

TERMS OF REFERENCE

Philippine Tourism Awards - National Judging Process

(Documentary Evaluation and Applicants' Interview)

Target Implementation Date: April 22 - 29 2025

I. PROJECT

Procurement of services of a professional Event Management Company (EMC) to provide efficient technical assistance and facilitate the seamless execution of the National Judging Process of the Philippine Tourism Awards.

II. PROJECT DESCRIPTION AND OBJECTIVES

In line with the directive of the Secretary and in compliance with Department Order No. 2024-0025 that institutionalizes the Philippine Tourism Awards (PTA) as the highest and most prestigious citation in Philippine Tourism, honoring the outstanding efforts of industry players and LGUs who have demonstrated excellence in promoting and developing the country's tourism sector. Accordingly, the PTA Operations Manual establishes the National Judging Process as a critical step in ensuring that all qualified nominees and applicants are assessed and scored according to the prescribed criteria.

III. MINIMUM REQUIREMENTS

The service provider shall meet the following minimum requirements:

- a. Must be PHILGEPS registered
- b. Must be willing to provide services on a send bill arrangement which will be processed after ALL the events have finished
- c. Must have technical experience in virtual meeting events and setups
- d. Must have the capacity to provide technical equipment and support staff
- e. Preferably operating within Manila or Makati (must be within NCR)

IV. SCOPE OF SERVICES

The Event Management Company shall provide the following:

1. Event Management Services

- a. Coordination with suppliers and venue
- b. Provision of on-ground and IT support for the National Judging Process
 - One (1) Production Manager or Technical Director
 - Nine (9) IT Support Technicians
 - Nine (9) Ushers/ Usherettes
- c. Deployment of production crew and technical staff for ingress and egress
- d. Technical assistance for seamless virtual and in-person judging sessions
- e. Attend preparation and post-event meetings

2. Technical Equipment Rental and Staff Support

- a. **Laptops** – Minimum of Nine (9) units with at least the following specifications or equivalent:
 - Processor: At least Quad-Core, 10th Gen or later, or equivalent
 - RAM: 16GB DDR4 or higher
 - Storage: 256GB SSD or higher
 - Graphics: Integrated GPU with support for full HD video output
 - Operating System: Latest professional or enterprise-grade OS compatible with productivity and conferencing applications
 - Equipped with updated software for presentations, virtual conference platform, PDF reader, and media player
- b. **LED TV Monitors** – Minimum of Nine (9) units with at least the following specifications or equivalent:
 - At least fifty-five (55) inches of display
 - With a TV stand or table
 - Built-in-speaker should have a vocal equalizer
- c. **Cameras** – Minimum of Six (6) high-definition, Pan-Tilt-Zoom (PTZ)-capable web cameras for live video conference calls and recording
- d. **Microphones** – Minimum of Six (6) units
 - Wireless, Gooseneck, or Omnidirectional Microphones
 - Plug-and-play ready compatible with the laptop for audio input
 - Desk/Table Mic Stands for Wireless Mics (*as needed*)
 - Capable of Noise and Echo Cancellation
- e. **Speakers** - Minimum of Six (6) Analog, RCA, USB, or Bluetooth Speakers (*as needed*)
- f. **Virtual Meeting Platform Subscriptions** – a secure and reliable online conferencing platform to accommodate remote applicants and nominees while ensuring data privacy and stability
 - Should support screen sharing and conference recording for documentation and reference
 - Capable of allowing breakout rooms for smaller group discussions
 - Should have no time restrictions on meetings to ensure uninterrupted sessions
- g. **Internet Connectivity** – High-speed and stable internet connection for virtual meetings (*for backup to ensure smooth flow of hybrid setup*)
- h. **IT Support Technicians** – Minimum of Nine (9) dedicated IT personnel to manage equipment, troubleshoot issues, assist in navigating through the virtual platform and applications, and ensure smooth operations

- i. All provided equipment must include the necessary accessories, power cables, and connectivity components required for seamless operation of the hybrid setup, including but not limited to:

- Power cables and adapters compatible with the provided devices
- HDMI cables and display adapters for projectors and monitors
- Mouse, Keyboard, and USB adapters
- Extension cords and power strips with surge protection
- Audio jacks and auxiliary cables for sound system integration

A. DOCUMENT REVIEW (April 22 - 25, 2025)		
Schedule	Technical Equipment	Support Staff
Day 1	9 Laptops 9 LED TV Monitors	1 Production Manager/ Technical Director 9 Technical Assistants/ Operators 9 Ushers
Day 2	9 Laptops 9 LED TV Monitors	1 Production Manager/ Technical Director 9 Technical Assistants/ Operators 9 Ushers
Day 3	9 Laptops 9 LED TV Monitors	1 Production Manager/ Technical Director 9 Technical Assistants/ Operators 9 Ushers
Day 4	6 Laptops 6 LED TV Monitors	1 Production Manager/ Technical Director 6 Technical Assistants/ Operators 6 Ushers
B. HYBRID INTERVIEW (April 28 - 29, 2025)		
Schedule	Technical Equipment	Support Staff
Day 1 & 2	6 Laptops 6 LED TV Monitors 6 Cameras 6 Microphones 6 Virtual Conference Platform Accounts 6 Audio Speaker and Mixers (as needed) Internet Connectivity (as needed)	1 Production Manager/ Technical Director 6 Technical Assistants/ Operators 6 Ushers

3. Venue Setup and Logistics

- a. Conduct or join ocular inspection of the venue
- b. Arrangement of seating and managing workstations for judges to ensure the quality of conference calls for the virtual interview
- c. Management of breakout rooms (if necessary)
- d. Setup and maintenance of sound system and virtual conferencing tools
- e. Equipment and materials transport, installation, and dismantling post-event

4. **Media Documentation** – Submit a compiled collection of videos and photos stored on an external hard drive for reference and archival purposes.

V. **APPROVED BUDGET FOR THE CONTRACT AND MODE OF PAYMENT**

The total Approved Budget for the Contract (ABC) is **One Million Pesos Only (PHP 1,000,000.00)**, inclusive of all government taxes and applicable charges.

The amount shall be charged against the 2025 General Appropriations Act (GAA) of the Office of Tourism Development Planning, Research, and Information Management (OTDPRIM).

VI. **PAYMENT TERMS**

The payment shall be made on a send-bill arrangement, subject to standard government auditing and liquidation procedures. It shall be based on actual expenses incurred but not to exceed the indicated approved budget for the contract for the total actual cost of services rendered inclusive of VAT and other taxes.

VII. **PROJECT OFFICER / CONTACT PERSON**


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3/23/2025
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