

## *Conformity with Technical Specifications*

Item	Specification	Statement of Compliance
	<p><b>Requirement:</b> The Department of Tourism is in need of the services of a Conference Integrator that will execute the requirements needed for the hosting of the PATA Annual Summit 2019. The venue and other arrangements shall be hosted by the Philippine Department of Tourism.</p> <p><b>Scope of Services:</b></p> <p>The Conference Integrator is expected to provide the following:</p> <ol style="list-style-type: none"> <li><b>Dates:</b> 07-12 May 2019  <b>DOT/PATA Offices</b>  <b>Venue:</b> Santiago Room, Radisson Blu Cebu  <b>Time:</b> 08:00AM – Onwards  <b>Set-Up:</b> One whole table with chairs c/o Hotel</li> </ol> <p>Provision of the following equipment during the hosting of the PATA Annual Summit 2019</p>	<p>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of <b>ITB Clause Error! Reference source not found.</b> and/or <b>GCC Clause Error! Reference source not found.</b></p>

	<p>a. Five (5) Units of laptops</p> <ul style="list-style-type: none"> <li>- Preferably the Latest Window Software</li> <li>- MS Office and Google Chrome</li> <li>- Units must have no existing documents</li> </ul> <p>b. One (1) heavy duty photocopier/printer with preferred specifications</p> <ul style="list-style-type: none"> <li>- An engine speed for A4: Max. 31/26 ppm</li> <li>- An engine speed for A3: Max. 17/15 ppm</li> <li>- Control panel display of 7.0-inch colour LCD touchscreen</li> <li>- Paper size of maximum A3, minimum A6</li> <li>- Paper capacity with a standard of 1,100 sheets</li> <li>- Machine must be able to print, photocopy and scan</li> </ul> <p>c. Two (2) desk inkjet printers</p> <ul style="list-style-type: none"> <li>- One (1) unit for colored printer</li> <li>- One (1) unit for black and white</li> <li>- Inclusive of inks</li> <li>- Preferably with a maximum printing resolution of 4800x120 dpi</li> <li>- Preferably with a Print speed (Colored): Approx. 4.0 ipm</li> <li>- Preferably with a Print speed (B/W): Approx. 7.7 ipm</li> <li>- Paper Size: A4</li> </ul> <p><b>2. Date: 09 May 2019</b>  <b>PATA Youth Symposium</b>  <b>Venue: Nina Ballroom, Radisson Blu Cebu</b>  <b>Time: 09:00AM-12:00NN</b>  <b>Set-Up: Cabaret for 150 c/o Radisson Blu Cebu</b>  <b>Stage/Riser c/o Hotel</b></p> <p>a. Sound system with microphones and Screen and Projector</p> <p>b. 55" LCD TV Monitor for the presentation to be placed on the floor</p> <p>c. Podium with microphone</p> <p>d. Two (2) microphones for Q&amp;A</p> <p>e. Two (2) lapel/wireless handheld microphones for speakers</p> <p>f. Switcher</p> <p>g. Connectors for MacBook and HDMI Laptop</p> <p>h. Provision of at least three (3) units of updated laptops (windows) for registration during the PATA Youth Symposium</p> <ul style="list-style-type: none"> <li>o Preferably the Latest Window Software</li> <li>o MS Office and Google Chrome</li> <li>o Units must have no existing documents</li> </ul> <p>i. At least One (1) IT Personnel on standby</p> <p><b>3. Date: 09 May 2019</b>  <b>PATA 2018-2019 Executive Board Meeting</b>  <b>Time: 02:00PM-06:00PM</b>  <b>Venue: San Cristobal 1 and 2, Radisson Blu Cebu</b></p>	
--	--	--

	<p><b>Set-up: U-Shape for 18 Pax c/o Radisson Blu Cebu</b></p> <ol style="list-style-type: none"> <li>a. Provision of 11 Conference Microphones for the Meeting</li> <li>b. Provision of Basic Sound and AV system for the microphones and videos</li> <li>c. Provision of Portable Projector with at least 1500 lumens above</li> <li>d. Screen c/o Radisson Blu Cebu</li> </ol> <p><b>4. Date: 09 May 2019</b>  <b>PATA DNA Assembly</b>  <b>Time: 02:00pm to 05:00pm</b>  <b>Venue: San Martin 1&amp;2</b>  <b>Set-up: Round Tables for 48 Pax c/o Radisson Blu Cebu</b></p> <ol style="list-style-type: none"> <li>a. Provision of Projector with at least 1500 lumens above</li> </ol> <p><b>5. Date: 10 May 2019</b>  <b>PATA Annual Summit 2019 – Conference and Breakout Session 1</b>  <b>Venue: Sta. Maria 2&amp;3, Radisson Blu Cebu</b>  <b>Time: 09:00pm-05:00pm</b>  <b>Set-up: Cabaret set-up with 8 pax per table c/o Radisson Blu Cebu</b></p> <p><i>Note: Ingress for the Conference will be 09 May 2019</i></p> <ol style="list-style-type: none"> <li>a. Provision of Stage with ramp for wheelchairs</li> <li>b. Provision of Stage with measurement up to 12"x32"</li> <li>c. Provision of Five (5) lounge seats with coffee table for panel discussion</li> <li>d. One (1) podium with microphone on stage</li> <li>e. Design and production of event seal for the podium</li> <li>f. Four to five (4-5) lapel or wireless microphones for panelists and moderator</li> <li>g. Two (2) wireless microphones in standby</li> <li>h. Lights, sounds and video system</li> <li>i. Lights and sound system control desk</li> <li>j. One (1) switcher for the two (2) PATA provided laptops</li> <li>k. Two (2) LED Screens based on the stage measurement</li> <li>l. Design and production of backdrop in the stage</li> <li>m. Performance for the Opening Ceremony for at least 10 Minutes       <ul style="list-style-type: none"> <li>- Conceptualization and execution of Opening Ceremony Scenario</li> <li>- Show must feature the Best of the Philippines</li> <li>- Incorporating the them "Progress with a Purpose" as well as the DOT Marketing Campaign "It's More Fun</li> <li>- Preferably have one (1) group of dancers, one (1) singer, one (1) main artist. Likewise, featuring artists from Cebu and Region 7</li> <li>- Preferably One (1) known artist such as Ms. Kristel</li> </ul> </li> </ol>	
--	---	--

	<p>de Catalina of Pilipinas Got Talent</p> <ul style="list-style-type: none"> <li>- Show must feature one number with all artists</li> <li>- Incorporating the theme “Progress with a Purpose” as well as the DOT Marketing Campaign “It’s More Fun in the Philippines”</li> </ul> <p>n. Connectors for MacBook and HDMI</p> <p>o. Provision of at least one (1) unit of 55” LCD TV Monitor for the presentation of panel and conference speakers</p> <p>p. At least one (1) IT Personnel on standby</p> <p>q. Technical Rehearsal of the Conference on 09 May 2019 in the evening. (Including the Artists for the Opening Ceremony)</p> <p><b>6. Date: 10 May 2019</b>  <b>PATA Annual Summit – Conference – Breakout Session 2</b>  <b>Venue: Sta. Maria 1, Radisson Blu Cebu</b>  <b>Time: 02:00pm to 03:00pm</b>  <b>Set-up: Theatre Set-up for 100 Pax c/o Radisson Blu Cebu</b></p> <ul style="list-style-type: none"> <li>a. Provision of stage</li> <li>b. Projector and Screen c/o Radisson Blu</li> <li>c. Provision of at least one (1) unit 55” LCD TV Monitor for the presentation of panel and conference speakers</li> <li>d. One (1) standing microphone</li> <li>e. Three (3) wired/wireless microphones</li> <li>f. Sound and Video system</li> <li>g. Switcher</li> </ul> <p><b>7. Date: 11 May 2019</b>  <b>PATA Annual Summit – UNWTO/PATA Leaders’ Debate</b>  <b>Venue: Sta. Maria 2&amp;3, Radisson Blu Cebu</b>  <b>Time: 09:00am-12:00nn</b>  <b>Set-up: Cabaret or theater set-up for 200 pax c/o Radisson Blu Cebu</b></p> <ul style="list-style-type: none"> <li>a. Performance for the Opening of the UNWTO/PATA Leaders’ Debate for 10 Minutes (Simpler than the performance on 10 May 2019)</li> <li>b. Same requirements with the 10 May 2019.</li> <li>c. Provision of Stage.</li> <li>d. Provision of Five (5) lounge seats with coffee table for panel discussion</li> <li>e. One (1) podium with microphone</li> <li>f. One (1) lapel microphone</li> <li>g. Five (5) lapel/wireless microphones for conductor and debaters</li> <li>h. Two (2) wireless microphones for the Q&amp;A</li> <li>i. LED Screens fit for the stage</li> <li>j. Lights, sound and video system</li> <li>k. Switcher</li> <li>l. E-Backdrop will be provided by PATA</li> <li>m. Connectors for MacBook and HDMI</li> </ul>	
--	--	--

<p>n. LED Screen</p> <p>o. At least one (1) IT Personnel on standby</p> <p><b>8. Date: 11 May 2019</b>  <b>PATA Government / Destination Meeting</b>  <b>Venue: Sta. Maria 1, Radisson Blu Cebu</b>  <b>Time: 01:00pm-02:30pm</b>  <b>Set-up: U-Shape for 28-30 Pax c/o Radisson Blu Cebu</b></p> <p>a. Provision of Projector with at least 1500 lumens above</p> <p>b. Connectors for MacBook and HDMI</p> <p>c. Fifteen (15) table/conference microphones</p> <p>d. One (1) wireless microphone</p> <p><b>9. Date: 11 May 2019</b>  <b>PATA Sustainability and Social Responsibility Meeting</b>  <b>Venue: San Cristobal 1&amp;2</b>  <b>Time: 01:00pm-02:30pm</b>  <b>Set-Up: U-Shape c/o Radisson Blu Cebu</b></p> <p>a. Seven (7) table/conference microphones</p> <p>b. Connectors for MacBook and HDMI</p> <p>c. Sound system</p> <p>d. Projector with at least 1500 lumens above</p> <p><b>10. Date: 11 May 2019</b>  <b>PATA Insights Lounge</b>  <b>Venue: Sta. Maria 1, Radisson Blu Cebu</b>  <b>Time: 03:00pm-04:30pm</b>  <b>Set-up: Theater style for 100 pax c/o Radisson Blu Cebu</b></p> <p>a. <b>Stage c/o Radisson Blu Cebu</b></p> <p>b. Provision of 3 armchairs</p> <p>c. One (1) Podium with microphone</p> <p>d. One (1) Lapel microphone for moderator</p> <p>e. Two (2) wireless microphones for speakers</p> <p>f. Projector and Screen c/o Radisson Blu Cebu</p> <p>g. Lights, Sounds and Video System</p> <p>h. Connectors for MacBook and HDMI</p> <p>i. Switcher</p> <p>j. At least one (1) IT Personnel on standby</p> <p>k. E-backdrop design c/o PATA</p> <p><b>11. Date: 12 May 2019</b>  <b>PATA Chapter Colloquium</b>  <b>Venue: Sta. Maria 1, Radisson Blu Cebu</b>  <b>Time: 09:00am-10:30am</b>  <b>Set-Up: Ten (10) Cabaret table set-up for eight (8) pax c/o Radisson Blu Cebu</b></p> <p>a. Provision of stage/riser</p> <p>b. One (1) podium with microphone</p> <p>c. Four (4) wireless microphones</p> <p>d. Three (3) armchairs</p> <p>e. Projector and screen c/o Radisson Blu</p>	
---	--

	<p>f. Sounds and video system</p> <p><b>12. Date: 12 May 2019</b>  <b>PATA Industry Council Meeting</b>  <b>Venue: Sta. Maria 2, Radisson Blu Cebu</b>  <b>Time: 11:00am-12:30pm</b>  <b>Set-Up: U-Shape for thirty (30) pax c/o Radisson Blu Cebu</b></p> <p>a. <b>Projector and Screen c/o Radisson Blu Cebu</b>  b. Thirteen (13) table/conference microphones  c. One (1) wireless microphone</p> <p><b>13. Date: 12 May 2019</b>  <b>PATA Board Meeting</b>  <b>Venue: Sta. Maria 3, Radisson Blu Cebu</b>  <b>Time: 02:00pm-04:30pm</b>  <b>Set-Up: Big U-shape for forty (40) to fifty (50) pax c/o Radisson Blu Cebu</b></p> <p>a. One (1) additional Screen and Projector with at least 1500 lumens  b. One (1) 55" LCD TV Monitor placed in the floor  c. Thirty (35) table/conference microphones  d. Two (2) wireless microphones  e. Switcher  f. Sound and video system</p> <p><b>14. Date: 12 May 2019</b>  <b>PATA 2019-2020 Executive Board Meeting</b>  <b>Time: 05:30PM-06:30PM</b>  <b>Venue: San Cristobal 1 and 2, Radisson Blu Cebu</b>  <b>Set-up: U-Shape for 18 Pax c/o Radisson Blu Cebu</b></p> <p>a. Provision of 11 Conference Microphones for the Meeting  b. Provision of Basic Sound and AV system for the microphones and videos  c. Provision of Portable Projector with at least 1500 lumens above  d. Screen c/o Radisson Blu Cebu</p> <p><b>15. Date: 11 May 2019</b>  <b>PATA Foundation Charity Dinner</b>  <b>Time: 06:00pm onwards</b>  <b>Venue: TBA</b>  <b>Set-up: TBA</b></p> <p>a. Provision of stage, lights and sounds  b. Provision of live band and fun entertainment  c. Provision of one (1) known artist such as Julius and Rhea  d. Design and production of name, menu cards, table names and programme for the charity dinner</p>	
--	--	--

	<p><b>16. Media Center</b>  <b>Dates: 09-11 May</b>  <b>Venue: San Martin 3 Room, Radisson Blu Cebu</b></p> <p>a. One (1) unit of laptop  b. One (1) desk printer  c. One (1) heavy printer/photocopier</p> <p><b>17. Provision of the following:</b></p> <p>a. Four hundred (400) Conference Kits similar to a hinabol envelope from Cagayan De Oro City  b. Four hundred (400) Eco friendly notebook with “It’s More Fun 2019” and “Be a Responsible Traveller” logo (to be forwarded by DOT)  c. Four hundred (400) Friction pens  d. Four hundred (400) Beaded ID Leis with two (2) hooks  e. Four hundred (400) Farewell Reception showcasing Cebu and the Philippines. Preferably something edible.  f. Sixty (60) VIP Tokens showcasing Cebu and the Philippines. Preferably something edible.  g. Thirty-five (35) USB (at least 8GB)  h. Ten (10) external hard drives (at least 1TB)  i. Fifteen (15) reams of A4 paper (at least 80 GSM)  j. One hundred twenty (120) pcs. of black small binder clips  k. One hundred twenty (120) pcs. of black medium binder clips  l. One hundred twenty (120) pcs. of black large binder clips  m. Preferably Luggage for the supplies</p> <p><b>18. Design, Production and Purchase of Plaques of appreciation and tokens for the speakers</b></p> <p><b>19. Photo Documentation from 09-12 May 2019.</b></p> <p><b>20. Video Documentation for 10-11 May 2019 with one (1) Same Day Edit for 10 May 2019 and Official Summit AVP to be forwarded via external hard drive. (Photos and videos shall be turned over and marked as property of the Philippine Department of Tourism)</b></p> <p><b>21. Voice Recording for the Board Meetings, Conference and Debate.</b></p> <p><b>22. Source and contract the services of preferred artists and other performers (singers, dancers, musician, etc.) as approved by DOT and negotiate the most reasonable rates.</b></p> <p><b>23. Arrange for and shoulder their team and their performing artists’ traveling expenses (air fare, land transfers, accommodation, meals-offsite),</b></p>	
--	---	--

	<p><b>logistical expenses (shipment, rentals, etc.) and all necessary permits (for DOLE, LGU) needed for the implementation of the program.</b></p> <p><b>24. To ensure a holistic approach in presenting the Filipino culture, the production should feature unique elements of the Philippines particularly Cebu as the Summit destination.</b></p> <p><b>25. Provision of a Production Management Team.</b></p> <p><b>26. Attached are the sample set-up requirement from PATA.</b></p> <p><b><i>Other Requirements:</i></b></p> <p>1. Must have relevant experience in organizing large-scale events and/or world-class entertainment productions featuring Filipino artists and talents, preferably must have an experience in hosting international events/meetings such as ASEAN or APEC Meetings similar to the ASEAN Tourism Forum, APEC Tourism Working Groups, ASEAN Gender and Development Forum etc.</p> <p>2. To ensure an above-average execution of the welcome reception, the DOT requires the submission of the following, in addition to the bidder's Technical bid/proposal :</p> <ul style="list-style-type: none"> <li>• Proposed artist / performers for Conference, Leaders' Debate and Farewell Reception</li> <li>• Proposed stage design for the Conference, Leaders' Debate and Farewell Reception</li> <li>• Recommendation of Proposed token / giveaway</li> <li>• Production Management Team</li> </ul> <p><b>Total Budget: Php 8,675,000 (Inclusive of Tax)</b></p> <p>Payment: Government Procedure</p>	
--	--	--