

Technical Specifications

Annex A - Event Requirements

Particulars	No. of Participant	Bidder's Compliance
1. Meals and Venue Detailed Requirements		
Day 1 - Arrival of End User Working Committee, Pre-production Meetings and Technical Rehearsals		
The Service Provider shall provide a minimum of six (6) standard rooms in a 3-5 star rated DOT-accredited hotel for twelve (12) pax, twin-sharing for at least three (3) days and two (2) nights for the End User Working Committee. The hotel accommodations can be on the same property where the event will be held (if the event venue is in a hotel establishment) or in an accommodation establishment proximate to the event venue.		
Day 2 - Actual Event		
AM Snack, Lunch, PM Snack	50 pax	
Small Meeting Room with necessary audio-video presentation equipment to serve as Secretariat Room and storage area		
Event Venue	300 pax	
Pre-program Cocktails		
Dinner		
2. Detailed Administrative and Logistical Requirement		
<p>a. Venue/Function room set requirements:</p> <ul style="list-style-type: none"> i. Availability of the venue on the scheduled date ii. Ballroom in a DOT-accredited hotel with at least 4-star rating OR convention/function hall in a high-end venue within the Taguig-Makati-Pasay-Parañaque area iii. Can accommodate at least 300 attendees with ample space for other activities and setup iv. With a wide stage and podium/rostrum v. Banquet Set-up: wedding style/round tables vi. Event styling based on Inception Workshop and Report vii. High-ceiling function venue 		

- viii. Event venue structure: no visible column foundation (posts) in the middle of the venue area
 - ix. Minimum of ten (10) backdrop panels/frames measuring at least 4 feet x 8 feet (vertical)
 - x. Complimentary Wi-Fi access inside the function room and at the registration area
 - xi. Availability of a secured parking area
 - xii. Complimentary parking slots for all, or at least 50% (150 vehicles) of the total attendees
 - xiii. Free use of electricity for laptops and other electronic gadgets
 - xiv. Free use of extension wires for laptops and other electronic gadgets
 - xv. Complete lobby and function room directional signages
 - xvi. Provision of Alcohol and/or hand sanitizers in the registration and conference areas
 - xvii. Audio/Visual requirements:
 - LED Screen - at least W 20ft x H 12ft (16:9 aspect ratio) and/or LED side panels (may be adjusted to suit the proposed event layout of the Service Provider subject to the approval of BCDA)
 - Lights and sound system
 - Podium with microphone
 - Wireless and lapel microphones
 - wireless communicators for production and technical staff
 - at least one (1) Disc Jockey
- b. Food and Beverage requirements:
- i. Cocktails must be served one (1) hour before the program at the foyer/lobby/reception of the function room
 - ii. At least four-course plated dinner service inside the function room
 - iii. Wide variety of food menu choices to accommodate dietary restrictions of guests, if any
 - iv. Free-flowing/unlimited coffee, tea, hot chocolate, and water
- c. Supplies
- i. Supplies and materials: pad, pencils, stickers for name tags, tent cards, table numbers, markers, etc
- d. Manpower/Talents
- i. Production, manpower (e.g. marshall, ushers, etc.), technical, and logistical services (e.g. lights, LED screens, stage, sounds, among others);
 - ii. Photo/video documentation services (e.g. photographers, videographers, video editors,

- among others)
- iii. Production services for the creation of an Audio-Visual Presentation (AVP)/promotional video, as may be needed;
 - iv. At least one (1) professional emcee, preferably female, with experience in hosting similar events (e.g. brand activations, company anniversaries, product launches, conferences and conventions, awards gala, annual recognition event, appreciation events, trade shows/exhibitions, etc.)
 - v. At least one (1) main performer (e.g. solo act, group, or band) to perform one (1) whole set of at least 45 minutes within the program
 - vi. At least one (1) performer (e.g. band, musicians, quartet, 12-piece orchestra, etc.) to perform 1 set of 45 minutes during cocktails, 1 set of 45 minutes during dinner, and 1 set of 45 minutes as finale after the main program
 - All recommended performers by the Service Provider shall be for the approval of the End User.
- e. Creative Services (propose all creative design/layout necessary for the execution of the event)
- i. Submit all needed creative designs/layouts including but not limited to the invitation, electronic backdrop, title cards, video juice, name or place cards, floor plan, styling, stage, and exhibit area set-up
- f. Concept, design, and production of marketing materials including, but not limited to:
- Digital backdrop
 - Digital posters
 - Digital Streamers
 - Audio-visual presentations (AVPs)
 - PowerPoint presentations
 - Printed brochures/flyers
 - Pull-up banners
 - Name or Placecards for VIPs
 - Nametags
 - Table numbers
 - Other program-related collaterals
- g. Sending of invitations, confirmation of attendance/RSVPs
- i. Handle sending of invitations and confirmation/RSVP for the target attendees for the said event, including invites through email, and social media event calendar; and
 - ii. The Service Provider may also use digital/online

<p>media platforms to create traction and to drumbeat the event among the select invitees/ participants</p> <p>h. Propose and procure appreciation tokens/ giveaways</p> <p>i. Token for all guests: Event Notebook with Pen – minimum of 350 pieces</p> <p>Specifications:</p> <ul style="list-style-type: none"> ● Faux leather hardcover with ivory-colored pages ● Pages: Minimum of 200 sheets (400 pages) ● Paper Quality: at least 80gsm thick and resistant to ink bleed, erasing, ghosting, and shading ● Binding: Lay-flat min ● Ruled pages with spacing between horizontal lines at 0.8 cm ● Bookmark with matching color with the cover ● With pen holder and magnetic clip lock ● With metal ballpoint pen ● Minimum of H 21 cm x W 14 cm ● Color: <ul style="list-style-type: none"> ○ Notebook: BCDA brand color ○ Pen: Metal Finish ● Debossed BCDA Logo in the front side of the Hard Cover <p>ii. The Service Provider shall provide the design/concept, and procure at least one hundred (100) high-end tokens (e.g. plaques, awards, trophies, etc.), made of sustainable and durable materials, with a minimum value of PHP3,000.00 per token, to be given to select recipients (e.g. development partners, AFP officials, potential partners, and other participants) during the event;</p>	
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Bidder’s Authorized Representative:

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____