



## **TOURISM PROMOTIONS BOARD**

Fourth Floor, Suites 7, 10-17 Legaspi Towers 300, Roxas Boulevard, Manila, Philippines 1004 • Tel.: (632) 525-9318 to 27  
Fax: (632) 521-6165 / 526-5971 / 525-3314 • Email: info@tpb.gov.ph • Website: http://www.tpb.gov.ph

**Reference No. TPB-PR-013/2014**

### **REQUEST FOR PROPOSAL**

The **Tourism Promotions Board (TPB)**, thru the Bids & Awards Committee (BAC), invites interested bidders to submit proposals for the hereunder project:

**Project : SERVICES OF A PRODUCTION HOUSE RELATIVE TO THE HOSTING OF THE MABUHAY NIGHT DINNER RECEPTION FOR THE SPEAKERS DELEGATE AND GUESTS OF THE ASIA PACIFIC DRIVE TOURISM CONFERENCE**

#### **PRODUCTION HOUSE TERMS OF REFERENCE (TOR)**

##### **I. BACKGROUND**

The Department of Tourism, through the Tourism Promotions Board will host the Mabuhay Night Dinner Reception for the speakers and delegates of the Asia-Pacific Drive Tourism Conference.

The event, organized by the Automobile Association of the Philippines (AAP), will highlight the importance of drive tourism wherein individuals or groups travel with their own vehicle(s) to see the countless attractions through the country's road networks.

With the theme "Saving Lives, Saving Costs and Saving the Planet", the event aims to develop the understanding between leaders of the private and public sectors on how the latest advancements in technology and best practices can assist in accident reduction and encourage more responsible attitudes towards road usage. It also aims to attract visitors, both local and international, by way of safer, greener and pleasurable travel experience. The event will showcase the latest innovations on the automobile industry, road safety, mobility and motorsports from both the local and international exhibitors to promote safe and pleasurable land travel.

##### **II. Specifications:**

1. Date: 29 January 2014
2. Venue: Subic Bay Freeport Zone
3. Audience: 500 pax (foreign and local)
4. Length of Show: 30 to 45 minute music and dance presentation
5. Venue set-up: with stage, lights and sounds, decors and table/s set-up for 500 pax

6. Program Sequence:
  - Welcome Scenario
  - Official opening (Welcome Remarks, etc.)
  - Audio-visual presentation (It's More Fun in the Philippines)
  - Dinner
  - Entertainment

### **III. Eligibility Requirements**

1. Must be Filipino owned, operated and legally registered Production House under Philippine laws;
2. Must have a minimum of 5 years experience in organizing medium to large scale events and world class entertainment productions featuring Filipino artists and talents;
3. Must have the expertise in the conceptualization and in the direction of performances in all fields of the performing arts to include theater, dance, music et. al.
4. Must be registered with the Philippine Government Electronic Procurement Systems (philGEPS)

### **IV. Legal/Technical Eligibility Requirements:**

- a. DTI Business Registration/SEC Certificate
- b. Mayor's Permit or License to Operate
- c. BIR Registration with TIN
- d. PhilGEPS Certificate
- e. Company profile
- f. List of medium and large scale events organized in the past five (5) years

### **V. Guidelines**

1. The presentation should depict the best of the Philippines in music, songs, dances and other types of performance genre in a fresh, dynamic and unique approach fit for an international audience.
2. The presentation should feature the best and most appropriate Filipino artists and performers.

### **VI. Scope of Services**

1. Conceptualize and manage the program scenario for the TPB-hosted dinner reception.
2. Assign a technical person to direct the presentations and oversee the light, sound, audio-visual and other physical/technical requirements, blocking, etc.
3. Provide the following:
  - a. Stage / backdrop / décor

- b. Sound system
  - c. Lighting equipment / specific effects, if necessary
  - d. AV projector and screen equipment
  - e. Venue décor / enhancements
  - f. Props for the welcome reception
4. Recommend and provide the best performers (artists) in the Philippines including new, fresh and/or regional talents to include the Emcee / Master of Ceremony and negotiate on behalf of the TPB the most reasonable rates / professional fee/s of the performers.
  5. Prepare detailed program scenario for the show to include cue sheet and spiel of the emcee based on the approved entertainment plan.
  6. Oversee and coordinate rehearsals of performers and present a final dry-run and technical dress rehearsal of the show. Provide venue for the rehearsals and dry run.

## **VII. Contract of Service/Financial Proposal**

The financial proposal should cover the following expenditures:

1. Professional fees of performers and production crew
2. Expenses for the physical and technical requirements and other administrative expenses
3. Expenses to be incurred for the dry run and technical rehearsal

### **APPROVED BUDGET FOR THE CONTRACT (ABC) :**

Five Hundred Thousand Pesos (**P500,000.00**) inclusive of all applicable taxes

**Bids exceeding the budget shall be disqualified.**

For further information, please refer to :

**Ms. JEANNIE SUDARIO/Ms. ANNIE BALBOA**  
Project Officer  
Telephone Nos.(02)525-1153 and 525-9318 loc. 231/227  
Email:jmsuudario@dotpcvc.gov.ph

**INSTRUCTION TO BIDDERS:**

Please submit your Eligibility, Technical and Financial Bids in two (2) copies, in sealed envelope addressed to the BAC Chairperson, to be submitted to the BAC Secretariat on January 22, 2014, 9:30 a.m. c/o Diana Sarmiento, Administrative Department, TPB, 4th Floor Legaspi Towers 300 Roxas Boulevard, Manila (tel. no. 525-9318 loc. 215/208). Opening of the abovementioned documents is on January 22, 2014, 10:00 a.m. at the TPB Boardroom .

Eligibility requirements and bids presented after the deadline of submission shall no longer be accepted by the BAC.

Eligible consultants are required to make presentation of their Creative Concept and Plan of Approach for the project after the opening of Bid Documents. The presentation shall be on January 22, 2014, at the TPB Boardroom after the opening of bid proposal.

Each consultant will be given a maximum of 30 minutes to present their respective Creative Concept and Plan of Approach for the project.

Hard and e-file copies of the presentation shall be submitted to TPB.

The Tourism Promotions Board assumes no obligation whatsoever to compensate or indemnify the bidders for any expense that they may incur in the preparation of their bids. The Tourism Promotions Board also reserves the right to reject any of all bids to waive any defects found therein and to accept the bid most advantageous to the government.

14 January 2014

**SOLITA D. SORIANO**  
Chairman  
Bids & Awards Committee