

TECHNICAL SPECIFICATIONS

Updated as of 19 November 2019 v3

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 a nationwide Philippine Motorcycle Tourism Program from October to November 2021. The conduct of the campaign 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 through a Philippine Motorcycle Tourism Webinar.

After having carefully read and accepted the Terms and Conditions, I / we submit my / our quotation as follows (Bidders are required to take note of the * portion at the last page of this form before filling up the required columns):

| REQUIREMENT | SERVICE PROVIDER OF A HYBRID WEBINAR AND ENTERTAINMENT | | |
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| PROJECT TITLE | PHILIPPINE MOTORCYCLE TOURISM "Riders' Webinar for Road Safety" | | |
| APPROVED BUDGET COST (ABC) | PHP 1,000,000.00 | | |
| TECHNICAL SPECIFICATION | STATEMENT OF COMPLIANCE | | LEVEL OF COMPLIANCE* |
| | COMPLIANT | NOT COMPLIANT | |
| (BIDDER'S NAME) | | | |
| I. Duration/Venue | | | |
| a. October 23, 2021 | | | |
| b. Within Metro Manila (TBA) | | | |
| A. Deliverables | | | |
| a. Provide a virtual Conference platform or zoom platform or stream yard to conduct the webinar to accommodate the at least 500 | | | |
| b. Hybrid webinar for the 100 motorcycle riders on site | | | |
| c. Invite and confirm speakers, inclusive of honorarium or professional fees. Recommended Topics: 1. "Formula of Defensive Driving" 2. "Group Ride 101" 3. "Factors Affecting Safe Riding" | | | |
| d. Conduct a dry-run of the program at least two days before the event's actual date. | | | |
| e. Provide E-Certificate for the attendees | | | |

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| f. Conduct surveys and polls during and/or after the event | | | |
| g. Submit video recording and post-event reports after the event. | | | |
| h. Simulcast the webinar through FB Live streaming. | | | |
| i. Submit a 3-5 minute same day editing of the webinar to be preview during lunch or dinner in MP4 format. | | | |
| j. Provide an entertainment to be approved by TPB Secretariat. Theme: Motorbikes/Sporty ambiance | | | |
| k. Provide an infomercial | | | |
| l. Stage Set-up <ol style="list-style-type: none"> 1. Stage set-up and decoration with backdrop to be approved by TPB Secretariat 2. Dressed tables/chairs according to the theme 3. LED Screen wall 9' x 12' with sound system 4. Appropriate ambient décor to complement the overall theme or look of the event | | | |
| m. To implement and provide the following: <ol style="list-style-type: none"> 1. Production Number 2. Emcee/Moderator 3. Production and Technical Team to arrange the flow of the program 4. At least three (3) Cameraman 5. 1 Photographer and 1 videographer 6. Director 7. Music and Visuals during the event Technical Script Sequence Guide | | | |
| n. Technical Requirements <ol style="list-style-type: none"> 1. Professional Audio Setup for a broadcast activity 2. Must be able to execute onsite audio mix and Virtual Audio output 3. Professional Audio system for a 500-1000sqm venue 4. Equipment must include but not limited to the following <ol style="list-style-type: none"> i. Digital Mixing Console ii. Active Speakers iii. At least 6 Wireless Microphones iv. Stage monitor speakers v. Lot of Power and Signal Cables | | | |

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| <p>o. Professional lighting for live and broadcast lighting</p> <ol style="list-style-type: none"> 1. Must be able to design a suitable lighting for a broadcast setup 2. On site live mood and accent lighting 3. Broadcast designed stage lighting 4. Equipment must include but not limited to the following: <ol style="list-style-type: none"> i. Digital Lighting Console ii. ParLEDs lights Amber White and RGB iii. LED Strip Lights for backdrops RGB iv. Continuous Video Lights and diffusers v. Light Stands vi. Lot of Power and Signal Cables 5. Professional LED Video System <ol style="list-style-type: none"> i. LED Wall set with switchers and playback ii. Lot of power and signal cables 6. Speakers Technical Requirements <ol style="list-style-type: none"> i. Speaker Prompter Monitor ii. Speaker Presentation/Zoom Monitor | | | |
| <p>p. Streaming Requirements</p> <ol style="list-style-type: none"> 1. Streaming Desktop 2. High Specification streaming machine 3. Equipped with a minimum of 3 (Three) video capture devices for on-site coverage 4. Licensed Video Production and Streaming Software 5. Audio Interface Input 6. Must be able to handle multi stream, recording and video output 7. Secondary Laptops 8. Minimum 2 laptop support for Zoom Capture, Presentation Playback and Loops | | | |
| B. HEALTH AND PROTOCOL REQUIREMENTS | | | |
| <p>a. All assigned personnel should follow the health protocol provided by COVID-19 Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) and respective LGUs rules and regulations. List of personnel shall be submitted to TPB for proper endorsement to PCMC.</p> | | | |

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| C. OTHERS | | | |
| a. Meals, required fees, honorarium for the additional personnel and technical team shall be shouldered by the bidders | | | |
| D. QUALIFICATION OF BIDDER | | | |
| a. Bidders must have been in operation as an Production Company or MICE Events for at least five (5) years. | | | |
| b. Bidder must have at least three (3) years of experience similar activities. | | | |
| c. Bidder must have had at least three (3) projects hosting Hybrid or Virtual or face to face Events. | | | |
| d. Key personnel involved in the project must have a minimum of three (3) years of relevant experience supported by CVs: 1. Project Manager 2. Director/Writer 3. Technical Director 4. Technical Support Team *Note: Bidders may recommend additional personnel deemed fit for the team following the scope of work and deliverables. | | | |
| E. 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 | | | |
| F. APPROVED BUDGET FOR THE CONTRACT (ABC) | | | |
| a. The approved Budget for the Contract is One Million Pesos Only (Php 1,000,000.00), 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). | | | |

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| <p>G. TERMS OF PAYMENT</p> <p>Payment will be on send-bill arrangement after the event.</p> <p>Supplier must have a Landbank (LBP) 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.</p> | | | |
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****Bidder/s are encouraged to be as specific as possible in stating level of compliance to the technical specifications.***

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| Offered Quotation in Words: | | |
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| Offered Quotation in Figures: | | |
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| Signature Over Printed Name of Bidder | Position / Company | mm / dd / year |
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