

TERMS OF REFERENCE

I. PROJECT TITLE

2022 MIMAROPA TOURISM APPRECIATION AND RECOGNITION DAY “The Winner Takes It All”

Host Agency: DEPARTMENT OF TOURISM - MIMAROPA
Date of Implementation: December 8, 2022
Location: Metro Manila

II. PROJECT RATIONALE AND OBJECTIVES

The Department of Tourism (DOT) – MIMAROPA with the Tourism Regulation Division (TRD) as the implementing office will organize the **2022 MIMAROPA Tourism Appreciation and Recognition Day** entitled: “**The Winner Takes It All**” which will be in Metro Manila on **8 December 2022**. It is an annual event that started in 2015, wherein both public and private stakeholders are given appreciation and recognition for being supportive to the plans and programs of the Department. Likewise, this forms part of the incentives/benefits of this Regional Office to the DOT Accredited Tourism Enterprises who have maintained the quality standards for tourism enterprises in the MIMAROPA Region.

The activity aims to:

1. Recognize Tourism Stakeholders, Local Government Units and Government Line Agencies for their excellence in the delivery of services; and unwavering support and unrelenting efforts to advance tourism in MIMAROPA;
2. Encourage the various tourism related enterprises and frontliners to apply for Accreditation; and
3. Sustain the commitment of the DOT MIMAROPA to provide incentives to DOT Accredited Tourism Enterprises and Frontliners.

III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPS REGISTERED**
- B. Must have **at least Three (3) Years’ Experience and Technical Expertise in events Organizing**
- C. Must **have experience in organizing events for high level government delegates and VIPs**
- D. Located in **Metro Manila**
- E. Must be willing to provide services on a **send bill arrangement**
- F. Must comply with the detailed services specified in **Item V of the TOR**

IV. DOCUMENTARY REQUIREMENTS REQUIRED WITH BID SUBMISSIONS

1. Valid Mayor’s/Business Permit

2. DTI / SEC Registration Certificate
3. PhilGEPS' Registration Number or Certificate of Platinum Membership
4. Original or certified true copy of duly notarized Omnibus Sworn Statement
5. Income / Business Tax Return

V. SCOPE OF WORK / DELIVERABLES:

A. Event Proper

- Program Management
- Technical and Streaming Direction
- Camera Direction
- Speaker Management
- Pre-Event Meeting and coordination

B. Manpower

- Technical Director
- Program Director
- Stage Manager
- Camera Director
- Audio Engineer
- Lighting Operator
- Visual Jockey (LED Wall)
- Spinner
- Technical Crew
- Setup Crew
- Program Hosts (2)

C. Facebook Live Streaming Technical Requirements

- Production / Streaming Machine
 - Intel i9 10800 Processor
 - Nvidia RTX 3080 GPU
 - 64gb RAM
 - PCIe Quad HDMI Video Capture Device
 - Digital Audio Interface
 - Licensed Production and Streaming Software
- Two (2) Units Service Laptops (Presentation and Capture)
- Gigabit Network switch for NDI with Ethernet connectors
- Roland Full HD Multi Input Digital Switcher

D. Pan-Tilt-Zoom (PTZ) Cameras

- 3 Units Data Video PTC 140 PTZ Camera
- Data Video PTZ Controller
- Sonny A7III Full Frame Mirrorless Camera
- PTZ Tripod with accessories

- 1 lot power and signal cables

E. Professional Sound System (Full Band Setup)

- Allen and Heath SQ6 Digital Mixing Console
- Allen and Heath Digital Stage Box
- Audio Center Artist T45 DSP Active Array Speakers
- Audio Center TS12 Active Monitor Speakers
- Audio Center Dual 18 DSP Active Subwoofers
- RF Microphones
- Wired Microphones
- 1 lot power and signal cables
- Power Distribution

F. Band Setup Technical Rider

- Drum Set
- Bass Guitar Amplifier
- Key Board Amplifier
- Lead Guitar Amplifier
- Monitor Speakers
- Showband

G. Professional Lighting Equipment

- Digital Lighting Console
- 6 Units Beam 280W Moving Heads
- 4 Units Aura Moving Heads
- 4 Units L10 Bee Eye Moving Heads
- 8 ParLED Amber White
- 24 ParLED RGBW
- Lot of Heave Duty Light Stands
- Lot of Signal and Power Cables

H. Logistics

- Meals for 15 Production Staff (Ingress)
- Delivery Installation and Dismantling
- Courier
- Photo Documentation

I. Production Design and Enhancements

VI. BUDGET

Budget for the conduct of the event is **Five Hundred Eighty-Three Thousand Pesos (Php 583,000.00)** inclusive of amenities and all government taxes and charges as defined in this Terms of Reference.

In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total invoice amount.

The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

VII. CONTACT PERSON

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