

## **TECHNICAL SPECIFICATIONS**

### *Events Management Company*

- I. PROJECT TITLE :** Salo-Salo: Taste the Flavor, Experience the Culture
- II. PROJECT DATE :** 28 May 2025
- III. PROJECT VENUE :** Metro Manila
- IV. BACKGROUND:**

As part of the Department of Tourism's (DOT) ongoing commitment to promoting Cultural Tourism, efforts are being strategically aligned with various national government agencies, cultural institutions, academic organizations, regional and international offices, and local government units. These collaborations aim to enhance and showcase the rich cultural heritage of the Philippines, with a particular focus on its food and gastronomy.

In 2024, the DOT, through its Office of Product Development (OPD) Culture Team, took a significant step forward by spearheading the development of the Strategic Framework and Roadmap for Food and Gastronomy Tourism. This framework aims to elevate the culinary scene across the country by identifying key areas for growth and development. In parallel, the OPD crafted the Market Tourism Product Development Modules in collaboration with partner agencies, institutions, organizations, and tourism stakeholders. These modules outline a strategic action plan and comprehensive activities aimed at equipping tourism stakeholders with the necessary skills and knowledge to transform local markets into vibrant tourist attractions and develop market tour programs.

In celebration of a major milestone in food and gastronomy tourism, the OPD will officially launch these foundational programs, which provide a comprehensive approach to the sector. This initiative aims to offer a structured framework for all stakeholders, ensuring that product development efforts across the country are aligned and cohesively implemented.

### **V. MINIMUM REQUIREMENTS**

- Must be PHILGEPS Registered
- Must be willing to provide services on send – bill arrangement
- Must be a DOT-accredited establishment.
- Proposed program cost is within the approved budget.
- Bidders must submit their quotation with cost breakdown to differentiate the amount of service fee and amount to be earmarked for the payment to the third parties or other proprietors. Otherwise tax withheld will be credited for the total contract prize.

### **VI. SCOPE OF WORK AND DELIVERABLES**

The EMC's engagement will cover the following scope of work or services:

#### **Event Deliverables**

- Provision of program flow and script
- Provision of a production team
  - Provide a production and management team headed by a professional production manager to ensure smooth and seamless execution and overall flow of the event.

- Floor Director, Technical Director, Stage Manager, Spinner, Playback, Prod Manager, Script Writer, and Project Manager
- Provide at least seven (7) support staff/ushers for the event
- Manage and oversee all physical and creative details and execution of the activity that includes the following:
  - Handling and management of hybrid setup (provision for online participation)
  - Hybrid venue set-up/requirements for live streaming the event
  - Technical run with the experts/speakers, and facilitator
  - Technical/logistical requirements of the onsite event
  - Provision of design and visuals for LED screen, photo wall and pledge/commitment wall
  - Provision of identifiers for all participants (e.g. color-coded leis or similar identifiers)
  - Provision of cocktail and IBM tables
- Coordination with a cultural performance group to conduct cultural performances as a creative presentation during the program
- Provision of emcee/host
- Ingress and Egress
  - Manage ingress and egress proceedings including coordinating with the official venue and other event requirements, as needed
- Meals for crew and production team
- Prepare post-event report with documentation (photos, videos and creation of video highlight)

#### **Lights and Sound System**

- Provision of audiovisual/technical equipment:
  - Lighting equipment
  - High-end sound system
  - Wireless microphones
  - LED screen
  - Laptop
  - Extension cords
  - Audio jacks
  - Wi-Fi (can enable hybrid set-up for live streaming)
  - Registration table (outside)
  - Place cards (for VIP tables, registration, etc.)

#### **Conference Kits**

Provision of collaterals and their design to be used as food and gastronomy-related giveaways and conference kits during the event, subject to approval of the end-user, with the following specifications:

- 100 sets of conference kit
  - Shopping Bag
    - Material : Canvas or similar
    - Size : Standard (12" x 14" x 5")
    - Design : Food and gastronomy icons from across the Philippines
  - Program Flow Card
    - Size : A5 (5.8" x 8.3")
    - Color : 4/4 CMYK
    - Paper : C2S 140 LBS (Double-Sided Matte Lamination)
  - Event Executive Summary Booklet
    - Size : A4 (8.3" x 11.7")
    - Color : 4/4 CMYK
    - Paper : C2S 140 LBS (Cover, Double-Sided Matte Lamination)

- : C2S 100 LBS (Inside Pages)
- Design : Printing and layout c/o the EMC
  - Binding : Stapled

## VII. BUDGET

Total budget allocation is **NINE HUNDRED SEVENTY-SIX THOUSAND ONE HUNDRED SEVENTY-FOUR PESOS (₱976,174.00)** inclusive of all applicable taxes, bank charges and other fees that may be incurred in the implementation of the project.

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

## VIII. PROJECT OFFICER/CONTACT PERSON

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