



HRAS - PROCUREMENT

REQUEST FOR QUOTATION
Sealed Bidding

	PR No.:	<u>BTIPR - 53455</u>
	Date:	<u>11/11/2022</u>
	R.F.Q. No.:	<u>202211-12285</u>
	Delivery	<u>as scheduled</u>

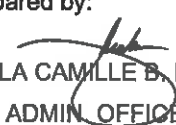
Gentleman:

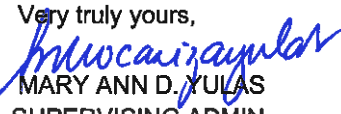
Please quote hereunder your lowest possible price(s) for the following item(s) which is/are urgently needed by this office. It is requested that the quotation be signed, sealed or stamped and submitted to the Supply Section, Ground Floor Department of Trade and Industry, 361 Sen. Gil J. Puyat Avenue, Makati City, Metro Manila.

NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
	1.0	UNIT	Hiring of Service Provider Scope of Work - Administrative Management - Design Services and Collateral Preparation - Stage Design and Execution - Registration of Participants and Marketing - Program Management - LED Wall, Lights and Sound System - Documentation - Other Administrative/Logistical Tasks (REFER TO THE ATTACHED TERMS OF REFERENCE FOR DETAILS AND FULL SPECIFICATIONS)		

*****NOTHING FOLLOWS*****

Remarks All item should be treated as one lot. Please note on the delivery term indicated above.
ABC: 600,000.00

Prepared by:

 PAULA CAMILLE B. INCAPAS
 ADMIN. OFFICER II

Very truly yours,

 MARY ANN D. YULAS
 SUPERVISING ADMIN. OFFICER

DTI SHOPPING COMMITTEE
Department of Trade and Industry

As per your request, I/We have indicated the prices of the above mentioned articles on the Unit Price and Total Price columns.

Date Submitted _____

Signature over Printed Name _____

POSITION: _____
COMPANY: _____

Industrial Digital Transformation Congress

“Strategic Repositioning for the Growth and Development of Globally Competitive and Innovative Industries”

06 December 2022

**Jose Rizal Hall, Delegation Bldg.
PICC Complex, 1307 Pasay City, NCR, Philippines**

Terms of Reference for Summit Management Firm

I. Overview

With the new administration taking the helm, the need to gather key stakeholders is primordial in order to apprise them of the DTI’s strategic priorities for industry development for the short and medium term. The Industrial Digital Transformation Congress will lay down and underscore our industrialization journey within the next six years, building on the initiatives and achievements in the last six years. It will highlight DTI’s priority clusters along with cluster-specific policies, programs, and strategies. The priority clusters are as follows:

1. Industrial, Manufacturing, and Transport (IMT)
2. Technology, Media, and Telecommunications (TMT)
3. Health and Life Sciences (HLS)
4. Modern, Basic Needs and Resilient Economy (MBNRE)

As a precursor to this event, a series of pre-event industry consultations were conducted from September to October 2022 wherein key industry associations from major sectors were invited to solicit their insights and views on the state (e.g., opportunities and challenges) of their respective industries and how the government can help advance the sectors, innovate, upgrade, and reposition their activities in the global value chains

II. Objectives

The objectives of this year’s Summit are as follows:

- 1) Present and lay down the industrialization direction of DTI Secretary Alfredo E. Pascual for the next six (6) years;
- 2) Identify ways on how to maximize the opportunities for the industry clusters; and
- 3.) Dialogue with industries/stakeholders on the mainstreaming of digital transformation in our industrial policy and discuss collaboration efforts to intensify our adoption of new technologies to promote innovative and resilient industries.

The **one (1) day** Congress will be held on **06 December 2022** at the PICC Complex, Pasay City. The event is expected to gather 300 middle- to high- level guests in a full face-to-face environment, including speakers, with event livestreaming via official DTI Facebook (FB) account channels for online audiences and the public.

Moreover, in cooperation with Siemens Philippines and other industrial and commercial partners, preparations for the mounting of an Industry 4.0 technology showcase/exhibit within the plenary hall is also being arranged where participants may witness first-hand digital transformation and 4IR technology at work.

To help achieve a successful mounting of the December event, the DTI requires the services of a competent Summit Management Firm that would manage and run the whole Congress from planning to execution and post-event evaluation.

III. Experience, Expertise and Skills Required

- Must be a reputable summit management firm with an excellent track record and solid experience in organizing similar activities; at least minimum of 5 years of experience in conducting government and/or corporate events;
- Must provide full, end-to-end solution for the whole Congress from pre-event invitations and preparations, event proper management including provision of all technical and show and support requirements, and post-event PR activities.
- Must provide proof of at least satisfactory rating/feedback from 3 previous client/s (whether government or corporate) with event magnitude of at least 800 online and/or onsite participants within the last 5 years;
- Preference, but not a requirement, to have prior experience in working with the DTI;
- Must have demonstrated knowledge of and extensive experience in planning and organizing, and effectively managing major national and high-level events/summits;
- Must have strong coordination, facilitation skills, and sound judgement;
- Must provide composition and number of team members that would handle the project and provide support to the event; and
- Can work well under pressure, flexible, and client-oriented.

IV. Deliverable

The Summit Management Firm is expected to provide full events management, technical requirements provision and support in the organization and conduct of the Congress, in close coordination with the Department of Trade and Industry-Bureau of Trade and Industrial Policy Research (DTI-BTIPR).

V. Scope of Work

They will perform the following tasks such other related assignments as may be required by the DTI-BTIPR.

1. Administrative Management

- a. Provide and manage on-site staff for registration, technical, stage, and other personnel (such as videographer, floor director, stage manager).
- b. Handle physical, technical, and banquet arrangements, including conduct of ocular inspection of venue in preparation for the event, coordination of technical arrangements with the event venue managers (including set-up of venue and audio-visual equipment, stage and stage backdrop, in-house lighting), and setting up of registration area and table assignment.
- c. Coordinate with the On-Site Venue manager for sufficient Internet Provisions for FB livestreaming; and
- d. Coordinate permits, ingress and egress schedule with the venue as needed in the proper execution of the event.

2. Design Services and Collateral Preparation

- a. Design event branding collaterals, program, speaker's profile, nametags, social media cards, and banners to be uploaded in the event site (DTI-CIG website and official Facebook Pages of DTI).
- b. Produce and print the ID cards, evaluation sheets, certificate of attendance/appearance for participants, and program (see full specifications on Annex A).
- c. Propose stage design and layout based on the event theme.
- d. Design, execute, and mount (1) a conspicuous registration area tarp backdrop and (2) a separate photo wall tarp backdrop at the holding area for incoming guests.
- e. All designs with the DTI logo shall be subject to and conform with DTI logo use guidelines prescribed under the DTI Corporate Identity Manual

3. Stage Design and Execution

- a. Provide thematic stage design and elements based on approved stage layout and design.
- b. Handle physical arrangement and floor layout of venue in coordination with venue provider.

4. Registration of Participants and Marketing

- a. Handle Event-related concerns of participants, including speakers and other VIPs.
- b. Determine onsite badge/ID printing options for late/walk-in registrants.
- c. Oversee and process the onsite registration of participants through the use of barcodes, QR codes, or other technologies for efficient registration.
- d. Provide laptops, QR/Barcode readers, printers, extension cords, and other hardware and office supply needed for the onsite registration.

- e. Provide two (2) vertical LED TVs with stand at the registration area to show program information and flow.

5. Program Management

- a. Coordinate and implement all decisions on the program schedule.
- b. Control all aspects of production to include stage management (includes time management of speakers' presentations), floor management, and technical direction for sound, lighting and PowerPoint clips and AVPs.
- c. Provide the necessary manpower to ensure the smooth and efficient conduct of the event (minimum required: overall director/manager, stage/floor director, technical director). *(Note: Event manager to provide meals for the manpower.)*
- d. Prepare and send out to confirmed speakers/panelists/moderators any technical/administrative guidelines.
- e. Create theme-consistent PowerPoint clips (session and speaker title cards) to introduce each portion of the program and each speaker or panelist.
- f. Prepare easily readable cue cards for the emcee/ host/ voice-over.
- g. Prepare the technical sequence guide, which incorporates cues for sound, lighting and talents.
- h. Prepare flag ceremony AVP.
- i. Ensure speakers, moderators, panelists are guided properly for their roles.
- j. Conduct a dry technical run of the program with the technical crew.
- k. Assist in the distribution and collection of DTI's Event Assessment form to event attendees/participants.
- l. If needed, provide an online application/platform for the open forum, Q&A and polling portions of the Event, such as Slido premium account or Mentimeter.
- m. Provide FB Live streaming and watch party during event using video camera and gear with toggling/switch technology to showcase and transition between the speaker/panelist, audience, and the presentations. While the firm will provide the service and all provisions to mount the livestream including the camera location, power, and Broadband connection arrangements, DTI will lend its official social media account and hashtags for the event.

6. LED Wall, Lights and Sounds System

- a. Provide LED Walls, lights and sound system, equipment covers, including the necessary independent power supply requirements, if needed (please refer to Annex B for full specifications).
- b. Control all aspects of the technical side of the production to include technical direction for sound, lighting and PowerPoint clips and AVPs.
- c. Provide the necessary manpower to ensure the smooth and efficient conduct of the technical aspect of the event (i.e., overall events director/manager, stage/floor director, technical director).
(Note: Event manager to provide meals for the manpower.)

7. Documentation

- a. Provide the needed equipment and personnel for documenting Event proceedings (event live videography for livestream, laptop for presenter with Bluetooth pointer/clicker, audio recorders) for use during the event.
- b. Video production and editing assistance (5-7 minute AVP) of the pre-event sessions to be played within the Event
- c. Prepare and submit post-event report with analysis including participants roster and, if available, photo and video documentation within two (2) weeks after event closing (data conforming to DTI Data Privacy Policy)
- d. All documents/graphic/sound files, photographs, soft copy of reports, and raw videos, submitted in a USB drive (USB Drive to be the property of DTI afterwards) to be submitted within two (2) weeks after the event closing

8. Other administrative/logistical tasks

- a. Coordinate, schedule, and manage conduct of pre-event meetings.
- b. Ensure adherence of all controllable aspects of the program to Intellectual Property Rights. For example, any background music used must be either royalty-free or paid for/have sufficient permission to be played; attributions must also be indicated at the end of the program.

As a general rule, the Summit Management Firm must ensure that all pertinent clearances and approvals are obtained from DTI and that decisions are made or actions taken independently by the firm comply with guidelines/instructions provided. It should seek advice from DTI-BTIPR whenever necessary.

VI. Checklist of Tasks

- Designs, layout, and printing of event collaterals and paraphernalia, subject to DTI logo use guidelines prescribed under the DTI Corporate Identity Manual
- Full coordination with DTI-BTIPR Organizers
- Registration Area Backdrop and separate Photowall Backdrop
- Technical Dry Run of Event with Organizers
- Successful mounting of actual event
- Live videography for FB livestream
- Video production and editing assistance (5-7 minute AVP) of pre-event consultation process, to be played within the event
- All documents/graphic/sound files, photographs, soft copy of reports, and raw videos, submitted in an external hard drive (Hard Drive to be the property of DTI afterwards) to be submitted within two (2) weeks after the event closing
- Post-event report with analysis to be submitted within two (2) weeks after the event closing (with data conforming to DTI Data Privacy Policy)

VII. PROJECT COST

The estimated project cost for the management of the event is **Six Hundred Thousand Pesos only (P600,000.00)**, inclusive of all taxes.

Branding

- Design and Layout of collaterals needed for the event, including but not limited to registration backdrop, photowall backdrop, social media cards, website banners, speaker's profile, digital backdrops for transitions, placeholders, information guide, general backdrop, ID card design, table programme guide,
- Includes branding elements such as official Font/Typeface, Colors, Allied designs for onsite and online collaterals

ID Sticker

- Highly visible color to identify delegate but small enough to be unobtrusive to the wearer.
- No. of pieces: 300

Evaluation Sheet

- Size: A4 bond paper
- No. of pieces: 200
- Printing: Black and white

Programme Guide

- Size: A4
- No. of pieces: 40
- Material: Specialty Paper
- Printing: Full Color, one side only
- Special instructions: To be folded and pasted/taped into a 3-sided Toblerone shape for use on participants' tables

Certificate of Attendance for Participants

- Size: A5
- No. of pieces: 50
- Material: Parchment Paper
- Printing: Full color

Certificate of Appearance for Participants

- Size: A5
- No. of pieces: 50
- Material: Parchment Paper
- Printing: Full color

**LED WALL, LIGHTS AND SOUND SYSTEM
TECHNICAL SPECIFICATIONS**

Audio

- 1 Unit Professional-Grade Digital Audio Mixing Console (with aux, Eq., effects, limiter)
 - 1 Unit Stage Digital Snake Box
 - 6 Sets Active Line Array Loudspeaker System, at least 2 sets FOH (FOH or Front-Of-House)
 - 2 Sets Active Dual 18' Subwoofer
 - 4 Sets Active Loudspeaker Monitor system
 - 2 sets Delay Loudspeaker system
 - 8 Units Wireless Microphone
 - 6 Units Wired Microphone
 - 2 Units lapel mic
 - 2 sets DMX (Digital Multiplex) Wireless Connection
 - 2 Pcs Music Stand
 - 1 Lot Mic Stands (boom and straight)
 - 1 Lot Power Cables
 - 1 Lot Signal Cables
 - 1 Lot Heavy Duty Crank Stand
 - 1 Unit Power Distribution Box
 - 1 Unit Laptop for Audio Playback
- Inclusive of Installation and Dismantling, Spinner and Sound Engineer

Lighting

- 1 Unit Digital Lighting Console/Controller
 - 24 Units ParLED (Parabolic Aluminized Reflector LED bulb) RGBW (Full Color) 53 x 3w
 - 16 Units ParLED RGBW (Full Color) 84 x 3w
 - 8 Units ParLED RGBW Amber White 64 x 3w
 - 6 Units Beam 230 Moving Heads
 - 2 Units Audience Blinders 4's
 - 1 Unit Follow Spot 450W
 - 4 Units Heavy Duty Crank Stands
 - 1 Unit Haze Machine with Juice
 - 1 Lot Power Cable
 - 1 Lot Signal Cable
- Inclusive of Installation and Dismantling, Lighting Director/Operator

LED Video Walls

- 2 Sets 9'x12' LED wall (2 assembled as a single LED onstage; 2 others on either side of the venue)
 - 2 Units LED Wall Processor
 - 2 Units Sending Box
 - 1 Unit Video Switcher
 - 1 Unit Gaming-class Console Laptop for Playback
 - 1 Lot Back Bracing
 - 1 Lot Concrete Counterweights
 - 1 Lot Signal Cables / Cat5 (Category 5, also known as Ethernet) and Power Cables
 - 2 Sets Power Distribution
 - 1 Lot Aluminum Stage Riser for LED Wall with Black Cloth Skirting
 - 2 Units Plasma Teleprompters, at least 42" LED TV with HDMI and VGA input
 - 1 Lot HDMI Cables 10m for the Teleprompters
- Inclusive of Installation and Dismantling, Video Technician/ Playback

LED TV:

- (2) Sets of Branded LCD LFD 55"(TV) with stand for the registration area
- Inclusive of Installation and dismantling

Communication Set

7 Units Wireless Communication Set with Extra Batteries
Monitors: Teleprompter, Timer, Presentation View, Preview View
1 Set Professional Visual Cueing System
Trusses and Rigging
20ft x 40ft Back Truss (as needed)
4 Units 30x30 Aluminum Truss
4 Units Metal footing with wheels and corner bracing
16 Units Clamps for ParLED lights
1 Lot Bolts and Nut sets
Inclusive of Installation and dismantling

Coverage System

With Digital Video Switch with Broadband for FB livestream capability with channel input toggling
FB livestream
1 Unit Tripod Stand
1 laptop for livestream
1 Unit Professional Digital Video Camcorder* for livestream *PTZ (pan, tilt, zoom) camera for FB live
1 Lot PVM (Professional Video Monitor) Monitors, Communication Headsets, Tripods, Video Cables and Connectors
1 Lot Cameraman, livestream operator, and Operator

- * All raw files shall be transferred to client via the Hard Drive to be surrendered to DTI (refer to Item V)
- 1 videographer with equipment; videographer to gather content and produce a 3 to 5-minute SDE to be shown at day's end
- 1 photographer with equipment; photographer to document day's proceedings and submit photos via the hard drive at the end of the event. Photographer to also recommend best shots of the event for PR.

Power Supply (Generator Set, if separate from venue)

1 unit - Silent Type Mobile Generator Set with all the cables/peripherals necessary to operate the whole technical setup from a distance outside the venue; and with enough KVA rating (at least 150KVA or higher, depending on requirement) and fuel to support all the lights/sounds/LED walls and all technical equipment for the duration of the activity, from ingress/setup, testing, event proper, to dismantling/egress. Inclusive of Installation, operation, staffing, and dismantling

Furniture Provision (if needed)

2 Units 3 Seater Sofa Set
2 Units Single Seater Set
2 Units Center Table