

ANNEX A
PROJECT NAME: EVENTS MANAGEMENT (Quezon City Green Awards)
PROJECT NO.

Activity and components
<u>Stakeholders Engagement Activities</u>
Collaterals <ul style="list-style-type: none"> - Items are made from sustainable materials; 5 Fabric or Vinyl Banners; 5 digital Artcards with high-resolution images and 1 (one-minuter) videos
Technological requirements: projectors, sound system, microphones, laptops <ul style="list-style-type: none"> - 2 sets of the following: <ul style="list-style-type: none"> - Projectors that are DLP or LCD - Sound System with Amplifier - 2 wireless microphones - Laptops with Intel i5 or better, 8GB RAM or better
<u>Event Logistics</u>
Collaterals: Mock Cheques, Exhibit Panels and other requirements <ul style="list-style-type: none"> - 20 Mock Cheques made of thick card stock or corrugated board for display - 20 exhibit panels, each measuring at least 2 ft by 6 ft - Stage backdrop (Fabric or vinyl, size dependent on stage dimensions with large-format printing for impactful visuals) - Photowall - 2 (30-second) videos
Trophies (size materials) - <ul style="list-style-type: none"> - 30 pcs, 17 inches in height and made from sustainable materials (depending on the availability of materials).
Documentation tools and materials for the field validation - camera, tablet, clipboards, evaluation forms, other communication devices Specs and Quantity <ul style="list-style-type: none"> - 5 cameras with a minimum resolution of 12MP (higher resolution preferred). - 5 tablets with Android or iOS operating systems, featuring a minimum 10-inch screen. - 20 clipboards in standard size (8.5" x 11" or A4). - Other communication devices: Walkie-talkies (for limited coverage)
Catered food for 300 pax <ul style="list-style-type: none"> - Catered Meals for VIPs: Inclusive but not limited to the following : <ul style="list-style-type: none"> - Appetizer, at least 2 savory items, 2 light side dishes, dessert and beverage, all in compliance with the City's Healthy Public Food Procurement Policy
Communication and event supplies and materials <ul style="list-style-type: none"> - Five (5) two-way radio, 10 tables and 20 chairs, tents
<u>Ingress and Egress</u>
Equipment and Material Delivery <ul style="list-style-type: none"> - One (1) 15 ft close van with loading and unloading tools (i.e. ramps, palette jacks)
Dismantling and Removal of Equipment <ul style="list-style-type: none"> - Inclusive but not limited tools (i.e. wrenches, power tools), equipment (i.e. crane or forklift for heavy lifting), and safety gear and equipment
Manpower service <ul style="list-style-type: none"> - Inclusive but not limited to technicians, carpenters/builders, general laborers
Miscellaneous (materials, supplies, communications) <ul style="list-style-type: none"> - Includes but not limited to duct tapes, cable wires, packaging and protection materials (i.e. boxes, foam padding, ropes/tie down straps, ratchet), cleaning supplies

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