

Annex A: Technical Specifications for Procurement of Multimedia Services for the CSC Central Office Year-end Celebration and PRAISE Awards Rites

1. Section 1: General Guidelines

1.1. Tax Inclusion and Additional Fees. Bid prices submitted must include tax, delivery, and other fees required for delivery of services. No increases or decreases in final payment shall be provided to the service provider above or below their submitted bid price.

1.2. Date of Activity. Service providers shall provide their services, in general, on the date of the activity, 15 December 2023, for the entirety of the day, unless otherwise specified or required.

2. Section 2: Specification for Multimedia Services

2.1. Approved Budget for Contract. The approved budget for this lot is **Php90,000.**

2.2. Scope of Services. The services shall cover the provision of the following multimedia services: audio management services and LED wall projection services. Optional services for provision include lights management services, rental of musical and band equipment, and live streaming services. These services shall be provided during the CSC Central Office Year-end Celebration and PRAISE Awards Rites at the CSC Auditorium.

2.2.1. Audio Management Services. Service provider shall provide audio management services during the whole-day event. Service provider should be able to provide a digital audio mixing station, and related peripherals to allow for external sound sources to both feed to and record the audio of the event. It is recommended that the service provider has enough channels for their audio mixer to cover inputs of microphones, at least two additional sound devices such as mobile devices and phones and their provided band equipment. Service provider shall also ensure that outputs can be grouped and forwarded onto external recording devices or livestreaming equipment.

2.2.1.1. Optional Audio Management Services. Service provider may provide extra audio equipment such as microphones (both wired and wireless), speakers capable of covering the event grounds (at least two for each side, four recommended unless two can cover the entirety of the stage grounds).

2.2.2. Optional Lights Management Services. Service provider may optionally provide lights management services during the whole-day event. These include stage and area lighting, light control station, and related peripherals.

2.2.3. LED Wall Projection Services. Service provider shall provide LED wall projection services to cover the stage at the event grounds. The LED wall

shall be presented in landscape in **9 x 12 ft size**, with supporting equipment such as video mixers, control stations, and other related equipment to allow the presentation of external video feeds to the LED Wall. Service provider shall ensure that the video mixers can provide at least two more video outputs for use with CSC's projectors for the rear side of the auditorium.

2.2.4. Optional Rental of Musical and Band Equipment. Service provider may optionally provide musical and band equipment for use by third party presenters. The equipment may include but is not limited to the following: **guitars (electric, bass), drum set, keyboard and related amplifiers** to be connected with the provided sound system. Related amps for other equipment may be provided

2.2.5. Optional Live Streaming Services. Service provider may optionally provide, at minimum, one set of video capture equipment, such as a **camcorder**, and related equipment such as video equipment mixers and PTZ control stations if necessary for use in livestreaming the activity online through social media. CSC shall provide the streaming credentials for use during the activity. Additional video capture equipment may be provided at the discretion of service provider. Service provider shall also allow CSC's video capture equipment, if available to be connected to the service provider's equipment for additional video sources during the activity.

2.2.6. Additional Services. Service provider shall ensure that the rental of equipment is accompanied by operators and an event multimedia coordinator.

2.3. Coordination with End-User Unit. Service provider shall coordinate with end-user unit (OHRMD). Coordination for other units shall be coursed through the end-user unit unless delegated by the end-user unit to other units.

2.4. Utilization of Existing Equipment. Service provider may utilize the existing CSC equipment present, such as the lights and sounds equipment as **additional** items for their provided equipment. Service provider shall ensure that all existing CSC equipment, if utilized, shall be compatible with their existing equipment.

2.5. Site Visit, Setup, and Teardown. Service provider shall conduct initial site visit at least three days before event prior and conduct setup on the day before the event with the latest being early morning before the event conduct to allow for rehearsals if necessary. Teardown shall immediately be done after the event completion.

2.6. Provision on the Use of Grounds. The CSC elevator may only be used in the transport of packed/crated equipment with enough clearance to fit two additional staff in the elevator to the auditorium. Tables, chairs, long poles, and similar equipment are not allowed for transport via elevator.

2.7. Damage and Claims. Service provider shall endeavor to keep the area under decoration free of damage during the service period and ensure that their equipment does not result in damage to the facilities. Service Provider shall be liable for any damage incurred because of negligence, and any damage shall be primarily deducted from the final payment of the contract should there be any, and not precluding any other administrative or criminal liabilities which may be charged against the contractor under RA 9184.

2.8. Subcontracting. No subcontracting shall be allowed for this lot.

Prepared by:


LANCE JAY P. CADUNOG
Administrative Officer V

Approved by:


ATTY. ROSALITA B. RANCES-PETACA
Acting Director IV