

PROVIDE THE SERVICES OF AN EVENT INTEGRATOR
Conduct of TPB 4th Regional Travel Fair
April 4-7, 2019

TECHNICAL SPECIFICATION

I. BACKGROUND

The Tourism Promotions Board (TPB) will conduct the 4th Regional Travel Fair on 06-07 April 2019. The Travel Fair will be a 4-day event that will showcase a 2-day Business-to-Consumer (B2C) selling of domestic packages, Pre-tour, a half-day Business-to-Business (B2B) and forum, to be participated in by invited DOT accredited tour operators nationwide. This is also a great opportunity to sell other domestic tour packages in time for the coming lean season.

<u>LOT # 1</u>	PROVIDE THE SERVICES: EVENT INTEGRATOR Conduct of TPB 4 th Regional Travel Fair in Clark, Pampanga	ABC Php 1,000,000.00
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SCOPE OF WORK/DELIVERABLES:

EVENT INTEGRATOR SHALL PROVIDE THE FOLLOWING:	
PARTICULARS	SPECIFICATION
PRODUCTS AND SERVICES REGIONAL TRAVEL FAIR AND THREE-DAY TRAVEL FAIR PROMOTIONAL COLLATERAL PRODUCTION	<ol style="list-style-type: none"> 1. Printing boarding pass cum raffle tickets for the 2-day consumer events 500 pcs. Size 7.5 x 3 inches see attached sample (TPB will provide the design template) 2. Flyering inside the mall and around the event area 3. 20 pcs. VIP lei during the Opening Ceremony on 06 April 2019. 4. Two (2) units of standee flower arrangements with ribbons for the ribbon cuttings during the opening to be placed at the booth entrance 5. Ceremonial key for the turnover to the next destination Specification : 1 meter size key with key chain holder (sample attached)
PRODUCTION TEAM The arms, hands, and feet of an occasion for the duration of the event	<ol style="list-style-type: none"> 1. They are the ones in-charge of plan execution during the activities from April 5-7, 2019. 2. Over-all Director Technical Directors (Audio Visual, Music, Lights) 3. Stage Manager Production Staff Assistant Stage Managers 4. Ten (10) Ushers & Usherettes during Welcome Dinner and Opening Ceremony 5. Other Inclusions: Music and Visuals during the event Technical Script Sequence Guide

<p>DOCUMENTATION</p>	<p>I. VIDEO TEASER 1:30 seconds integration of videos previous Regional Travel Fair in Bicol, Davao, Bacolod and featuring Clark. This will be shown 06 April 2018 during the Opening Ceremony.</p> <p>II. PHOTOGRAPHY</p> <ul style="list-style-type: none"> • Full Documentation for the four (4)-day event inclusive of the following: <ul style="list-style-type: none"> ✓ April 4, 2019 – Two (2) Pre-tour activities as assigned by TPB (Pampanga/Subic and Bulacan) ✓ April 5, 2019 -Forum , B2B and welcome dinner ✓ Opening and closing ceremony ✓ Activities at the venue for Business to Consumer • Photographs are in a high-resolution jpg format. • Photographers using DSLR Cameras • All raw photograph files stored in a flash drive are to be given to the client Videography • Full Documentation for the four (4)-day event • Videos are in a high-definition (HD) format • Audios are in a high-resolution format • Professional Cameramen using DSLR Cameras • With Music Scoring • Files must be turnover to TPB with external drive • Final Output: Five (5)-minute Final Edited Video Production <p>III. LIVE FEED (real time videos are fed on the LED WALL)</p> <ul style="list-style-type: none"> • Live feed for the during opening and closing ceremonies event • Professional Cameramen • Professional Camera Set-up • Monitor Set-up-with Video Switcher • Technical Director • Communication System (Cameramen to Technical Director) 									
<p>Provide Entertainment and other requirements for the event</p> <p>Must provide local musicians, performers, dancers, artists and master of ceremony during the event.</p>	<table border="1"> <thead> <tr> <th data-bbox="695 1459 990 1493">Dates</th> <th data-bbox="1016 1459 1417 1493">Requirements</th> </tr> </thead> <tbody> <tr> <td data-bbox="695 1493 990 1633">1st day April 4, 2019 Pre-tour Pampanga/Subic and Bulacan</td> <td data-bbox="1016 1493 1417 1633">Documentation (video and photo)</td> </tr> <tr> <td data-bbox="695 1633 990 1774">2nd day April 5, 2019 Forum/GAD/B2B</td> <td data-bbox="1016 1633 1417 1774"> <ul style="list-style-type: none"> • Provide HOST/MC's to introduce the speakers and announcement to be made by the TPB Secretariat </td> </tr> <tr> <td data-bbox="695 1774 990 1915">2nd day April 5, 2019</td> <td data-bbox="1016 1774 1417 1915"> <ul style="list-style-type: none"> • Welcome Dinner • Provide 30minutes entertainment </td> </tr> </tbody> </table>	Dates	Requirements	1st day April 4, 2019 Pre-tour Pampanga/Subic and Bulacan	Documentation (video and photo)	2 nd day April 5, 2019 Forum/GAD/B2B	<ul style="list-style-type: none"> • Provide HOST/MC's to introduce the speakers and announcement to be made by the TPB Secretariat 	2 nd day April 5, 2019	<ul style="list-style-type: none"> • Welcome Dinner • Provide 30minutes entertainment 	
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		<p>With the approval of the concerned TPB personnel of the event, the production house must conceptualize and present the production of an entertainment</p> <p>Theme: “Fiesta Pilipino” with the modern upbeat 1 Pop singer s Dancers are from Nayong Pilipino</p>
	3 rd day April 6, 2019 Opening Ceremony Business to Consumer	<ul style="list-style-type: none"> • Provide HOST/MC’s • Provide Opening Salvo/Production Number • One (1) dance number choreograph the song of “Tara Na Biyahe Tayo” inclusion of Mascot to dance Hero and Hera • Provide Two (2) 10 minutes intermission 2:00pm and 7:00pm Percussion and Singers or Cultural dancers that can entice the consumers
	4 th day April 7, 2019 Business to Consumer Closing Ceremonies	<ul style="list-style-type: none"> • HOST/MC’s • Two (2) 10 minutes intermission 10:30 pm & 3:00pm Percussions and Singers • Entertainment Closing ceremony at 6:00pm Percussionist singers Turn-over Ceremony
MEALS	<ul style="list-style-type: none"> • All production staff and entertainers 	
LIGHT AND SOUNDS AND TECHNICAL REQUIREMENTS	<ul style="list-style-type: none"> • Video LED wall and accessories at least 9 x 12 • Lighting equipment • Sound system • Duration : April 5, 2019 Welcome Dinner at Nayong Pilipino April 6-7, 2019 Two (2) day Business to Consumer at the Pavilion 	
PR and Publicity	<ul style="list-style-type: none"> • Social Media advertisement to upload the teaser for publicity and promotions 	
Mascot that TPB will provide	<ul style="list-style-type: none"> • Provide manpower for the 2 mascots during the following can dance: • April 6, 2019 – 3x a day • April 7, 2019 – 3x a day 	

ELIGIBILITY REQUIREMENTS

- Must comply with the legal and technical and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations.

III. SPECIAL/ADDITIONAL REQUIREMENTS

- Willing to provide services on “send-bill” arrangement
- Shall submit line-up of entertainers and brief descriptions of programme scenario for the event
- Prepare a 1-minute teaser for the 4th Regional Travel Fair featuring Clark, Pampanga. TPB will provide the Logo. To be presented during the bidding.
- Must have a minimum of 3 years’ experience in events and productions

III. INVITATION TO SUPPLIERS

The winning bidders shall be determined in accordance with the process of R.A. 9184 and its Revised IRR. Award shall be based on the Lowest Calculated and Responsive Bid (LCRB) or Single Rated Bids per lot provided that it does not exceed the ABC per lot.

IV. PROJECT OFFICERS/CONTACT PERSONS

MICHELLE ALCANTARA

Domestic Promotions Department

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