

Reference No. TPB-PR-2015.06.0298

REQUEST FOR PROPOSAL

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

**PROJECT: 2nd SIAL ASEAN-MANILA 2015 (GALA NIGHT)
17 JUNE 2015 * WORLD TRADE CENTER**

TERMS OF REFERENCE (TOR)
CULTURAL ENTERTAINMENT

I. BACKGROUND

The Tourism Promotions Board (TPB) is providing assistance to the MAFBEX EVENTS MANAGEMENT (MEM) for its 2nd SIAL ASEAN-MANILA 2015 at the World Trade Center Metro Manila scheduled on 17-19 June 2015 by sponsoring a 30-minute cultural entertainment during Gala Night on 17 June 2015.

The convention expects the attendance of 100 foreign and 100 local delegates.

SPECIFICATIONS

1. Date / Time : 17 June 2015, Thursday, 6:30 PM
2. Venue : World Trade Center Metro Manila
3. Audience : 100 Foreign and 100 local delegates
4. Length of Show : 30 minutes

II. GUIDELINES

1. The presentation should depict the best of the Philippines dances fit for an international audience.
2. The presentation should promote Filipino culture through music and dance
3. The presentation should be appropriate to the venue
4. The entertainment company shall provide the costumes and props necessary for the performances

III. Eligibility Requirements

1. Must be Filipino owned, operated and legally registered company under Philippine laws;
2. Must have a minimum of 3 year experience in organizing small and medium scale events and performances of dances ranging from folk, ballroom featuring Filipino artists and talents;

3. Must have the expertise in conceptualizing and in the directing of performances in all field of cultural dances
4. Must be accredited with the Philippine Government Electronic Procurement Systems (PHILGEPS)

IV. TECHNICAL/LEGAL ELIGIBILITY DOCUMENTS

1. Company Profile
2. Valid PhilGEPs Certificate
3. List of small and medium scale events organized in the past
4. BIR Registration Certificate with TIN
5. Valid Mayor's Permit/License to Operate
6. DTI Business Registration/ SEC Certificate

V. CONTRACT OF SERVICE / FINANCIAL PROPOSAL

The financial proposal should cover the following expenditures:

1. Professional fees of performers and production assistants
2. Costumes and props of the performances
3. Dry run and technical rehearsals
4. Transportation expenses and meals

Approved Budget for the Contract (ABC):

Ninety Thousand Pesos Only (**P90,000.00**) inclusive of all applicable taxes.

Bids exceeding the budget shall be disqualified.

For particulars, please contact MS. ABBY GUEVARA at telephone numbers 525-1153, 525-9318 local 230 or email at abby@yahoo.com

The last day of submission of **quotation and legal eligibility documents** is not later than 10:00 a.m. of 15 June 2015, personally in a sealed envelope or thru email at roselle.tpb2013@yahoo.com.ph, subject to the Terms and Conditions attached herewith, 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.

Please address your quotation to the undersigned.

Thank you very much.

05 June 2015

NILO C. ABON

Officer – In – Charge

Procurement and General Services Division

