



OFFICE OF HUMAN CAPITAL DEVELOPMENT

SCOPE OF WORK

(Event Management Service Provider)

I. PROJECT TITLE: 9TH SPEAKERS' SYNERGY

II. RATIONALE AND PROJECT DESCRIPTION

For the past nine years, Speakers' Synergy has served as a platform for recognizing and empowering DOT-recognized trainers, resource persons, and partner agencies who play a vital role in shaping the tourism workforce. This initiative highlights their dedication to maintaining excellence in tourism education and training.

Each year, Speakers' Synergy serves as a venue to acknowledge and highlight the contributions of trainers and resource persons, reinforcing their essential role in shaping the future of tourism education and ensuring industry professionals are equipped with the necessary skills and knowledge. This recognition emphasizes the value of their expertise and fosters continuous professional growth.

As the tourism industry evolves, it is essential for trainers to remain updated on emerging trends, technologies, and best practices. To support this, the DOT Learning Management System (LMS) will be introduced to orient trainers on how to effectively navigate and utilize the LMS features.

To ensure the seamless execution of the event, the DOT-Office of Human Capital Development (DOT-OHCD) requires the services of a professional event management provider to oversee logistics, technical support, program execution, and event facilitation for both onsite and virtual participants.

Target Participants:

- a. Profile: DOT-recognized trainers, technical/secretariat team, and Training Champions
- b. Count: 100 onsite and 50 online participants (for Visayas & Mindanao-based attendees)

Date/Period Covered: April 29, 2025

III. OBJECTIVES

- Recognize the contributions of DOT-recognized trainers, resource persons, and partner agencies in shaping the tourism workforce.
- Equip trainers and resource persons with the necessary knowledge and skills to effectively navigate and utilize the DOT-LMS.
- Strengthen collaboration and engagement among trainers, resource persons, and partner agencies to advance the quality of tourism training.

IV. MINIMUM REQUIREMENT

- Must be DOT-accredited enterprise/service provider.
- Must have previously facilitated DOT-related activities.
- Must be flexible to make adjustments in schedules, if necessary.

V. SCOPE, COVERAGE, AND DELIVERABLES

The service provider shall be responsible for the following:

1. TRANSPORTATION

One (1) van (whole day rental) to be used for transporting Resource Persons and Facilitators, as well as moving training materials and equipment from the DOT Makati Office to the event location, vice versa.

2. EVENT MANAGEMENT

Host, facilitate, and moderate the conduct of the 9th Speaker's Synergy for 100 onsite and 100 virtual/online participants.

A. Pre-Event Preparations

1. Event Planning & Coordination

- a. Develop a detailed event plan and timeline in consultation with DOT-OHCD.
- b. Identify, engage, and coordinate with suppliers and service providers, including but not limited to event production teams, audio/livestreaming specialists, photo and videography providers, plaque manufacturers, professional emcee, and entertainment performers.
- c. Conduct site inspections and ensure venue readiness and compliance with the event requirements.

2. Event Production & Technical Management

a. Establish a team of technical personnel required for the production, including:

- a.1 Ingress and egress team
 - Program coordinator
 - Director and/or stage manager
 - Scriptwriter
 - Production assistants
 - Camera operators and livestreaming team
- a.2 Prepare and finalize:
 - Event scripts for the emcee
 - Cue cards and a detailed program flow/scenario for program execution
 - Technical run sheets to guide transitions and AV requirements
- a.3 Conduct technical dry runs and rehearsals for speakers, performers and awardees, if necessary.

3. Logistics & Venue Setup

- a. Design and set up the event stage, backdrop, and venue decorations aligned with the event theme.
- b. Provide high-quality audiovisual equipment, including:
 - b.1 9ft x 12ft LED wall for high-resolution visuals, presentations, and video playback.
 - b.2 Professional teleprompter for speakers and hosts.
 - b.3 High-definition projector and screen (if necessary) as an alternative display.
 - b.4 Professional sound system with wired, wireless, and lapel microphones.
 - b.5 Livestreaming setup, including multiple cameras, encoding equipment, and online broadcasting tools.
 - b.6 Lighting system to enhance stage and audience visibility.
 - b.7 Laptops and clickers for presentation control.
- c. Set up registration and information desks and signages.

4. Program Management

- a. Assist in finalizing the program flow, speakers, and content delivery in close coordination with DOT-OHCD.
- b. Provide script and cue cards for the host/emcee, speakers, and key guests.
- c. Arrange rehearsals for speakers, performers, and awardees, if necessary.

5. Guest & VIP Management

- a. Handle invitations, RSVP tracking, and guest confirmations.
- b. Coordinate with DOT-OHCD regarding VIP protocols, arrival procedures, and seating arrangements.

6. Engagement of Emcee and Performers

- a. Source, negotiate, and engage a professional event emcee to facilitate the program.
- b. Identify and coordinate with event performers for entertainment segments.
- c. Ensure availability of backup performers if necessary.

7. Awards & Recognition

- a. Production of **130 plaques** for the awardees, based on the design provided by DOT-OHCD, ensuring high-quality materials and professional engraving.
- b. Coordinate with DOT-OHCD to finalize awardee details and manage the distribution process.
- c. Ensure proper handling of awards for the onsite awarding ceremony.
- d. Facilitate the awarding of online awardees through a well-managed virtual segment.

Plaque Specifications:

- b.1 Material: Clear glass with black wooden base, featuring a metallic gold finish (gold draped fabric-like element)
- b.2 Dimensions: (H) 11" x (W) 5" x (T) 0.5"
- b.3 Base: Double-layered black wooden base.
- b.4 Text: Laser engraving
- b.5 Design: Layout will be provided to the winning bidder
- b.6 Packaging: Individually labeled boxes with bubble wrap inside for added protection.

8. Production of Materials & Event Collaterals

- a. Production and installation of event backdrop/photo wall for picture-taking.

9. Production of a 3-5 Minute AVP

- a. Edit and produce a 3-5 minute Audiovisual Presentation (AVP) to be played during the event, with voice over and script.
- b. Raw materials (photos and videos) to be provided by DOT-OHCD.
- c. Deliver the final AVP in high-definition format suitable for both live and online presentation.

10. Banquet and F&B Management

- a. Coordinate with the hotel's banquet services for snacks, cocktails, and dinner arrangements.
- b. Ensure compliance with dietary restrictions and quality standards.

B. Event Execution

1. Onsite Event Management

- a. Supervise registration, guest check-in, and seating arrangements.
- b. Manage technical requirements including microphones, LED wall, and stage lighting.
- c. Provide dedicated technical and logistics team to oversee onsite and virtual operations for smooth program execution.

2. Livestreaming & Virtual Event Management

- a. Set up and manage a professional Zoom webinar with interactive features for online participants.
- b. Deploy at least two (2) dedicated technical personnel to oversee and monitor the livestream, ensuring:
 - b.1 Seamless display of presentations, video playback, and name overlays.
 - b.2 Clear visuals, high-quality audio, and smooth camera switching.
 - b.3 Proper transition management for an uninterrupted and professional broadcast.
 - b.4 Immediate troubleshooting of any technical issues.
- c. Provide at least two (2) camera operators to capture live event footage, focusing on speakers, awardees, and audience engagement for both onsite recording and livestreaming.

3. Audio-Visual and Entertainment Production

- a. Ensure seamless transitions for AVP presentations, keynote speeches, and the awarding ceremony, maintaining a professional and uninterrupted flow throughout the event.
- b. Manage music, lighting, and stage effects for entertainment segments.

4. Banquet and F&B Management

- a. Oversee the hotel's banquet services to ensure the proper preparation and serving of snacks, cocktails, and buffet dinner, in compliance with the agreed menu and quality standards.
- b. Ensure the efficient and timely service of food and beverages for guests, VIPs, and resource persons.
- c. Provide meals for production staff, technical personnel, and performers throughout the event.

5. Event Documentation and Coverage

- a. Provide professional photo and video coverage of the event, delivering both raw and edited files to ensure high-quality documentation.

C. **Post-Event Activities**

1. Event Documentation and Reporting

- a. Submit a Post-Program Report, including attendance data (categorized by sex, region, and tourism sector) within ten (10) days after the event.
- b. Provide OHCD with a copy of the recorded Zoom meeting stored in USB/flash drive.
- c. Arrange and manage the delivery of plaques to offsite awardees through the respective DOT Regional Offices.

2. Clean-Up & Dismantling

- a. Oversee the egress of all event set-ups, ensuring a smooth and organized pack-down process.

3. **DELIVERABLES AND TIMELINES**

The event management provider is expected to deliver the following:

DELIVERABLES	TIMELINE
Event planning and coordination meetings	April 10-25, 2025
Production and Delivery of 130 Plaques and 3-5 minutes AVP	April 15-25, 2025
Venue set-up and technical dry run	April 28, 2025
Transportation	April 29, 2025
Event Execution and Management	April 29, 2025
Post-event documentation	May 10, 2025

VI. APPROVED BUDGET COST

Seven Hundred Eight-Six Thousand Eight Hundred Thirty-Eight Pesos and 68/100 (Php786,838.68) inclusive of all applicable government taxes in accordance with government procedures.

VII. CONTACT PERSON

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