

## **ANNEX B: TECHNICAL SPECIFICATIONS**

### **SUPPLY AND DELIVERY OF ENTERTAINMENT AND TECHNICAL REQUIREMENTS FOR THE PHILIPPINE MOTORCYCLE TOURISM (PMT) ANNIVERSARY**

*(As of 04 October 2022)*

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**Indicative Dates** : 19-20 November 2022  
**Venue** : Cebu City

#### **I. BACKGROUND:**

The Philippine Motorcycle Tourism is a fast-growing niche market in the Philippines, whose numbers are increasing up to the present. Significant islands in our country are being explored by motorcycle – the unspoiled landscapes, beautiful and serene coasts, green forest wildlife, and natural splendors. This is a marginal practice with special habits where taking the road, riding styles, and camaraderie play essential roles. This motorcycle tourism is an excellent example of the unusual and marginal nature of this tourism.

Capitalizing on the tourism potential, the TPB Philippine Motorcycle Tourism Program collaborated and partnered with the Department of Tourism (DOT) and various motorcycle rider clubs and associations in the Philippines.

TPB will initiate the PMT Anniversary on 20 November 2022. This will be a long week celebration for the PMT Anniversary nationwide that the initial kick-off will be held in Cebu city. TPB will invite an estimate of 1,000 motorcycle enthusiast and motobloggers/vloggers nationwide to attend the said event.

#### **II. OBJECTIVES**

- 1.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.
- 2.To encourage more motorcycle sports enthusiasts to engage in a motorsport's tourism activity as a potential niche tourism product.
- 3.To tap motor riders as domestic tourism ambassadors who will help promote the Philippines as a country of fun and diverse experience.
- 4.To instill a culture of tourism and pride of place among the riders as well as advocate responsible and sustainable tourism.
- 5.To promote road safety travel among the participants and adapt the government's safety guidelines and protocols in the hospitality industry as a new normal.

### III. SCOPE OF WORK AND SERVICES

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| <b>PART I. PHILIPPINE MOTORCYCLE TOURISM ANNIVERSARY</b>   |
| <b>A. PRODUCTION AND TECHNICAL REQUIREMENTS</b>  |
| <b>Duration : 20 November 2022</b>   |
| <b>1. <u>KICK-OFF CEREMONY (MORNING)</u></b>   |
| <b>a. Production Team – in charge of plan and execution during the kick-off activity</b>   |
| <ul style="list-style-type: none"><li>• Live Music</li><li>• Music and Visuals during the event Technical Script Sequence Guide</li><li>• Professional Cameramen and Camera Set-up</li><li>• Monitor set-up with video switcher</li><li>• Communication System (Technical Director to Cameramen)</li><li>• Simulcast kick-off activity through FB live if applicable</li></ul>   |
| <b>b. Venue Set-up</b>   |
| <ul style="list-style-type: none"><li>• Stage set-up and backdrop</li><li>• Other applicable settings of the venue</li><li>• Registration booth/area and meal distribution area</li><li>• Lights and sound system with microphones</li><li>• Photo wall for photo opportunity of the riders (Design to be provided by TPB)</li><li>• Provision of podium</li><li>• Rental of venue to accommodate the 1,000 pax if applicable and electricity Charges if applicable</li><li>• Back-up Generator if applicable</li><li>• Secure necessary permit if any</li></ul> |
| <b>c. Entertainment and other requirements for the Kick-Off Ceremony</b>   |
| <ul style="list-style-type: none"><li>• To provide leis for the Guests and Officials</li><li>• Printing of 1,000 Stubs and ID's of the participants (TPB will provide designs)</li><li>• To assist and coordinate with the tour operators for the distribution of meals</li><li>• Host/Emcee preferably motorcycle enthusiast</li><li>• To provide Welcome Dancers and entertainment for the kick-off</li></ul>  |
| <b>d. Tour Ride Requirements:</b>  |
| <ul style="list-style-type: none"><li>a. Coordination and payment of toll fees at the Cordova Expressway Link for the of the 1,000 Riders during the kick-off Ride.</li><li>b. To assist liaise and coordination with Local Government Units (LGUs) and Private Sectors for the routes of PMT Riders.</li></ul>  |

**Proposed Program for the Early Kick-Off: Subject to change**

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| 05:30H – 06:30H | Welcome the participants<br>Distribution of Kits and Stubs for the breakfast and dinner<br>Registration /Breakfast (Distribution of Kits                |
| 0700H -         | National Anthem<br>Invocation<br>Welcome remarks by DOT/TPB official<br>Ceremonial Photo Shoot at the Cordova Bridge<br>With DOT/TPB Officials and LGUs |
| 08:30H          | Breakfast   |
| 10:00H          | Start of Cebu Circuit Ride to those opted to participate<br>**Tour ride will be conducted by Riders from Cebu   |
| 19:00H          | The riders will be back during the dinner   |

**2. WELCOME DINNER REQUIREMENTS**

**1. Entertainment:**

- a) Production Number
- b) Local Band with music of 80's and 90's with complete equipment
- c) Stage and backdrop
- d) Emcee preferably a motorcycle enthusiast (Local Talents in Cebu)
- e) Production and Technical Team to arrange the flow of the program
- f) At least three (3) Cameraman
- g) Director to manage the program flow
- h) Music and Visuals during the event Technical Script Sequence Guide

**2. Technical requirements a must include but not limited to the following**

- a) Professional Audio Setup for a broadcast activity
- b) Professional Audio system for a 500-1000sqm venue
- c) Must be able to adjust a suitable lighting on stage
- d) On site live mood and accent lighting
- e) Digital Mixing Console
- f) At least 6 Wireless Microphones
- g) Stage monitor speakers
- a) Lot of Power and Signal Cables

**3. Equipment must include but not limited to the following:**

- a) LED wall 9 x 12 sqm
- b) Digital Lighting Console
- c) ParLEDs lights Amber White and RGB
- d) LED Strip Lights for backdrops RGB
- e) Continuous Video Lights and diffusers
- f) Light Stands

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| <p>g) Lot of Power and Signal Cables</p> <p><b>6. Other Requirements</b></p> <p>a) Shell Scheme booth size of 4 x 3 sqm for the sponsors</p> <ul style="list-style-type: none"> <li>• Applicable lights, electricity wiring and signage .</li> <li>• Provide 2 chairs and 1 table</li> <li>• Signage of the booth</li> </ul>                  |
| <b>B. DOCUMENTATION FOR THE EVENT</b>   |
| <p>1. At least (1) Photographer and One (1) videographer</p> <p>2. Photo and videos must be in high resolutions</p> <p>3. 3-5 Minutes 1-day editing for the kick-off and dinner</p> <p>4. All footages and photos during the campaign ride should be stored in external drive and submitted to TPB as part of the post-event requirements</p> |
| C. Meals, air tickets (if applicable), accommodation, required fees, honorarium for the additional personnel and technical team shall be shouldered by the bidder.  |
| D. Liaise with the LGU's and private companies for any assistance needed for the logistic requirements.   |
| F. 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. The winning bidder shall bear their RT PCR expense for assigned personnel.  |

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| <b>PART II. FOR THE IDENTIFICATION &amp; ENHANCEMENT OF "RIDERS' FRIENDLY" ESTABLISHMENTS</b>   |
| <p><b>A. Gift Meal Package during the one-week Celebration of PMT Anniversary</b></p> <p>a) To provide a One Thousand (1,000) meal package to be distributed to DOT Regions</p> <p>b) Non-perishable Items (to be approved by TPB)</p> <p>c) At least with a minimum cost of Four Hundred Pesos (Php400.00)</p> <p><b>B. Laminated signage for the Identification for the “Riders” Friendly Establishments</b></p> <p>a) 15 pcs. Each for 16 Regions = 240 pcs.</p> <p>b) To be distributed to identified DOT Regions (addresses to be provided by TPB)</p> <p>c) Size : A3 landscape</p> <p>d) Inclusive of courier services</p> <p>e) TPB will provide the design</p> |

#### IV. PROJECT IMPLEMENTATION SCHEDULE

Indicative Date: 19-20 November 2022

\*\*\*Note: Dates are subject to due to the existing IATF Rules and Regulations.

#### V. SPECIAL/ADDITIONAL REQUIREMENTS

- Bidders must have been in operation as Event Management Company, Production Company or MICE Events for at least five (5) years.
- Bidder must have at least three (3) years of experience similar activities.
- Key personnel involved in the project must have a minimum of three (3) years of relevant experience supported by CVs:

1. Director/Project Manager

2. Technical Personnel

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

#### **VI. APPROVED BUDGET FOR THE CONTRACT (ABC)**

**Three Million One Hundred Forty-Five Pesos (Php3,145,000.00)** inclusive of all applicable taxes and fees.

#### **VII. TERMS OF PAYMENT**

Payment will be on a send-bill arrangement, thirty (30) days upon receipt of Statement of Account/Billing. 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.

#### **VIII. CONTRACT DURATION**

| <b>PARTICULARS</b>  | <b>TERMS OF PAYMENT</b>                 |
|---|---|
| <b>Php3,145,000.</b>  | <b>100% of the total contract price</b> |
| • Confirmation of entertainers and approved program                 | 15% of the total contract price         |
| • Completion of requirements of technical requirements of the venue | 35% of the total contract price         |
| • Full completion of deliveries to all DOT Regions                  | 40 % of the total contract price        |
| • Submission of Terminal Report                                     | 10 % of the total contract price        |

#### **IX. PROJECT OFFICER'S CONTACT INFORMATION**

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