

Bid Bulletin No. 1

“Provision of Events Management Service for the Conduct of Young Creatives Challenge (YC2)”
Bidding no. 23-037

November 17, 2023

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

Section VI. Schedule of Requirements

Activity	Schedule
Submission and Opening of Bids	November 28, 2023, 9:00 AM for the Submission of Bids, and 9:30 AM for the Opening of Bids through video conference with the following details: Zoom Meeting Details: https://zoom.us/j/91942781504?pwd=WitqNUR1MHFpYzZpUDd5WjkyeTYrdz09 Meeting ID: 919 4278 1504 Passcode: BAC2023

Section VII. Technical Specifications

1. Semi-Finals (January 2024)

The semi-finals activity is a week-long event, encompassing both face-to-face and virtual deliverables, which comprise:

Day 1: Deliberation (Face-to-Face)
<ul style="list-style-type: none"> Activity: Deliberation for Songwriting and Screenwriting Category Requirements: Food and Venue for 60 participants (30 in the morning, 30 in the afternoon); Basic Lights and Sounds; Projector/LED Screen
Day 2: Deliberation (Face-to-Face)
<ul style="list-style-type: none"> Activity: Deliberation for Playwriting and Graphic Novel Category Requirements: Food and Venue for 60 participants (30 in the morning, 30 in the afternoon); Basic Lights and Sounds; Projector/LED Screen
Day 3: Deliberation (Face-to-Face)
<ul style="list-style-type: none"> Activity: Deliberation for Animation, Game Development, and Online Content Creation Category Requirements: Food and Venue for 60 participants (30 in the morning, 30 in the afternoon); Basic Lights and Sounds; Projector/LED Screen

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Day 4: Semi-Finals (Virtual)
<p>a. Content Development</p> <ul style="list-style-type: none"> i. Create 3D animation or motion graphics out of the key visuals (logo, trophy/award design, other visuals) provided by the end-user and draft technical scripts for the event. ii. Provide royalty-free, non-copyrighted music to enhance the virtual event and avoid technical restrictions in social media, and; iii. Shoot, edit, and render five (5) 3-5-minute pre-recorded sessions (messages, documentation, AVPs, etc.) to be used/played during the virtual event. The said messages are from the VIPs such as Secretary and Undersecretary. <p>b. Technical Setup</p> <ul style="list-style-type: none"> i. Secure and facilitate a virtual awarding ceremony, produce networking opportunities (e.g., virtual lounges, breakout rooms), manage live chats, Q&A sessions,0 and polls, and include gaming elements to encourage attendee participation. Note: A virtual 2D/3D interactive platform (similar to gather.town) is no longer necessary; ii. Provide two (2) hosts; iii. Facilitate livestream via Facebook Event, Instagram Story, and TikTok Live; iv. Facilitate the testing and troubleshooting of technical processes; v. Provide technical support throughout the event to ensure a smooth experience for all participants, and; <p>Create virtual event assets (e.g., virtual stage design, livestream frames, lower thirds, labels, transition effects, title cards, other graphics as needed) for the main livestream session.</p>

2. Grand Finals (January - February 2024)

The grand finals activity is a week-long hybrid event which requires the following:

Day 1: Deliberation (Face-to-Face)
<ul style="list-style-type: none"> • Activity: Deliberation for Graphic Novel and Animation Category • Requirements: Food and Venue for 100 participants (50 in the morning, 50 in the afternoon); Basic Lights and Sounds; LED Screen
Day 2: Deliberation (Face-to-Face)
<ul style="list-style-type: none"> • Activity: Deliberation for Playwriting and Screenwriting Category • Requirements: Food and Venue for 100 participants (50 in the morning, 50 in the afternoon); Basic Lights and Sounds; LED Screen
Day 3: Deliberation (Face-to-Face)
<ul style="list-style-type: none"> • Activity: Deliberation for Songwriting and Game Development Category • Requirements: Food and Venue for 100 participants (50 in the morning, 50 in the afternoon); Lights and Sounds for live performance; LED Screen
Day 4: Grand Finals (Hybrid)
<p>a. Pre-event Planning and Coordination</p> <ul style="list-style-type: none"> i. Event Support: Align the staging and provision of technical requirement with the objectives of the events, as well as create animation/motion

- graphics out of the key visuals provided by the end-user and draft technical script. The service provider can freely suggest or propose the lighting, sounds, stage, food, venue, setup, but with the approval of the end-user;
- ii. Provide royalty-free, non-copyrighted music to enhance the virtual event and avoid technical restrictions in social media;
 - iii. Produce one (1) five-minute AVP highlights of the semi-finals and pre-grand finals' events to be used/played during the awarding ceremony;
 - iv. Promotion Support: The service provider will assist in the execution of a marketing strategy that includes social media ad boosts, and media invite to create awareness and attract engagement, including the acquisition of seven (7) vloggers or social media influencers, with a minimum of 10,000 followers, who shall represent each YC2 category to promote the project in their personal accounts. (Note: There's no need to gather partners for this project. Prioritizing Social media ad boost thru Facebook and TikTok, as well as inviting media companies to promote and attend;
 - v. Guest Coordination: The service provider will assist in coordinating the registration system based on the confirmed attendees handled by the end-user. They shall also provide at least four (4) nights of accommodation and flights for at least 100 speakers and participants.
 - vi. Talent Acquisition and Management: Finance, secure, and coordinate the following:
The service provider is welcome to recommend any talents. Most likely, hosts/artists supporting the principal will be chosen for these. It is also very possible that the principal will recommend a performer/host/additional logistics request so the service provider must be ready.
 - vi.1. One (1) host for the week-long pre-grand finals;
 - vi.2. One (1) live house band to arrange and accompany the ten (10) finalists for the songwriting category;
 - vi.3. One (1) theater group/ensemble to perform five-minute stage play piece for each of the ten (10) playwriting entries;
 - vi.4. Two (2) hosts for the grand finals/awarding ceremony (One (1) man and one (1) woman must be a known personality, someone who supports the principals of this project;
 - vi.5. Four (4) entertainers – One (1) for the opening salvo, One (1) for the invocation, two (2) main performers, and;
 - vi.6. Ten (10) usherettes and staff who shall man the registration and event hall façade during the grand finals/awarding ceremony.
 - vii. Food and Venue Management: Finance, secure, and coordinate with the food/catering services and venue lessor, and ensure that both are aligned with the approved theme/motif of the end-user. The following are included in the food and venue setup:
 - vii.1. Food: Two (2) grazing tables; Two (2) stations for coffee, hot tea, iced tea, and water; One (1) cocktail station, and multiple cocktail tables in the designated areas, and heavy snacks (either morning or afternoon snacks) for 500 participants;
 - vii.2. Venue: The venue is equipped to comfortably accommodate up to 500 seated guests; Has a substantial and well-equipped stage that provides ample space for performances, presentations, and speakers; Designed with acoustic considerations to ensure clear sound projection and high-quality audio for the audience and performers; Backstage facilities and dressing rooms for performers and speakers to prepare before and after their appearances; War room for the secretariat; Space outside the main venue hall for exhibitions and registration; Availability of Wi-Fi and internet access for guests

- vii.3. Lobby: Provide one (1) unit Genset 150 KVA and production design with Filipino tropical foliage, floral designs for the cocktail tables, elevated floor, curtains, and neutral-colored furniture.
- viii. Exhibition Space: Provide, curate, and set up eight (8) exhibition booths, including the provision of all materials necessary for booth construction, to showcase the YC2 creative pieces/works with the following:
 - viii.1. Songwriting Booth (2x2 feet of floor area) with one (1) vertically-set touchscreen smart television and headphones where attendees can listen to the Top 10 Songwriting Entries;
 - viii.2. Screenwriting Booth (2x2 feet floor area) with one (1) vertically-set touchscreen smart television and ten (10) entry posters printed in Sintra/PVC Board;
 - viii.3. Playwriting Booth (2x2 feet floor area) with one (1) vertically-set touchscreen smart television and ten (10) posters printed in Sintra/PVC Board;
 - viii.4. Graphic Novel Booth (2x2 feet floor area) with ten (10) pieces of 20-paged, gloss-varnished comic books and one (1) vertically-set touchscreen smart television for entries loop;
 - viii.5. Animation Booth (2x2 feet floor area) with one (1) touchscreen smart television for looping the final round entries and ten (10) posters printed in Sintra/PVC Board. The service provider must prepare kiosk spaces (high tables/cocktails ideal for this setup) for ten (10) participants for the latter to display creative works. Each kiosk must also have a poster (provided by participants) which shall be printed in a Sintra/PVC Board.;
 - viii.6. Game Area (2x2 feet of floor area) with provision of one (1) touchscreen smart television and ten (10) kiosk space for game development entrants' exhibit with customized backdrops;
 - viii.7. Online Content Creation Booth (2x2 feet of floor area) with modern-day look related to social media such as TikTok, Facebook, Instagram, and Tik Tok, with a 360-video booth setup, separate from the online content creation (OCC) booth, which shall be placed beside the OCC booth, and the GlamBot Video Booth which shall be placed nearby the long photo wall.
 - viii.8. Long Photo Wall Area (30x10 feet) with red carpet, red-roped stanchions, customized YC2 props for photo-op, and one (1) unit GlamBot video booth setup which shall be placed whichever appropriate within, along, or nearby the long photo wall area, for purposes of capturing the guests walking past the photowall/red carpet.
 - viii.9. Applicable for viii.1 to viii.9: Size for the customized printing is the usual area size of the booth. Estimated printing size is 2M wide and ~2.4m tall (can be changed, depending on the recommendation of the service provider).

b. On-site Event Execution

- i. Venue: Manage and coordinate with the venue lessor the design for the venue to align with the event's theme. Venues include one (1) Main Hall in seated setup with fabricated/designed stage and entrance, and one (1) exhibit and cocktails area for 500 pax;
- ii. On-site Coordination: Manage all on-site logistics including registration, information desks, and ensuring that the schedule is adhered to;
- iii. Technical Provision and Management: Ensure that all technical aspects including lighting, sound, livestream, and presentation equipment are in place and functioning properly; Three-camera setup for live broadcasting

and streaming; Minimum of five (5) commsets provided to the end-user, and; Provision of two (2) teleprompters in each side of the stage; Livestream frames, lower thirds, transition effects, and inclusions of live comments;

- iv. Crisis Management: Availability of a safety marshalls, first-aid team, and ambulance; Handling of any unforeseen issues or emergencies that may arise during the event, and;
- v. Managing Guest Relations: Ensuring that all speakers, performers, vloggers, media, guests, and participants have a positive experience, handling queries and concerns.

c. Content Production and Documentation

- i. Storyboard, Script, and Direction: Support in the development of storyboard scripts for the event for approval of the end-user and provide overall direction to ensure a cohesive flow for each event;
- ii. Documentation and Audio-Visual Production: Conduct photo and video documentation and create five (5) Audio-Visual Presentations (AVPs) for the event. AVP production shall include the provision of one (1) 10-second Opening Billboard (OBB) Video, one (1) 5-minute Same-Day-Edit (SDE) Video, and three (3) 5-minute AVPs about the creative industries.
- iii. Collaboration with 14 Vloggers or Social Media Influencers with minimum of 30,000 followers: Collaborate with two (2) vloggers or social media influencer per YC2 category which includes songwriting, screenwriting, playwriting, graphic novel, animation, game development, and online content creation, to generate engaging and shareable content related to the YC2. The Vloggers/Social Media Influencers tapped during the pre-grand event must be a different set of vloggers from the Grand Finals.

d. Post-Activities Event

- i. Souvenirs and event merchandise: The event organizer shall present at least five (5) souvenir options, which, upon approval by the end-user, must be prepared by the event organizer then secured and offered to the distinguished speakers and guests.
 - a. Target souvenir may be a holographic photocard (which requires an additional basic photobooth) and Swag Box with notebook/planner, pen, stretchable silicone cup, and tote bag. The Quantity is 500pcs. The service provider can propose a better option suitable for the event and budge for approval of the end-user.
- ii. Turnover of materials: Turnover of all all YC2-related materials (photos, videos, documents, raw files, etc.) saved in one (1) external hard drive.

Payment Scheme

Tranches	%	Deliverable	Date of Submission
First Tranche	Forty Percent (40%)	Semi-Finals	January 2024
Second Tranche	Sixty Percent (60%)	Grand Finals	January - February 2024

For the guidance and information of all concerned.

SGD.

ATTY. AGATON TEODORO O. UVERO

Assistant Secretary

Chairperson, DTI Bids and Awards Committee

Conforme:

Name and Signature of
Authorized Representative
Date: _____