

Reference No. TPB-PR-466/2014

REQUEST FOR PROPOSAL

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

ENTERTAINMENT FOR THE APPRECIATION DINNER FOR THE SECRETARY'S VISIT TO SINGAPORE

24 October 2014

Conrad Centennial Hotel, Singapore

TERMS OF REFERENCE (TOR)

I. Background Information:

Tourism Secretary Ramon Jimenez, Jr. has confirmed an invitation from MiraMar Publishing Ptd. Ltd to deliver a keynote speech in a major forum to be held in Singapore dubbed as **"It's More Fun in the Philippines: Happenings and Opportunities"** on 25 October 2014.

Since it will be his first time to visit Singapore in his official capacity as Secretary of Tourism, it would be an opportune time to include other tourism-related activities in his itinerary like meeting with executives of Singapore travel trade, possible investors, Singaporean Airlines, cruise facilities and others.

Tourism Promotions Board (TPB) in cooperation with DOT-Singapore, will organize an Appreciation Dinner on October 24 at Conrad Hotel to be attended by approximately seventy (70) top executives of the Singapore travel trade and launch the Visit Philippines Year (VPY) 2015 in Singapore.

II. Specifications/Scope of Services

To present the best of the Philippine in music, song and dances, TPB requires the services of a Production House that will:

1. Conceptualize the theme and entertainment plan, manage and implement the programme scenarios for the cocktail and Appreciation Dinner :

Venue : Pan Pacific Hotel, Singapore
Time : 7:00 pm to 11 pm
Set-up : With stage, and sit-down dinner/cocktail tables for 70 pax
Show : 30-45 minutes production number

Program Sequence:

- Welcome scenario
- Cocktails
- Official opening (Welcome Remarks, etc.)
- Production Show
- VPY Launching
- Dinner

The entertainment Plan should depict the best of the Philippines in classy music, songs and dances and other types of performance genre, a fusion of classic, fresh, dynamic and unique approach fit to both international and local audience. The Entertainment Plan should feature the best and most appropriate Filipino artists and performers. More importantly, it should revolve around the DOT Brand Campaign “It’s More Fun in the Philippines.”

2. Produce a video showing snippets of existing destination photos to serve as background during live performances.
3. Form a lean and mean Production Team to oversee the light, sound, special effects, audiovisual and other physical and technical requirements, stage, venue décor, blocking, etc.
4. Recommend to TPB the best and classy performers in the Philippines including a fusion of classic, new/fresh talents (i.e. violinist, singers) and negotiate on behalf of the TPB most reasonable rates/professional fee/s of the performers:
 - a. Performers
 - b. Emcee or voice over talent
5. Prepare the detailed programme scenario and technical script for the show based on the approved entertainment plan to include spiel of the emcee/voice over.
6. Oversee and coordinate rehearsals of performers and present a final dry-run and technical dress rehearsal of the show for final approval.
7. Document in video the overall presentation.

III. Eligibility Requirements:

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

IV. Legal/Technical Requirements

1. DTI Business Registration/SEC Certificate
2. Mayor’s Permit or License to Operate
3. BIR Registration with TIN
4. PhilGEPS Certificate
5. Company profile
6. List of medium and large scale events organized in the past five (5) years

V. Contract of Service/Financial Proposal:

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

1. Professional fees of performers and production crew
2. 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 *Mr. Cesar Villanueva, Project Officer* at telephone numbers.(02)525-7320 and 525-9318 loc. 258.

INSTRUCTION TO BIDDERS:

Please submit your Eligibility, Technical and Financial Proposal Bids in two (2) copies, in sealed envelope addressed to the BAC Chairperson, to be submitted to the BAC Secretariat on October 01, 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 October 01, 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 October 01, 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.

SOLITA D. SORIANO

Chairperson

Bids & Awards Committee

22 September 2014