***Section VI. Schedule of Requirements***

The delivery schedule expressed as **weeks/months** stipulates hereafter as date of delivery to the project site.

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| --- | --- | --- | --- | --- |
| **Item Number** | **Requirements** | **Quantity** | **Delivered, Weeks/Months** | **Statement of Compliance** |
| **Period: January- March 2022** |
| **A. EXPERIENTIAL AND IMMERSIVE BRAND ACTIVATIONS** |
| **1** | Highly-themed, immersive pocket activations **at a maximum of two (2) events/month** or **a total of six (6) pocket activations** from January 2022 to March 2022;* Manpower
* transport services (if applicable)
* F&B for guests
* Speakers’ honorarium
* Performers’ meals
* Sound and lighting systems
* Physical arrangements with props, permits, invitations and guaranteed attendance, monitoring and evaluation, and tokens (if applicable).
* Creative briefs for social media per brand experience/activation with defined period and impact, target market and purpose
 |  |  |  |
| **B. EVENT MANAGEMENT SUPPORT SERVICES for THE PHILIPPINE NATIONAL WEEK on FEBRUARY 9-12, 2022** |
| **1** | Senior Officer from EMC Project TeamProvision of Liaison Officer (1 L.O. per group of 10/pax) |  |  |  |
| **2** | Logistical and Technical Support * Transport Services for VIPs and delegates
* Accommodation Arrangement
* Food & Beverage
* Physical and Technical requirements/ arrangements at event venues
* Invitations, confirmations, and guaranteed attendance
* Program including Master of Ceremonies, Program Flow, and Program Script
* VIP Expo Tour
 |
| **3** | VIP Visitor Protocol Services * End-to-end arrangements for a welcome party at the airport
* Development of a Seating Plan for VIPs
* Development of an Event Program, speakers, MC, hosts and hostesses, and other essential elements
* Arrangements for the VIPs at the end of event
* Services on matters related to order, security and crisis mgmt.
* Coordinate facilitation of expo tours and activities
 |
|  |
| **4** | **All other necessary arrangements for each of the identified PH National Day Activity**  |  |  |  |
| **C. EVENT MANAGEMENT SUPPORT SERVICES FOR EVENTS ORGANIZED FOR AND BY THE PHILIPPINES EXPO 2020 DUBAI**  |
|  | **TERMS*** For a minimum of ten (10) pax and maximum of thirty (30) pax:
* For a maximum of four (4) events
 |  |  |  |
| **1** | Liaison Officers/ Coordinator on site from the EMC – 2 pax Who will do the following: * Set-up physical arrangements
* 7-seater van on standby for each activity (when needed)
* Light meals for 50 pax for a max of 3 events
* Basic set-up of physical arrangements
* Printing of posters and souvenir programs
 |  |  |  |
| **D. ADMINISTRATIVE AND OTHER SUPPORT SERVICES**  |
| **1** | Handle all requirements for catering services to include; * Selection/ reservation and preparation/ set-up of venue for the gathering
* Food preparation/ menu planning
* Food service (plated or buffet service)

Notes: * The catering services for VIP Visitors of the Philippines Pavilion i.e. Dignitaries, VVIPs, PH Government Officials, Business Partners, Media; either for lunch or dinner for 3 groups of 10 pax each per month
 |  |  |  |
| **2** | Visitor Traffic Management Services* Assist in queue management/ crowd control whenever there are events onsite
* Arrange special reception arrangements for VIP visitors
* Provide health and sanitation devices and supplies for visitors, whenever needed
* Produce necessary onsite collaterals for the promotion of events/activities/activations
 |  |  |  |
| **3** | Hospitality/ VIP Services (on need basis)Provide high quality and efficient services for un-programmed VVIP visitors to the Pavilion (for a max of 90 pax or 3 groups of 10 pax each per month)* Visa facilitation
* Dubai hotel booking
* VIP transport
* VIP meet and greet
* Provision of Liaison Officers
* Arrangement of Business Meetings
* VIP Expo Tour
 |  |  |  |
| **4** | Transportation Services for the Pavilion Provide the following transportation service for visitors and guests of the PH pavilion with English speaking driver/s, inclusive of daily maintenance, gasoline and ant supplies and repairs needed: * Regular Services- to start 1 January 2022 and end on 15 April 2022 – should be on stand-by for a maximum of 10 hours daily
 |  |  |  |

**Conforme:**

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Name & Signature of Authorized Representative

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Date signed