## TECHNICAL SPECIFICATIONS

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| **I.** | **BIDDER:** | Events Management Company |
| **II.** | **PROJECT:** | 2nd Philippine Education Tourism Conference 2022 |
| **III.** | **PROJECT IMPLENTATION:** | December 2021 to January 28, 2022 |
| **IV.** | **EVENTS DATE:** | January 26-28, 2022 |
| **V.** | **PROJECT BACKGROUND** | |

The Office of Product and Market Development conducted the First (1st) Philippine Education Tourism Conference (PETC) on July 28 to 29, 2019 at JPark Island Resort, Cebu. Three Hundred and Fifty (350) participants from ESL schools, higher education institutions, ESL associations, international travel partners, the British Council, and government agencies participated in the two-day event.

The 1st PETC showcased ESL — the key education tourism product in the Philippines. The conference gathered local and foreign ESL key players and OPMD partners from 2013 to 2018. Through these partners' support, OPMD was able to develop and promote the Philippines as a leading global ESL provider which resulted in the growth of the local ESL industry.

The event provided an opportunity for ESL schools to enhance their offerings through the information shared by the speakers from ESL source markets: Thailand, Russia, Indonesia, and Italy. The speakers highlighted the education requirements and expectations of students upon arrival in the Philippines to study short-term English programs.

Moving forward, OPMD will develop and promote new education tourism products that will encourage both local and foreign students to avail of the short-term programs — online and offline, post-COVID - 19. This will enhance the image of the country not only as an ESL hub but a multi-faceted education tourism destination.

Education Tourism is defined as all learning activities undertaken outside of the home geographical environment within a duration limit between 24 hours and 12 consecutive months. These may include the following courses or programs on ESL, aviation, maritime, culinary, certification programs (i.e., Certificate in Teaching Philosophy, Certificate in Museology, Certificate in Fictional Writing, Certificate in 2D Animation, etc.), vocational, voluntourism, one-year MBA programs, immersions, summer camps, and internships, among others.

In line with this, OPMD will conduct the Second (2nd) Philippine Education Tourism Conference (PETC 2022) in Clark, Pampanga that will make use of both virtual and live platforms to feature the above-mentioned products and education tourism destinations. The hybrid event will also enable the industry's stakeholders to enhance their offerings through the insights and expertise to be shared by the invited speakers.

## VI. MINIMUM REQUIREMENTS:

- Must be Philippine Government Electronic Procurement System (PhilGEPS) registered as a Platinum member;
- Must have handled Events Management for at least 1 international Tourism Exhibition;
- Must have handled at least 3 hybrid events;
- Must be a local agency or an international agency with an office in the Philippines.

## VII. SCOPE OF WORK AND DELIVERABLES
### A.  FUNCTION ROOM RENTAL

**BALLROOM HALL RENTAL**
- Provision of ballroom hall rental for the duration of the event proper (January 26 to 27, 2022) with the following specifications:
    - The floor Area must cover at least 260 sqm. including the ballroom and pre-function area;
    - Inclusive of general house lighting for the duration of venue rental (January 26 to 27, 2022);
    - Inclusive of air-conditioning for the duration of the conference proper (January 26 to 27, 2022);
    - Inclusive of WIFI Internet Access with at least 20 Mbps speed for 100 users for the duration of the conference proper (January 26 to 27, 2022);
    - Inclusive of wired internet connectivity (2 lines) with at least 150 Mbps speed exclusive for event live streaming for the duration of the conference proper (January 26 to 27, 2022);
    - Inclusive of the services of 2 roving security guards for the duration of the conference proper (January 26 to 27, 2022)
- Rental Schedule:
    - **Ingress:** January 25, 2022
    - **Conference Day 1:** January 26, 2022
    - **Conference Day 2 and Egress:** January 27, 2022

**SECRETARIAT ROOM**
- Provision of function room rental for the duration of the conference proper (January 26 to 27, 2022) with the following specifications:
    - Must be able to accommodate at least 8 persons following venue capacity guidelines prescribed by DOT Advisory No. 16 s. 2021 on Operational Guidelines on Tourism-Related Activities for Implementation of the Alert Levels System for COVID-19 Response in the Pilot Areas, particularly for MICE and social events venues;
    - *Must have WIFI internet access;*
    - Inclusive of free-flowing coffee and water
- Rental Schedule:
    - **Ingress:** January 25, 2022
    - **Conference Day 1:** January 26, 2022
    - **Conference Day 2 and Egress:** January 27, 2022

**MEDIA LOUNGE**
- Provision of function room rental for the duration of the conference proper (January 26 to 27, 2022) with the following specifications:
    - Must be able to accommodate at least 8 persons following venue capacity guidelines prescribed by DOT Advisory No. 16 s. 2021 on Operational Guidelines on Tourism-Related Activities for Implementation of the Alert Levels System for COVID-19 Response in the Pilot Areas, particularly for MICE and social events venues;
    - *Must have WIFI internet access;*
    - Inclusive of free-flowing coffee and water
- Rental Schedule:
    - **Ingress:** January 25, 2022
    - **Conference Day 1:** January 26, 2022

- o **Conference Day 2 and Egress:** January 27, 2022

**VIP HOLDING ROOM**
- Provision of function room rental for the duration of the conference proper (January 26 to 27, 2022) with the following specifications:
  - o Must be able to accommodate at least 8 persons following venue capacity guidelines prescribed by DOT Advisory No. 16 s. 2021 on Operational Guidelines on Tourism-Related Activities for Implementation of the Alert Levels System for COVID-19 Response in the Pilot Areas, particularly for MICE and social events venues;
  - o *Must have WIFI internet access;*
  - o Inclusive of free-flowing coffee and water
- Rental Schedule:
  - o **Ingress:** January 25, 2022
  - o **Conference Day 1:** January 26, 2022
  - o **Conference Day 2 and Egress:** January 27, 2022

**NOTE:** All function rooms must be within one (1) DOT accredited hotel with DOT Safety Seal Certification and WTTC Safe Travel Stamp located in Clark, Pampanga.

## B. OVERALL EXHIBITION MANAGEMENT AND MANPOWER SUPPORT

- Work alongside the end-user in finalizing the overall theme and concept aligned to position the Philippines as a world-class education tourism destination;
- Work alongside the end-user in finalizing the overall event program and webinar topics lists;
- Enhancement of the script written by the end-user;
- Ensure stable internet connection with the following speeds:
  - ✓ WIFI – at least 20 Mbps for exhibition attendees
  - ✓ Wired Connection – at least 150 Mbps (2 lines) for event live streaming;
- Provide generator set to sustain the electrical requirements of the exhibition and ensure uninterruptible power supply;
- *Provide 30 workstation for all exhibitors in the ballroom for two (2) days (January 26 – 27, 2022);*
- Provide administrative support as follows:
  - ✓ Prepare a work plan with the corresponding timeline and provide regular and timely feedback/status reports to DOT;
  - ✓ Coordinate with DOT on the overall execution plan for the event and budget allocation;
  - ✓ Handle the documentation of all events/activities and maintain an efficient filing and referencing system for all documents;
  - ✓ Prepare terminal report covering all event components with corresponding statistics, attendee feedback, key stakeholder quotes, and photo documentation;
  - ✓ *Assist the end-user in promoting the event online;*
- Handle all necessary logistical requirements of event management crew for event implementation including land transportation, accommodation, meals, and COVID-19 antigen testing.

## C. ACCOMMODATION
- For DOT Technical Working Group – eight (8) single-occupancy rooms with breakfast for three (3) days and two (2) nights (January 25-27, 2022) located in the same venue.

## D. MEALS
- For DOT Technical Working Group and talents:

- o Lunch bento box (full-course meal) and one round of fruit juice *for 80 pax*;
- o Plated dinner: a choice of beef, pork, or fish with a side of vegetables and one round of fruit juice *for 80 pax;*
- o Morning and afternoon snacks with one round of fruit juice *for 80 pax.*

## E. TRANSPORTATION
- First (1st) day – January 25, 2022
  - o DOT Technical Working Group (8 pax) – three (3) vans (MNL-CRK)
- Second (2nd) day – January 26, 2022
  - o Invited media *(5 – 9 pax) –* one (1) van (MNL-CRK-MNL)
- Third (3rd) day – January 27, 2022
  - o DOT Technical Working Group (8 pax) – three (3) vans (CRK-MNL)
  - o Local speakers *(5 pax)* – one (1) van (MNL-CRK-MNL)
  - o Invited media *(5 – 9 pax)* – one (1) van (MNL-CRK-MNL)
- Must include the driver's fee and food, toll fees, gasoline, and parking fees.

## F. PRE-EVENT REQUIREMENTS
- 4-hour technical rehearsal for the following:
  - o Lights and sound equipment
  - o Cameras
  - o Livestream
  - o Virtual speakers' live and recorded presentation
- 4-hour event dry run for the following:
  - o On-site speakers
  - o Talents
  - o Hosts
  - o Event program flow
- Automated email and SMS notification reminder for registered participants

## G. ONSITE EVENT PROPER
- 6 pcs 4m x 12m LED walls (where the virtual audience will be shown)
- 3 x Cam wireless full HD with JIB
- 1 x Cam with JIB
- 1 x Watchout
- 2 x V40HD switcher
- Full requirement of lights and sounds
  - o 2 x IG3T Active column array speaker system
  - o 2 x Vi0 S118 Active subwoofer speaker
  - o 1 x Booth monitor speakers
  - o 1 x Midas M32-32 channel digital mixing console
  - o 1 x Midas DL32 stage box
  - o 1 x Sound processor
  - o 2 x RCF nx12 active wedge type stage monitor speaker
  - o 1 x Pioneer DJM350
  - o 2 x Pioneer CDJ350 players
  - o 6 x Wireless Shure beta 58
  - o 8 x Eartec lite wireless communication headsets
  - o 1 x Pro-intercom wired com headset
  - o 1 x Avolites arena

- o 8 x Sharpy top 280 wide
- o 8 x Mac aura
- o 4 x Stormy
- o 12 x Spectrum RGBW led par lights
- o 4 x Auto light fresnel with barn door
- o 1 x Light sky TS 330 follow spot
- o 2 x 4-meter Vertical truss stand
- o 2 x 3-meter Vertical truss stand
- o 1 x Denyo 150kva Genset with gasoline

## H. VIRTUAL CONFERENCE AND B2B NETWORKING REQUIREMENTS

- Manage the overall education tourism conference and B2B Networking program and event flow;
- Prepare the digital layout of the B2B Meeting Manual with the following information:
  - o Company details of participating buyers and sellers;
  - o Appointment setting procedures/instructions
- Provide manpower support for all hybrid exhibition management requirements including the following:
  - o Assist in facilitation of participant registration;
  - o Oversee set up and implementation of registration and capacity management system;
  - o Oversee set up and implementation of education tourism conference and panel discussions;
  - o Oversee set up and assist in the implementation of the business-to-business (B2B) meeting program.
- Use of Virtual platform technology
- Use of licensed meeting platform
- Customized exhibit hall map or page
- Customized exhibitor's hall page (30 exhibitors)
- Full concierge service and technical management of the event
- Double-stream technology (Fail-safe system) where the live broadcast will continue even if the computer of the technical person crashes or loses internet connection
- A capacity of 750 registrants
- The all-access key for moderators or clients

Branded main broadcast screen and replay
- Branded screen with DOT's logo and color scheme
- Ability to play intro video (OBB) and outro video (CBB)
- Instant replay access for those who missed the event for 1 week

Moderator control center for Main Hall
- Access to the moderator control center and easy management of audience comments, questions, interactive elements, etc.
- Ability to broadcast a message to all participants
- Controlled comments and questions where audience comments are only visible to the moderator

Branded registration page
- Customized registration area
- Customized automated email and SMS confirmation
- Secure access link for registered participants that cannot be reshared to other people

## I. EDUCATION TOURISM CONFERENCE AND PANEL DISCUSSIONS

- Manage the entire main stage program and ensure the smooth flow of presentations (at least **9** 30-minute sessions) for the duration of the conference;
- Devise a program script for the overall Education Tourism Conference and Panel Discussions program that includes speaker introduction, session overview, and Q&A moderation to ensure a smooth transition for each session;
- Implement and manage live stream/broadcast of the activities to the online platform;
- Prepare the layout of overlay graphics to add relevant branding (official logos) to live stream via a reliable live stream software suite;
- Conduct pre-event orientation and a technical run-through, including sound and connection check and other necessary pre-broadcast requirements for each session;
- Full recording of all sessions for documentation and on-demand viewing through the platform.

## J. TALENT MANAGEMENT
Implement an appropriate budget to invite, engage, and hire the professional services of the following:
- Invite the **five (5)** local and **four (4)** international resource persons/speakers identified by the end-user to provide updates and expertise on education tourism in the new normal, particularly, in the field of voluntourism, gap year programs, digital marketing, aviation, and other products to be developed and promoted by OPMD;
- 2 x hybrid conference program hosts
  - Celebrity host/DJ (Male or female)
  - Co-host (Male or female with a background in education tourism)
- 1 x opening ceremony production number relevant to the education tourism industry;
- **5 – 9** x local media representatives

## K. EVENT COLLATERALS
a. Item: PETC Tote bag
   Quantity: 100 pieces
   Specifications:
   - Color: To be determined based on availability
   - Material: Non-woven Fabric
   - Size: At least 28 inches (W), 15.5 inches (H), and 5 inches (D)
   - Design/Print: PETC Logo (Silk Screen)
b. Item: PETC Lanyard
   Quantity: 100 pieces
   Specifications:
   - Color: Black with printed logo of Study Philippines on the top part and PETC logo on its base
   - Material: Non-woven Fabric
   - Size: At least 36 inches (L), 5/8 inches (W)
c. Item: PETC USB Card
   Quantity: 100 pieces
   Specifications
   - Color: DOT color scheme
   - Storage: 4GB
   - Design: PETC logo on one side and Study Philippines logo on another
d. Item: Study Philippines polo shirt
   Quantity: 10 pieces
   Specifications
   - Color: black, white, teal, rusty orange, and navy blue (2 of each color)

- Material: Poly-cotton
- Sizes: To follow
- Design:
  FRONT – Embroidered Study Philippines logo on the upper left just below the collar
  BACK – Embroidered IT'S MORE FUN IN THE PHILIPPINES on top just below the collar

### L. POST-EVENT DOCUMENTATION

- Payment for the honorarium or professional fees of all the talents after the services have been rendered
- Full recording of the event saved in at least 1TB hard drive
- Database of all registered participants
- Full download of all questions and answers, comments, and feedback forms
- Terminal report

## VIII. BUDGET

The total working budget is **FIVE MILLION EIGHT HUNDRED TWENTY-THREE THOUSAND PESOS ONLY (PHP 5,823,000.00)** inclusive of all applicable taxes, bank charges, and other fees that may be incurred in the implementation of the project. The project will be implemented within two (2) months from the time the Notice to Proceed (NTP) is issued.

Payment to the winning bidder shall be made upon completion of identified milestones:

| Milestone | % of payment |
|---|---|
| Upon submission and approval of the Hybrid Conference and Virtual B2B Management Plan | 30% |
| Upon submission and approval of the first sample of the event collaterals | 30% |
| Upon submission and approval of the terminal report | 40% |

## IX. PROPOSED SCHEDULE OF ACTIVITIES

| TENTATIVE DATE | ACTIVITY |
|---|---|
| Last week of December | Awarding of Notice to Proceed<br><br>Preliminary meeting with Events supplier: identification of events venue and land arrangements for DOT Technical Working Group (TWG), and discussion of the program and events flow |
| 1st week of January 2022 | Invitation of the identified speakers and exhibitors<br><br>Booking of the land arrangements (Venue, Accommodation, Transportation, etc.)<br><br>Start of online registration |
| **2nd week of January 2022** | Submission of the Hybrid Conference and Virtual B2B Management Plan<br>Once approved – Processing of the first tranche of payment (30%)<br><br>Creation of the virtual platform and other collaterals/creatives |

| | Event marketing blast to international and local stakeholders |
|---|---|
| **3rd week of January** | Submission of the first sample of the event collaterals<br>Once approved – Processing of the second tranche of payment (30%)<br><br>Dry run of the virtual platform |
| January 25, 2022 | Ingress |
| January 26-27, 2022 | Hybrid event proper; Egress |
| January 28, 2022 | Virtual B2B |
| **Until 2nd week of February** | Submission of Terminal Report<br>Once approved – Processing of the last tranche of payment (40%) |

**X. CONTACT DETAILS**

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