

**Event Management Services
MOTORCYCLE TOURISM (MOTOURISM)
November 27, 2020
TECHNICAL SPECIFICATION**

I. BACKGROUND

The Tourism Promotions Board (TPB), in collaboration with the Department of Tourism (DOT) and various motorcycle rider clubs and associations in the Philippines, will embark on its first nationwide Motorcycle Tourism (MOTOURISMO) from November 2020 – March 2021. The conduct of MOTOURISMO aims to help rebuild the confidence of the traveling public to travel domestically and eventually for the tourism industry to bounce back from the negative impact of the recent COVID-19 pandemic crisis. This further aims to tap motor riders as domestic tourism ambassadors who will help promote the Philippines as a fun and diverse country.

This sports tourism project shall be conducted by way of providing the following to support the motorcycle clubs and association:

1. Media launch to create noise that will signal the country’s tourism industry’s gradual bouncing back after the COVID-19 pandemic crisis hardly hit.
2. Providing safety gear for the riders like reflectorized vests and t-shirts
3. MOTOURISMO Webinar
 - “Road Safety under the New Normal”
 - “Philippine Motorcycle Escapades”

II. SCOPE OF WORK/DELIVERABLES (Subject to change of date)

	SCOPE OF SERVICES	DELIVERABLES
A.	27 November 2020 – Motourism Webinar (2:00 – 4:00 pm)	
1.	Webinar for Road Safety Target Participants: 300-500	<ol style="list-style-type: none"> 1. Provide a virtual platform to conduct the webinar 2. Conceptualize, implement and manage the Seminar on Road Safety 3. Registration on-line and link for the participants 4. Invite and confirm speakers, and provision of tokens and professional fees Recommended Topics: <ol style="list-style-type: none"> a. “Road Safety under the New Normal” b. “Philippine Motorcycle Escapades” 5. Provide a moderator to introduce speakers and to facilitate Q&A and synthesis 6. Conduct a dry-run of the program at least two days before the event’s actual date. 7. Event for the technical rehearsal 8. Provide E-Certificate for the attendees 9. Conduct surveys and polls during and/or after the event. 10. Submit video recording and post-event reports after the event. 11. Simulcast the webinar through FB Live streaming.

B. 27 November 2020 Media Launch (10:00 am – 11:00 am)		
1.	Production Team /Technical Requirements	<ol style="list-style-type: none"> 1. Provide a virtual Platform for the media launch 2. In-charge of planning and execution of the media launch on 27 November 2020. 3. Provision of production and technical team: (Director, Audio Visual, Music, Lights) <ol style="list-style-type: none"> 3.1 <u>Production Team:</u> Director and Production Staff and assistant 3.2 <u>Technicals</u> (Audio and Visuals) <ol style="list-style-type: none"> a. Script and sequence guide b. Professional Cameraman c. Technical Director and staff 4. LIVE FEED (real-time videos screen fed as well as a simulcast through FB Live screening) 5. All photos with high resolution and video files should be stored in an external drive to be turned-over to TPB after the event 6. Lighting equipment 7. Audio-Video system 8. Provide Host/Emcees 9. Stage Backdrop and Virtual Backdrop
2.	Event venue with Food and Beverage (preferably TPB Member)	<ol style="list-style-type: none"> 1. Event Venue <ol style="list-style-type: none"> a. Time of (Ingress and egress) b. Date : 27 November 2020 c. Provision of ingress at least from 10:00 pm on 26 November 2020 d. Program Scenario 06:00 AM - 08:30 AM Technical Rehearsal 10:00 AM – 11:00 AM Motourismo Media Launch 11:30 AM - 12:30 NN Lunch 2:00 PM - 4:00 PM Motourismo Webinar e. Lounge set-up for the Media Launch f. Conference Room minimum area 500 sqm, to include: <ul style="list-style-type: none"> ○ Basic A/V system / Basic sound system / lights and equipment to include microphones, projector with LCD screen Provision of registration tables and chairs ○ Stage set-up and decoration ○ Provision for electric outlets / extension cords ○ pen and paper, mints or nuts ○ Classroom set-up g. Provision of technical requirements: <ul style="list-style-type: none"> ○ LCD screens for announcements and presentations ○ Signage stands for meeting rooms and other directional signage h. Internet Connectivity

		<ul style="list-style-type: none"> ○ Free WIFI connection for the delegates and for the virtual platform ○ Wired internet connections in designated event areas <ol style="list-style-type: none"> 2. Food and Beverage (Meals): <ol style="list-style-type: none"> a. heavy snacks for 50 pax (to be served at 10:00 AM) b. Flowing brewed coffee and tea c. Meals for the TPB Secretariat for 15 pax (Lunch & PM Snacks) d. One round of ice tea, juice, or soda e. Menu shall be approved by TPB Secretariat f. Classroom set-up with 1 meter apart 3. Dressed tables/chairs 4. Appropriate ambient décor to complement the overall theme or look of the event 5. Uniformed and well-trained banquet service
3.	Give-aways for the media invitees	<ol style="list-style-type: none"> 1. 150 pcs T-shirts dri fit short sleeves <ul style="list-style-type: none"> ● 25 pcs. Small ● 25 pcs Medium ● 30 pcs. Large ● 30 pcs. XL ● 25 pcs. XXL ● 15 pcs. XXXL 2. With packaging and complimentary card 3. TPB shall provide the design
4.	Banners	<ol style="list-style-type: none"> 1. Two (2) motorcycle banner with tassel 2. TPB shall provide the design

I. QUALIFICATION OF BIDDER

- A. Bidders must be in operation as an Events Management Company (EMC)/event organizer for at least one (1) year.
- B. Bidders must have at least one (1) year experience in events management/events organizing.
- C. Bidder must have had at least three (3) projects hosting online Virtual Events.
- D. Key personnel involved in the project must have a minimum of three (3) years of relevant experience supported by CVs:
 - a. Project Manager
 - b. Creative Director/Writer
 - c. Technical Director
 - d. Technical Support Team

***Note:** Bidders may recommend additional personnel deemed fit for the team following the scope of work and deliverables.

E. Bidders must be able to make a presentation (maximum of 10 minutes) of their Plan Approach.

II. ELIGIBILITY REQUIREMENTS

- a. Must be duly registered with the Philippine Government Electronic Procurement System (PHILGEPS);
- b. Company Profile and Technical Proposal
- c. Valid Mayor's permit / Business Permit
- d. Income / Business Tax Return
- e. Omnibus Sworn Statement
- f. Company profile

III. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved Budget for the Contract is **Five Hundred Thousand Pesos Only (PHp500,000.00)** only, inclusive of all applicable fees and taxes. The cost of items in the bid should be broken down. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above mentioned approved budget. The deadline for submission of bids should be at a time and place specified in the request for quotation (RFQ).

IV. TERMS OF PAYMENT

Payment will be on send-bill arrangement. Full payment upon completion of the requirements stipulated in the technical specifications.

Supplier must 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.

A. Rating Guide for Technical Proposal

Technical Bid/Proposal Criteria and Rating 80%

CRITERIA	WEIGHT %
I. Quality of Personnel to be assigned to the Project	20%
<p>1.1 Required qualifications and experience of the following key personnel in organizing virtual events:</p> <ol style="list-style-type: none"> a. Project Manager b. Creative Director/Writer c. Technical Director d. Technical Support Team <p><i>Covering the suitability of the key staff to perform the duties of the particular assignment and general qualifications and competence, including education and training of the key staff and similar projects handled by personnel (based on submitted CVs)</i></p> <p>Key personnel involved in the project must have:</p> <ol style="list-style-type: none"> A. Project Manager 	

<ul style="list-style-type: none"> ● With three (3) years or more of relevant experience (5%) ● With less than three (3) years of relevant experience (0%) <p>B. Creative Director/Writer</p> <ul style="list-style-type: none"> ● With three (3) years or more of relevant experience (5%) ● With less than three (3) years of relevant experience (0%) <p>C. Technical Director</p> <ul style="list-style-type: none"> ● With three (3) years or more of relevant experience (5%) ● With less than three (3) years of relevant experience (0%) <p>D. Technical Support Team</p> <ul style="list-style-type: none"> ● With three (3) years or more of relevant experience (5%) ● With less than three (3) years of relevant experience (0%) 	
II. Firm Experience and Capability	30%
<ul style="list-style-type: none"> ● Bidders must have been in operation as an EMC/event organizer for at least one (1) year (10%) ● Bidder must have at least one (1) year of experience in event management/event organizing (10%) ● Bidder must have had at least three (3) projects hosting online Virtual Events (10%) 	
III. Plan of Approach and Methodology	50%
<ul style="list-style-type: none"> ● Proposed Program Scenario including conceptualization of the webinar and media launch (20%) ● Creativity and innovativeness of the plan of approach (10%) ● Creativeness and adherence to the project objectives (10%) ● Feasibility of the planned execution of the overall scope of work (10%) 	
TOTAL	100%