

TECHNICAL SPECIFICATIONS

SERVICES OF AN EVENT MANAGEMENT COMPANY (EMC) FOR THE PHILIPPINE TOURISM AWARDS

I. BACKGROUND

The Philippine Tourism Awards is envisioned to become the highest and most prestigious citation in Philippine Tourism. The reinvention of the former Kasama sa Lakbay Kaunlaran ng Bayan (KALAKBAY) Awards and Tourism Star Philippines is conceived to be the pinnacle and most esteemed accolade in the realm of Philippine Tourism that will pay tribute to the past while recognizing the present and future achievements of the tourism industry as an economic driver.

The Tourism Pillar Awards pays tribute to those who, for many decades, have professionally provided excellent continued services and support to the tourism industry as a major economic driver for the Philippines. Awardees are tourism enterprises and individuals who have competently extended tourism products and services with utmost hospitality and excellence in the different regions of the country.

On the other hand, the Tourism Industry Awards, a reinvention of the former Kasama sa Lakbay Kaunlaran ng Bayan (KALAKBAY) Awards and Tourism Star Philippines will pay tribute to the present achievements of the tourism stakeholders in various fields including local government units.

The TPB is tasked by the Department of Tourism (DOT) to mount the Tourism Industry Awards Ceremony. Given this, the TPB is in need of 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, technical, and other digital requirements.

II. OBJECTIVES

The PTA is designed to achieve the following objectives:

1. Instill the culture of Filipino hospitality and excellence in tourism
2. Foster an innovative and competitive consciousness in the country by recognizing both individuals and corporate entities, as well as LGUs, who have contributed immeasurably to the growth of the industry.
3. Recognize individuals and entities in the tourism industry whose creativity, expertise, professionalism, and service have been of the highest standards and have highlighted the Filipino identity.

III. SCOPE OF SERVICES

1. Sourcing and booking of an appropriate venue for the event. Establishment must be in Metro Manila.

Venue must be a function room with a minimum requirement of 1,000 sq. m. capable of accommodating 600 pax in one (1) seating (round tables) and should include provision for a stage, technical booth, and holding area/s for PBBM, Secretary, COOs, VIPs and Honored Guests, Technical Working Group and Performers.

2. Print 600 pcs A5 invitation with envelope for DOT/TPB's VIPs/special guests on special paper (content, design, and layout to be provided by DOT); Distribution % the DOT
3. Assist TPB in the conceptualization, management, and implementation of the Event Styling and Entertainment Repertoire Plan which consists of the following:

a. Entertainment

- Required a minimum of 3-5 different entertainment acts to perform in between award sections for approximately 5 minutes
- Entertainers may include but are not limited to singers, performers, or a philharmonic orchestra who have performed before an international audience or similar high-profile event in keeping with the overall conceptual approach and as approved by DOT and TPB. Joining competitions is not construed as experience or the basis of international audience exposure.
- Entertainers to be available for rehearsal one day before the event
- Artists and performers to bring their equipment during rehearsal and coordinate with the AV team and sound system supplier for their Technical Rider to set up what is required/needed
- Entertainment will be subject to TPB and DOT's final approval

b. MC/Host

- To introduce speakers, and guest presenters, announce award winners and entertainment
- MC/Host should be a male and female duo who have experience in international/national events and/or TV presenting experience for at least 5 years
- MC/Host must have hosted at least 1 DOT-TPB event
- MC/Host must speak fluent English and Filipino

- MC/Host must also be able to provide Voice-Over Narration
- MC/Host should be available for rehearsal one day prior to the event for Technical Run Through
- CVs to be submitted to TPB within 5 days upon receipt of NOA, subject to the approval of TPB

c. Ushers/Usherettes

- Event requires 8-10 ushers/usherettes (male and female) who have experience in events of similar nature
- Ushers/Usherettes will be required to greet guests at the cocktail reception and assist them in finding their table for the awards ceremony as and when required
- Ushers/Usherettes will bring the trophies on and off stage to be presented to the award winners
- Ushers/Usherettes will wear full-length, conservative Formal Filipiniana Attire (dresses, with hair and makeup to be done professionally), subject to the approval of TPB
- CVs to be submitted to TPB within 5 days upon receipt of NOA, subject to the approval of TPB
- Ushers/Usherettes must be available one day before the event for a rehearsal

d. Music - to be provided in the following instances:

- Cocktail reception and entry into the main venue at the start of the ceremony (live performance from an orchestra/ quartet)
- Background lounge music to be played throughout the ceremony when the awards are announced, music should be played while the winner is walking to stage
- Subject to the approval of TPB

e. Food and Beverage

- Sit-down Filipino-themed 4-course dinner for 600 pax (preferably 10-seater round table set-up) by accredited venue caterers. Menu to be approved by DOT and TPB
- With packed AM Snacks and Lunch for 50 pax (Technical Working Team)
- Free-flowing Beverages such as fruit juice, coffee/tea, wine
- Cocktails with a Filipino-themed menu. Menu to be approved by DOT and TPB

f. Trophies and Plaques

- Production of 152 guaranteed trophies and plaques at Php 10,000.00 per trophy/ plaque

- Materials to be wood, brass, and metal, with final specifications to be provided by DOT
- Final layout/design to be provided by the DOT

g. Giveaways

- Production of 600 guaranteed customized giveaways/souvenirs worth PHP 800 each.
- The giveaways/souvenirs must be practical and locally made
- The design must align with the theme of the event
- Packaging must be made from sustainable materials
- The final design and packaging are subject to the approval of both the DOT and TPB
- Must submit an actual sample of the giveaway/souvenir within seven (7) calendar days upon receipt of the Notice to Proceed (NTP).
- DOT and TPB's approval must be secured for both the design and packaging prior to mass production.
- Delivery of all 600 items must be completed at least two (2) weeks before the event date.

4. Event Management Company shall source the appropriate artists, technical practitioners, etc. required to implement the overall program scenario for the Philippine Tourism Awards Ceremony which should include but not be limited to the following:

- Project Manager / Event Coordinator - *(Key Personnel)*
- Show / Event Director - *(Key Personnel)*
- Stage Manager
- Backstage Manager / Floor Manager
- Script Writer
- Creative Director / Graphic Artist
- Technical Director
- Production Manager
- Sound Engineer
- Lighting Director
- Audio and Video Spinner / Technician
- Video Content Producer
- Video Switcher Operator
- Set / Production Designer
- Graphic Animator / Video Editor
- Health and Safety Officer / Safety Manager

The number of whom will be based on the requirements of the events.

The key personnel (Project Manager and Event Director) of the Event Management Company must have a minimum of five (5) years of relevant experience in managing events of a similar nature. The CVs of the key personnel must be attached as part of the technical bid submissions.

5. Provide the necessary Physical and Technical requirements as listed:

- Overall venue decor/execution and construction for the above-mentioned event to include but not be 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 is available within the ceremony area
4. High cocktail tables with decoration
5. Red carpet and stanchions upon entry of guests, with photo opp similar to red carpet events

B. Stage Design

1. The main stage must be large enough to accommodate MCs, award recipients, models, and entertainment.
2. 3 sets of stage stairs; large middle set in front of the stage, backstage left and backstage right. Provision of a ramp should be available for accessibility. 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 venue
4. Aligned with the overall concept of the PTA
5. Subject to the approval of TPB

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.



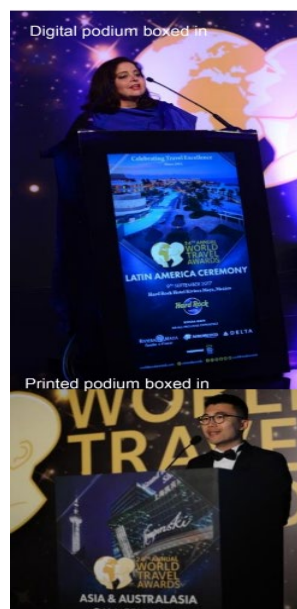
Option 2 stage set-up: 1x large LED screen which can be divided into sub-screens. Stage size fit-to-scale of the ballroom or event area.



C. Printed Branding

1. Podiums

- Preferably a digital podium, 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 preferably W 6m x H 3m, but subject to change depending on the size of space available.

Photo wall no. 1, to be placed in the cocktail/ pre-function area, when guests arrive.

Photo wall no. 2 shall be in the dining area near the stage if there is sufficient space, or immediately outside the event area. Photo wall no. 2 will be used for photographs of winners just after collecting their award off stage. Production team to build a suitable frame to finish the look. Both walls must be well-lit. Final layout to be provided by the DOT.



3. 360 photo and video or Glam-Bot booth 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. Final layout to be provided by the DOT.



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 be high resolution. 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. All printed materials to be printed on cloth or matt lamination to prevent glare from camera flashes.

- All printed branding such as photo walls and media booths are to have black carpeted platforms at approximately 15 cm 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, and trophy tables (approximately 4x6ft tables). 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). Provision of a Dressing / Holding Room for the Artist/s is preferred.

F. Ballroom decoration: Decoration of the ballroom is required to be of 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 plant arrangement and centerpiece. Each table to be displayed with table number stands supplied by the venue and a branded menu for each guest. Provision of red carpet as a walkway for guests towards the stage as they receive their trophy.

- Provide the necessary equipment and technical team, requirements for the event, and coordinate with the technical team of the venue 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
- 1x static videographer focusing on the stage/ LED Wall for the Live-Streaming of the Event

- 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 the end-user 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 be featured 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 edit these videos; the DOT 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
- 2x professional digital photographers dedicated to the photo walls; 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
- 2x professional digital photographers for overall documentation of the event
- Provide all the necessary cabling for the entire production and for all recording to be in HD
- Teleprompter

2. *Lighting and sound*

- a. Cocktail Reception:** microphone and stand for speeches and/or announcements (PA system); relaxed/mood lighting
- b. Awards Ceremony**
 - Public Address system

- 2x gooseneck microphones at each podium
- 4x handheld wireless microphones in the tech box for voice-over introductions and as a backup
- 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
- 2x Follow Spotlight

3. *Mobile Power Generator Set*

- Capable of supplying uninterrupted electrical power to all lights, sound systems, video equipment, and stage setups for the entire duration of the event.
- Equipped with automatic transfer switches (ATS) to ensure seamless power transition in the event of any power failure.
- Should include fuel sufficient to cover the entire event, including rehearsals and potential overruns and all necessary cabling, distribution boards, and connections to safely and effectively distribute power to all technical equipment and stage elements.
- Tested prior to the event with a qualified technician on-site throughout the event to manage and monitor the generator's performance and ensure compliance with all safety standards.

4. The winning bidder will coordinate with DOT and TPB Working Group for the final program scenario and script.
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. DOT: raw footage of the event saved in an external hard drive to be provided by the EMC;

- b. TPB : 1 same-day edit (SDE) video to be presented during the dinner, 2 video reels and 1 video with highlights of the event (3 minutes) for social media posting and all raw footage saved in an external hard drive to be provided by the EMC
 - c. Submitted photos and videos shall be fully owned by the TPB and DOT
7. Final dry run/technical check of the program scenario to be presented for final approval of DOT and TPB at least 5 days before the event
 8. Submit the end report, recordings of the activities, videos, and final cut (3 minute video highlights) to TPB, 5 days after the event
 9. The DOT and TPB shall have full ownership of all the data gathered and presented (both in hard and softcopy files) from the event
 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
 Note: 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.
 11. Secure all necessary permits for any song and/or videos owned by 3rd party.
 12. Bidders will be required to submit a presentation of their Planned Approach.

IV. INDICATIVE PROJECT IMPLEMENTATION SCHEDULE

DATE : January 2025 (indicative date)

TIME : 12 AM – 12PM (inclusive of ingress and egress)

V. ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS

1. Must be a DOT-accredited event management company
2. 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, and/or recognition events.
3. Must submit a list of large-scale international (minimum 300 international and local attendees) and local events handled in the past five (5) years.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved Budget for the Contract (ABC) is **NINE MILLION FOUR HUNDRED THOUSAND PESOS ONLY (PHP 9,400,000.00)** inclusive of all applicable fees and taxes.

VII. TERMS OF PAYMENT

Particulars/ Milestones	Terms of Payment
1st tranche: Upon submission and approval: <ul style="list-style-type: none">• menu• venue (including proof of reservation)• layout and setup/ stage design/ branding/ creatives• photo walls and media booth• list of performers/ MC/ usher/ usherettes• music• giveaways/souvenirs	30% of total bid price
2nd tranche: Upon full delivery of required services as listed in the TOR and submission of documentation (photo and video - Final edit SDE)	35% of total bid price
3rd / final tranche: Upon delivery and turn-over to TPB of a full terminal report and raw files of all photos and videos	35% of total bid price
TOTAL	100%

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

TERESITA DL. LANDAN

Acting Head

Office of the Deputy Chief Operating Officer for Marketing and Promotions

Tourism Promotions Board Philippines

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 an LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

VIII. CONTRACT DURATION

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

IX. PROJECT OFFICERS' CONTACT INFORMATION

MARGARITA P. SAN JOSE

margarita_sanjose@tpb.gov.ph

EDESSA JOY L. DELEGIRO

edessa_delegiro@tpb.gov.ph