

TECHNICAL SPECIFICATIONS

SERVICES OF A PRODUCTION HOUSE / EVENT MANAGEMENT COMPANY FOR THE CONSUMER CAMPAIGNS FOR THE BALIKBAYAN MARKET THROUGH VIP TOUR 2023

I. BACKGROUND

The Very Important Pinoy (VIP) Tour, formerly known as “Ambassadors’ Tour,” is a joint project of Department of Foreign Affairs (DFA) and the Department of Tourism (DOT) which started in 2005 and serves as a flagship tourism program of the Philippine Foreign Service Posts (PFSPs) in the US. The tour is now on its 14th iteration, following its two-year hiatus due to COVID-19.

The VIP tour has enabled Filipino-Americans from all over US to revisit their homeland as we envision each one to be “Filipino Ambassadors” of their respective areas of jurisdiction and generate interest to the country. This year’s tour will run from 16 to 24 July 2023, covering Manila, Iloilo, and Boracay, and is targeted to generate 300 paying participants.

II. OBJECTIVES

- Entice the Filipino-Americans in the US to deepen their appreciation of the tourism destinations of the country;
- Assure travelers and tourists that the Philippines is the place to travel and remains to be a safe destination; and
- Help rebuild the international traveling public’s confidence to travel to the country.

III. SCOPE OF WORK/DELIVERABLES

- A. One (1) group of performers for the whole duration of the event
 - Preferably a band or ensemble
 - Minimum of thirty minutes (30) to maximum of two (2) hours performance
 - Music genre should be fit for an international audience and would ideally include Filipino culture and tradition
 - Performers must have experience with performing for an international audience, subject to TPB’s approval
- B. The production company should provide full production services that must include a full-production concept and execution of an entertainment package which will be flexible enough based on audience of the event and possible on-site adjustments as required by client.
- C. Repertoire to be submitted upon receipt of NTP to TPB for approval, preferably 70’s or 80’s genre of mixed international and Filipino songs if with a band, or the songs and/or performance list for the ensemble

- D. Prepare a program scenario and script to include the following: spiels of Event Moderator / Voice Over/ Performer to be submitted upon receipt of NTP.
Please see below for the proposed program flow:

07:00 PM to 10:00 PM

- Invocation
- Philippine National Anthem
- Welcome Remarks (TPB)
- Dinner Reception (Ambient Music, Showing of Tourism Videos on Screen)
- Entertainment
- Closing Remarks (TPB or DOT-SF)
- Photo Opportunity
- Announcements/Reminders from Rajah Tours (if any)

E. A6 size ID Badge Holders and Lanyards

- ID Badge Card Holder (350 pcs)

Specifications:

- Size: A6
- Material: Vinyl
- Color: Clear
- Feature: Zip-lock Design
- External Size: 118mm x 182mm
- Internal Size: 108mm x 155mm

Sample Photo:



- Lanyard (380 pcs)
Material: ¾" Satin lanyard
Size: 2cm (width) X 47cm (length)
Color:
 - Red: 105pcs – San Francisco
 - Blue: 35pcs – New York
 - Purple: 35pcs – Los Angeles
 - Yellow: 25pcs – Guam
 - Black: 130pcs – Hawaii/ Honolulu
 - Orange: 20pcs – Chicago

- Gray: 15pcs – Texas
- Green: 15pcs – Washington

Sample photo:



- F. Luggage Tag (350 pcs)
 Size: 7cm x 10.10cm
 Material: High Quality PVC Bag tag
 Color: Black and White
 Layout: to be provide by TPB

Sample Photo:



** Samples to be submitted upon receipt of NTP, for TPB's approval.*

- G. One (1) Project Manager to oversee, coordinate, and execute rehearsals of performers and present a final dry run performance.

IV. PROJECT IMPLEMENTATION SCHEDULE

The delivery of ID Badges, ID Holder, Luggage Tags, and services of production house/event management company will be on 17 July 2023.

V. ADDITIONAL TECHNICAL REQUIREMENTS

- Must be Filipino owned, operated and legally registered event management under Philippine laws;
- Requirements and arrangements may be changed subject to schedule constraints and/or IATF guidelines during the implementation proper. Any changes applied must not exceed the Approved Budget of Contract (ABC);
- Must have at least three (3) years of experience in packaging entertainment programs in international and/or domestic events; and
- Must demonstrate demonstrably have a good reputation in the field of corporate launches and events utilizing both entertainment and arts management components.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for Contract (ABC) is **FIVE HUNDRED THOUSAND PESOS ONLY** (Php500,000.00) inclusive of all applicable fees and taxes.

VII. TERMS OF PAYMENT

- Must be willing to accept a send-bill arrangement with the TPB;
- Payment term is 30-days upon receipt of statement of Account (SOA) or Billing statement;
- Payment will be made through Land Bank of the Philippines (LBP) account. Should the winning bidder not have an account in LBP, bank charges to the preferred alternate bank will be shouldered by the bidder

Please send the billing statement to the **TOURISM PROMOTIONS BOARD PHILIPPINES** after the completion of services.

CARMELA JOY A. FEBRIO

Acting Head, The Americas Division
International Promotions Department
4F Legaspi Towers 300, Roxas Blvd., Manila 1004

VIII. CONTRACT DURATION

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

IX. CONTACT INFORMATION

Name	:	JANE MARIELLE FRANCISCO Market Specialist, The Americas Division
Contact No.	:	(02) 8525 9327 (02) 8247 0803
Email	:	jane_francisco@tpb.gov.ph