

## **TECHNICAL SPECIFICATIONS**

### **SERVICES OF AN EVENT MANAGEMENT COMPANY (EMC) FOR THE DIVE 7 FESTIVAL CLOSING AND AWARDING CEREMONY (NEGROS ORIENTAL)**

#### **I. BACKGROUND**

As a pioneer program of DOT-Region VII initiated in 2021, the DIVE7 Program promotes and supports the development of dive destinations in the region, provides easy access for the stakeholders to accreditation and licensing services, and advocates for environmental conservation and protection.

In partnership with concerned governing bodies, the DIVE7 Program features diving as a sustainable activity addressing key points on marine ecosystem preservation, conservation, recreation and leisure, and inclusivity. Furthermore, the said program, through its familiarization tours, dive stakeholders, members of the press, and influencers from various platforms, are invited to exchange ideas and experience known and emerging tourism destinations in Central Visayas, as part of the Regional Office's strategies to invite tourists to visit the region.

This time, the DIVE7 Festivals, in coordination with the Province of Cebu, will be conducting the DIVE7 Festival this 27-30 July, 2023 with the theme, "Shoot, Ride, and Dive".

Shifting from the usual, this dive festival will have a variety of component activities as part of its celebration and launching of the dive industry in the municipality – Shoot, which will highlight the photography competitions, gun firing, and golf; and Ride, which features Motorbike Touring, a current demand for outdoor-adventure tourism, dubbed as MOTOR7, a circuit developed by the Regional Office.

#### **II. OBJECTIVES**

The Dive7 Festival has the following objectives:

- a. To attract underwater photo enthusiasts and their buddies to dive and shoot in the identified dive destinations;
- b. To promote sustainable tourism by conducting coastal and underwater cleanups;
- c. To promote camaraderie among dive stakeholders, partner agencies and LGUs;
- d. To position diving as an activity for everyone;
- e. To promote the motor7 of the region; and
- f. To put focus on the Central Visayas Region as a dive destination locally, domestically, and internationally.

In line with the above-mentioned objectives, the Tourism Promotions Board is in need of an Events Management Company that shall provide catering services and entertainment for the DIVE7 Festival Awarding and Closing Ceremony in Negros Oriental.

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### III. SCOPE OF WORK

**PROJECT :** DIVE7 Negros Oriental Festival Closing and Awarding Ceremony  
**DATE :** 27-30 July 2023  
**VENUE :** Negros Oriental (actual resort to follow)

#### Catering/ Food & Beverage

- Buffet dinner with cocktails and one round of drinks (choice of iced tea, sodas or chilled juices)
- Should be able to cater for 250 pax
- Free-flowing coffee/ tea/ water
- 5 VIP tables with dedicated wait staff
- Menu to be approved by TPB three (3) days before the event
- Service Requirements: Themed managed sit down service set up
- Rate shall include the meals of the crew and entertainers/dancers, outside the 250 pax  
\*Venue set up to be submitted three (3) days before the event, subject to TPB approval.

#### Entertainment

1. Provision of live entertainment performance preferably band and fire dancers for two (2) hrs. List of performances to be submitted three (3) days before the event, subject to TPB approval.
2. Rate shall include the meals (outside the 250 pax) of the crew and entertainers/dancers
3. Provision of one (1) event host. Must have a minimum of two (2) years of relevant experience supported by CV.
4. 250 pieces of simple tokens worth Php 500.00 representing Negros Oriental, subject to TPB approval

### IV. ADDITIONAL TECHNICAL REQUIREMENTS

1. Must have at least 3 years of experience in managing events;
2. Must be willing to provide services on a send-bill arrangement;
3. Must be willing to travel to Negros Oriental for conduct on-site validation, coordination meetings and logistical arrangements with the local suppliers, LGU Negros Oriental, and Department of Tourism R7;

### V. PROJECT IMPLEMENTATION SCHEDULE

DIVE7 Negros Oriental Festival Closing and Awarding Ceremony  
27-30 July 2023 (*indicative date*)

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

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The ABC is **FOUR HUNDRED TWENTY-FIVE THOUSAND PESOS ONLY (PHP 425,000.00)** inclusive of all applicable taxes and fees.

#### **VII. 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.

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

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

For particulars, please contact the following:

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