

TECHNICAL SPECIFICATIONS

SERVICES OF AN EVENT MANAGEMENT COMPANY (EMC) FOR THE TOURISM PROMOTIONS BOARD (TPB) MEMBERS' NIGHT

I. BACKGROUND

The TPB Membership Program will hold its TPB Members Night in the last quarter of 2022 to showcase the milestones of the Tourism Promotions Board (TPB) Membership Program and to recognize the success of its members, despite the pandemic, to inspire and motivate other partners to support and promote the Philippine tourism. Additionally, the TPB Members' Night will be a platform for the TPB to thank its members for their unwavering support and dedication to the mission of the agency.

II. OBJECTIVES

- To showcase the milestones of the TPB Membership Program and recognize the skills, talents, and achievements its members
- To provide a venue for networking and rapport-building among the TPB members
- To provide an opportunity for the TPB to thank its members for their support and contributions to the program in the past year
- To strengthen the partnership between the TPB and its members and boost the morale of the TPB members and other partners

III. SCOPE OF WORK/SERVICES

A. EVENT PROPER AND CULTURAL ENTERTAINMENT

Date	:	16 December 2022
Time	:	16:00 (assembly) 18:00 (performance)
Venue	:	PICC
Audience	:	400 pax
Event theme and performance	:	Supplier to present two (2) options Live entertainment should include music and dance presentation for two (2) hrs

1. Planning and execution of the event proper to include one (1) Master of Ceremony (MC). Must have a minimum of two (2) years of relevant experience supported by CV.

2. Provide venue set- up and lay out as well as the physical and technical requirements subject for approval of TPB. Must submit at least five (5) working days prior the event.
3. The EMC shall provide required instruments, sound and lighting equipment, costume and props, as well as meals, transportation, and other requirements for the show and performers.
*Equipment requirements and compatibility shall be in coordination with the venue.
4. The presentation must be appropriate with the built-in stage of the venue.
5. In view of health and safety protocols, audience interaction will not be included in the performance.

B. PHOTO AND VIDEO COVERAGE

- Provision of one (1) professional videographer and one (1) professional photographer to cover the entire program and a 3-4 minutes event highlight video to be played before the event ends (Same Day Edit)
- Submission of a consolidated output stored in a hard drive, two (2) copies, three (3) working days after the event

C. HOLOGRAPHIC PHOTOBOOTH PACKAGE

- Two (2) sets of booth
- Unlimited use of 3-hour booth operation
- Professional Studio Lights
- Customized photo layout (Initial layout to be submitted 5 working days prior the event, subject for approval of TPB)
- Customized Hologram printing
- Photo PRINTOUT per session
- Setup and Dismantle
- Soft copy of photos stored in a hard drive to be submitted three (3) working days after the event

D. PRIZES/ RECOGNITIONS

Twenty (20) Gift certificates worth PhP 5,000.00 to be given to the TPB member awardees during the program

E. PROGRAM SOUVENIR

450 pcs of classic red wine (Destileria Limtuaco) to be given as program souvenirs for the TPB Officials and TPB Members

Packaging/ Holder: Sinamay Bag with wire 4x4x12 inches

Submit sample for packaging and quality validation at least five (5) working days prior the event



F. LOGISTICS

- One (1) unit of van, must be at least 2018 model
Inclusive of fuel, driver, toll, parking, meals, and other related expenses
Maximum use of 15 hours a day inclusive of overtime for 2 days
Route: TPB Office- PICC and v.v with pick up/ drop off of TPB personnel's residence within Metro Manila
- Provision of three (3) holding rooms

G. OTHERS

- Provision of incidental and other miscellaneous expenses amounting to **Php 30,000.00** (additional participants, equipment rental, wifi connection/upgrade, coordination meetings and other expenses)

IV. PROJECT IMPLEMENTATION SCHEDULE 16 December 2022 (indicative date)

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **NINE HUNDRED NINETY THOUSAND PESOS ONLY (PHP 990,000.00)** inclusive of all applicable taxes and fees.

VI. TERMS OF PAYMENT

Send bill arrangement to the TPB after the full completion of requirements. One-time engagement and payment will be based on actual cost and will be paid thirty (30) days upon the receipt of the Statement of Account (SOA) or Billing.

Payment will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the service provider.

VII. CONTRACT DURATION

One-time engagement and shall commence from the acceptance of Notice to Proceed (NTP).

VIII. PROJECT OFFICERS CONTACT INFORMATION

For particulars, please contact the following:

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