

**Reference No. TPB-PR-0396/2014**

## **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 :** **INTERCEM ASIA**  
The Sofitel Philippine Plaza  
22 – 24 September 2014

### **PRODUCTION HOUSE**

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

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

The Department of Tourism (DOT), through the Tourism Promotions Board (TPB), is assisting the INTERCEM Conferences in organizing INTERCEM Asia scheduled at the Sofitel Philippine Plaza on 22 – 24 September 2014.

INTERCEM is the world's leading conference for the international cement industry with a reputation of producing high quality meetings across the globe for nearly thirty years. The organizer, based in the United Kingdom, is expecting approximately 250 local and 250 foreign participants.

#### **II. SCOPE OF SERVICES**

To present Philippine culture at its best, TPB requires the services of a Production House that will:

1. Conceptualize the entertainment plan, manage and implement the program scenario of the Gala Dinner based on the approved programme. The entertainment plan should depict the best of the Philippines in music, songs and dances in a fresh, dynamic and unique approach fit for both international and local audience.
2. Provide a Creative and Production Team
  - Director
  - Continuity Script Writer (if necessary)
  - Production/Stage Manager
  - Technical (sound and light) Director

3. Provide appropriate talents for the said dinner
  - Master of Ceremonies (if necessary)
  - Performers
4. Provide the following physical and technical requirements and oversee its set-up and operation
  - Lights and Sound equipment
  - Stage décor/execution

### **III. TECHNICAL ELIGIBILITY REQUIREMENTS**

1. Must be Filipino owned, operated and legally registered Production House under Philippine laws;
2. Must be accredited with the Philippine Government Procurement System;
3. Must have minimum of 3 – 5 years experience in organizing large scale events.; must submit list of large scale local events handled in the past and list of current ongoing/forthcoming projects;
4. Must have demonstrably good reputation in the field of corporate launches/events utilizing both entertainment and arts management components.
5. Must have the necessary skills and manpower support to implement the project.
6. Must be able to submit a highly creative proposal of the Philippine Culture & lifestyle.
7. Must have a wide network of talent contacts and should be able to negotiate preferential rates and terms;

### **IV. TECHNICAL/LEGAL ELIGIBILITY DOCUMENTS**

1. Company Profile
2. Valid PhilGEPs Certificate
3. List of large scale events
4. BIR Registration Certificate with TIN
5. Valid Mayor's Permit/License to Operate
6. DTI Business Registration/ SEC Certificate

## V. CONTRACT OF SERVICE

The financial proposal of the Production House should cover the following expenditures:

1. Professional Fees of performers and production crew
2. All technical and physical requirements (sounds, lights, props, décor, etc.)
3. Set design
4. Creatives/designs and other administrative expenses
5. Rehearsals

### Approved Budget for the Contract (ABC):

One Hundred Fifty Thousand Pesos Only (P150,000.00) inclusive of all applicable taxes.

Bids exceeding the budget shall be disqualified.

For particulars please contact **Ms. Jeannie M. Sudario** or **Ms. Annie F. Balboa** at telephone numbers 525-9318 locs. 231 or 227 / 525-6110.

The last day of submission of **quotation and legal eligibility documents** is not later than 10:00 a.m. of 26 August 2014, personally in a sealed envelope, subject to the Terms and Conditions attached herewith, stating the shortest time of delivery, duly signed by your representative to the General Services Division (c/o Roselle D. Romero), Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Eligible consultants are required to make presentation of their Creative Concept and Plan of Approach for the project and will be given a maximum of 30 minutes to present. They will be informed for the schedule of the bid presentation.

Please address your quotation to the undersigned.

Thank you very much.

**MA. EDITHA A. PAGDANGANAN**  
Chief, General Services Division and  
OIC – Corporate Affairs