

Bid Bulletin No. 1

**“Provision of Events Management Service for the Conduct of the Philippine Creative Industry Month”**

**Bidding no. 23-022**

August 18, 2023

This Bid Bulletin No. 1 is hereby issued to modify or amend the Bidding Documents.

**Section VII. Technical Specifications**

**A. GENERAL**

1. "Major Events" which include the "1st Philippine Creative Cities and Municipalities Competitiveness Congress" and the "Philippine Creativity & Innovation Convention" are the activities to be organized by the Department of Trade and Industry with the help of the Event Organizer.

"Domains Week Events" will be held on different dates and places throughout September. These are co-branding events to be conducted by external stakeholders.

2. The staging support only covers tarpaulin and backdrop. We also require the service provider to conduct photo and video documentation of domains events/co-branded events within Metro Manila. The service provider may cover a maximum of four domains week events per week. The list of events can be found here: <https://www.pcim2023.com/home>
3. There are no overlapping events. The "1st Philippine Creative Cities and Municipalities Competitiveness Congress" will take place on 28 September 2023 in Manila Hotel, and the "Philippine Creativity & Innovation Convention" will occur on 29-30 September 2023 at the Reception Hall of the PICC.
4. For the ocular inspection in PICC, kindly coordinate with the PICC team through Ms. Vianca Marie Q. Bocalan at mobile number 09998853758. Schedule of ocular inspection is on August 22 10:30AM-12:00NN.

**B. PRE-EVENT**

1. The key personnel must include Project Manager, Marketing Specialist, Venue Coordinator, Guest Relations Coordinator, Talent Coordinator, Catering Coordinator, Exhibition Coordinator, Technical Manager, Crisis Manager, Scriptwriter, Director, and Technical Staff for the entire project. The service provider may include additional personnel as needed. There is no minimum number of personnel required but the service provider must ensure that the scope of work and deliverables will be provided efficiently.
2. The events management provider will handle its whole production's food and night accommodation (if needed). Food is for the event's guests only to be provided by the end user.
3. The events management provider will coordinate with the venue lessor for the technical requirements. The service provider should be the one to propose a design and staging of the whole venue aligned with the event's theme. The service provider will also take into consideration requirements (e.g., space, flooring etc.) for performances that will be held during the event.

**BIDS AND AWARDS COMMITTEE**

4. Provide LED Wall set-up for the main stage: One (1) set of Led Video Wall (at least 10ft x 30ft) to be placed at the center, and two (2) sets of Led Video Wall (at least 9ft x 12ft) to be placed in both sides with riser.
5. Provide vloggers and influencers with at least 5,000 followers.
6. The term "accommodation" refers to the guest management during the event, ensuring their comfort and needs are met, and does not pertain to hotel accommodation.
7. The NCCA performers will be hired by the end-user.
8. The events management provider shall acquire performers/vloggers/influencers/performers with the details as follows:
  - Number of performances: The performers should have at least three different performances.
  - Performances are either Sing, Dance, Visual arts, Cultural, and Musical Performances.
  - Two (2) hosts are needed for each major event. Different hosts for each major event.
  - 1 male and 1 female professional celebrity host aged between 30 and 40 years old, possessing exceptional experience in the field of hosting (national event) and has a strong positive influence, preferably with background in economics principles and/or government initiatives.

### C. ON-SITE EVENT

1. Provide photo/video coverage, AVP, and event collaterals.

#### **Photo and video coverage:**

The events management provider shall provide phot/video coverage both in major events and domains week events. The service provider may cover a maximum of four domains week events per week. The list of events, which will be updated from time to time, can be found here: <https://www.pcim2023.com>

#### **Video Production:**

The service provider will shoot and produce the Opening Billboard and SDE for all major events to be released during the event.

The end-user will consolidate the raw file to be shared to the service provider for the production of Regional Celebration Documentation Video and Grand PCIM (Month-long celebration) Video.

The events management provider is required to cover a maximum of four domains week events per week for the development of the Domains Week Video. The end-user will also share available files from the external stakeholders who organized the events.

#### **Event Collateral:**

Photo wall tarpaulin with bleed – 95 x 95 inches

Photo wall skeleton – 87 x 87 inches

Wide Roll Up Tarpaulin with bleed – 46.5 x 85 inches (can be reused during domains week)

2 Roll up tarpaulin with bleed – 2.5 x 6.5 feet (can be reused during domains week)

200 welcome lei for each major event.

2. The event proper for September 28, 29 and 30, 2023, is from 8AM to 6PM.
3. The end-user will provide the event flow/program to the service provider but that will be a working program that the service provider must update as the need arises.
4. The service provider shall provide two (2) Opening Billboards, one each for the major events: the "1st Philippine Creative Cities and Municipalities Competitiveness Congress" (28 September 2023) and the "Philippine Creativity & Innovation Convention" (29-30 September 2023).

For the regional celebration documentation video, the end-user will consolidate the raw file from the regional partners and will be shared to the service provider to be used in the production of the regional celebration documentation video.

5. The major events will be livestreamed via DTI Philippines and CMCI Facebook Pages. Lunch breaks will not be included in the livestreaming. A three-cam setup is required for the livestreaming.
6. Provision of at least 10 booths (2m x 2m) for the Philippine Creativity & Innovation Convention for September 29-30, 2023 event. The staging, set-up, and materials needed for the installation of the booths will be provided and handled by the service provider.

#### **D. POST-EVENT**

1. Provide design of souvenirs subject for approval of the end-user, and supply and delivery of 500 pcs. of said souvenirs for the September 28, 2023 event.

Note: Events management provider and service provider shall have the same meaning and used interchangeably.

For the guidance and information of all concerned.

*SGD.*

**ATTY. AGATON TEODOR O. UVERO**

*Assistant Secretary*

Chairperson, DTI Bids and Awards Committee

Conforme:

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Name and Signature of  
Authorized Representative  
Date: \_\_\_\_\_