and house videographer are onsite).
- 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 backstage monitor and speaker
- 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 ceremony and copied onto the hard drive supplied by the event organizers. They are not required to do edit these videos; we 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. **Cocktail Reception:** microphone and stand for speeches and/or announcements (PA system); relaxed/mood lighting



**b. Gala Dinner**

- 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
- Up-lighting for 3x interview booths
- Lighting for the backstage area

5. The winning bidder will coordinate with TPB and WTA Technical Working Group for the final program scenario and script.
6. Produce and execute the shooting and pre-recordings of the messages of key officials or other speakers' messages should the need arise
7. Document in video and photo formats of the event for submission to the following:
  - a. WTA TWG: raw footage of the event saved in an external hard drive to be provided by the EMC; the WTA team will be the one to edit
  - b. TPB TWG: 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
8. 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 TPB after the event

10. The TPB shall have full ownership of all the data gathered and presented (both in hard and softcopy files) from the event
11. All records are regarded as confidential and therefore will not be divulged to any third party without prior written approval of TPB. 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
12. 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
13. Bidders will be required to make a presentation (maximum of 20 minutes) of their Planned Approach
14. The winning bidder should:
  - a. Secure all necessary permits for any song and/or videos owned by 3<sup>rd</sup> party;
  - b. Provide all logistical requirements of the entertainers and their production team

### **III. Eligibility Requirements**

1. The Event Management Company must be a Filipino-owned, operated, and legally registered Events Management Company/ Project Management Company/ Production House under Philippine laws and must be in operation in the last five (5) years handling similar projects. Must submit a list of large-scale international (minimum 300 international and local attendees) and local events handled in the past five (5) years.
2. Must have experience in organizing large-scale events (minimum 300 international and local attendees) and world-class entertainment productions featuring Filipino artists and talents, at *least five (5) similar events in the last five years.*
3. The Event Management Company's *key personnel must have a minimum of three (3) years of relevant experience* in handling such events of a similar nature.

### **IV. Approved Budget for the Contract**

The approved Budget for the Contract (ABC) is **TEN MILLION PESOS** (Php10,000,000.00) inclusive of all applicable fees and taxes.

Statement of Account/ Billing Statement with detailed costs for all services rendered to include management fee addressed to:

**SHEENA ANJELI M. BOTIWEY**

Head, North Asia Division

Tourism Promotions Board

6F Five Ecom Center, Harbor Drive, Mall of Asia Complex, Pasay City

The supplier is encouraged to have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

**V. Contract Duration**

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

**VI. Project Committee's Contact Details**

For particulars, please contact **Ms. Gemma Aileen S. Isic** via email [gemma\\_isic@tpb.gov.ph](mailto:gemma_isic@tpb.gov.ph)