

28 March 2023

## INVITATION TO BID

The Philippine Department of Tourism-Taiwan (PDOT-Taiwan) is in need of services of a well-experienced Events Organizer who will provide the necessary service for the staging of the Bisita, Be My Guest (BBMG) Grand Launching Event in Taipei on April 30, 2023.

Interested party may submit their proposal following the attached Terms of Reference on or before 6:00 PM, 10 April 2023 to:

Philippine Department of Tourism-Taiwan  
2F., No. 55/57, Zhouzi Street, Neihu District  
Taipei 114, Taiwan  
Fax : +886 2 2658-2836  
Email: [philtour@ms57.hinet.net](mailto:philtour@ms57.hinet.net)



**HAZEL HABITO JAVIER**  
Tourism Attache



## TERMS OF REFERENCE

### I. REQUIREMENT

Event Organizer for the Philippine Department of Tourism Taiwan Bisita, Be My Guest (BBMG) Grand Launch in Taipei, April 30, 2023, 2:00 – 5:00 PM, Taipei Expo Park, Yuansan Area – Flower Sea Area

### II. Description/Specification

	內容/規格 Content Description
<b>場地 Venue</b>	<p style="text-align: center;">花博公園圓山園區-圓山花海廣場 時間:4月30日(日) 上午8時至下午8時(含進場/退場) 1,000平方公尺/約303坪(長63m,寬16m) *DOT 確認報價後, 啟示於 3/27 前完成與花博承租場地合約, 並於 4/6 前支付場地租金+履約保證金。 Taipei Expo Park, Yuanshan Area-Flower Sea Area Date: April 30 (Sun) Time: 8:00 am to 8:00 pm (Inc. enter and exit the venue) 1,000 square meters (Length 63m, Width 16m)</p>
	<p style="text-align: center;">提前1小時進場:上午7:00-8:00 退場作業(逾時):下午08:00-11:00 提前進場 &amp; 逾時退場:4小時, 每小時收費1,050元 Early access: 7:00-8:00am Late exit (overtime): 8:00-11:00pm Early access &amp; late exit (4 hours in total) will incur an additional fee of TWD\$1,050 NTD per hour.</p>
<b>硬體設備 Equipment (活動舞台+展 攤區) (Event stage + Exhibitors area)</b>	<p style="text-align: center;">活動舞台(W720CMxD360xH60CM)+/雨遮/舞台 TRUSS 背牆+帆布輸出/ 舞台+階梯紅色地毯 2台LED65吋電視租用(含遮光罩租用)/放置 Notebook 桌 Event stage (W720CMxD360xH60CM)+/Canopy awnings/Stage Truss back wall+canvas printing/ Stage and stairs, and red carpet Rental of 2 LED 65-inch TVs (Inc. Shade cover Rental)/A table for the Notebook</p> <p style="text-align: center;">10個攤位/(白色3米帳+IBM桌及2張椅)/ 12個攤位/(白色3米帳+IBM桌及3張椅)+提供110V/10A電力(共6個插座, 每兩 個攤位使用一個插座)/ 表演人員_休息帳(四面封)及中控室帳篷各1帳+背靠折疊椅*12張 舞台前貴賓椅(背靠*10張)+圓凳*150張 **現場提供6~8個大垃圾桶+專用垃圾袋 10 booths/(White 3*3 meters event tent with 4 sides opened + IBM table*1 and round stools*2)</p>

	<p>12 booths/(White 3*3 meters event tent with 4 sides opened + IBM table*1 and round stools*3)/Provide 110V/10A power (a total of 6 plugs, and 2 booths share one plug) + performers_rest tent*1 (4 sides sealed) +PA system's tent*1+ backrest chairs*12 VIP chairs in front of the stage (10 backrest chairs) + 150 round stools * 6~8 large trash cans + special trash bags are provided on site</p>
	<p>全區懸掛菲律賓國旗串旗+施工 Flags of the philippines for each string are hang throughout the venue +Construction for hanging</p>
	<p>麥牌*4/頂棚招牌等，含輸出+運送/進撤場施工 Microphone boards*4/White 3*3 meters event tent's signboard/Including output printings + delivery + entry and exit construction</p>
	<p>爵士鼓/銅鈸/電貝斯/電吉他 Jazz drums * 1 set/cymbals/ electronic bass/ electric guitar</p>
	<p>音響器材設備/無線麥克風*4/全音域喇叭..等 Sound equipment/Wireless microphones*4/full range speaker.,etc.</p>
	<p>發電機/配線/發電機圍籬/線巢板 Power generator/electrical wiring/power generator fence/cable tray</p>
	<p>音響工程施作人員 Sound engineering personnel</p>
	<p>飲用水 250ML_400 瓶 /點心(餐盒式)_70 份 250ML_400 bottles of drinking water / 70 servings of snacks (lunch box style)</p>
	<p>菲籍表演者 6 位 (代收代付) 6 Filipino performers (Collection and Payment on Behalf of DOT)</p>
設計 Design	<p>FB 粉絲團封面+FB 頭貼/ 參展單位攤位牌/抽獎券.. Facebook fan page cover banner+Facebook profile picture exhibitor booth name sign/lucky draw coupon, etc.</p>
印刷輸出費 Printing	<p>活動 DM 印製(A4)10,000 張)/活動拍照背板+拍照手拿牌/ 易拉展一組 3 款 7 組，共 21 個易拉展(含:北/中/南配送)/ 抽獎券(流水編號，抽獎聯/收執聯)1000 張/報到桌 QR CODE 桌上立牌 2 個 Printing of event DM (A4* 10,000 pcs)/Event photo backdrop + photo selfie boards/3 sets of pull-up banners with 7 banners each, a total of 21 pull-up banners (including delivery to northern, central, and southern regions of Taiwan)/1,000 tickets (with serial numbers, winner claim/retention stub)/2 QR code table standees for registration table</p>
活動保險費 & 規費 Event Insurance & Processing Fee	<p>營造工程財物損失/意外責任險/公共意外責任險/食品中毒責任附加款... Construction property damage/Accident liability insurance/Public liability insurance/Food poisoning liability surcharge</p>

	<p>結構技師驗證費 The structural technician fee</p>
<p>其他費用 Other fee</p>	<p>抽獎箱 / 文具 / 運費 / 停車費 / 工作人員餐食費/清潔費 Raffle box/stationery/shipping fee/parking fee/worker meal expenses/setup and cleanup costs</p>
<p>專案服務 Project service</p>	<p>專案服務費: 開設 BBMG_台灣:Facebook 官方帳號/中英文新聞稿撰寫/提供結案報告 Project service fee: Establishment of BBMG_Taiwan: Official Facebook account/Chinese and English press release writing/Provide final report</p>

III. **Estimated Amount:** NT\$896,960.00 inclusive of taxes

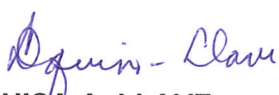
IV. **Payment Procedure:**  
Send Bill Arrangement


V. **CONTACT PERSON**

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Prepared by:

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