

Reference No. TPB-PR-0129/2015

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 : **MEET-THE-BUYER MARINE ASIA MANILA 2015**
Dusit Thani Manila
10 April 2015

PRODUCTION HOUSE

TERMS OF REFERENCE (TOR)

I. BACKGROUND INFORMATION

The Department of Tourism (DOT) - London, through the Tourism Promotions Board (TPB), have been working on bringing the Meet the Buyer (MTB) Marine-Asia event in Manila since 2013. In June of the same year, the hosting of MTB Marine-Asia was confirmed to Manila following the TPB's commitment of providing the organizer with the following:

- Airport facilitation and lei reception for 200 delegates
- Airport transfers (arrival and departure)
- Assistance in liaising with the appointed hotel
- Cocktail/drinks reception with entertainment
- Complimentary half-day tour of Manila for 200 delegates

Established in 2007, Copland Events Ltd is a UK-based specialist events company that organizes and manages Hosted Buyer meetings between Buyers and Suppliers from various branches of the Marine and Oil & Gas Markets. "MTB" (Meet the Buyer) is a well-established event that is continuously growing and expanding with a reputable history.

Meet the Buyer Marine-Asia expects 200 Asian Marine Buyers and Asian and European Suppliers to the Philippines for face-to-face meetings on a two-day schedule in a 5-star hotel.

II. SPECIFICATIONS:

1. Date : 10 April 2015
2. Venue : Grand Ballroom, Dusit Thani Manila
3. Audience : 200pax (foreign and local)
4. Length of Show : 30-minute music and dance presentation
10-15 minute live music during dinner time
5. Venue set-up : Lights and sound, genset, décor
6. Program Sequence:
 - Arrival of Participants
 - Closing Remarks
 - Audio-visual presentation (It's More Fun in the Philippines – Visit the Philippines Year 2015)
 - Dinner
 - Entertainment

III. TECHNICAL ELIGIBILITY REQUIREMENTS

1. Must be Filipino owned, operated and legally registered Production House under Philippine laws;
2. Must have 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 etc.
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 medium and large 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. 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.
3. The presentation should be appropriate to the venue.

VI. SCOPE OF SERVICES

1. Conceptualize and manage the program scenario for the TPB-hosted production show and entertainment.
2. Assign a technical person to direct the show and oversee the light, sound, audio-visual and other physical/technical requirements, blocking, etc.
4. Provide the following:
 - a. Sound system
 - b. Lighting equipment / specific effects, if necessary
 - c. Backdrop
 - d. Venue décor
5. Recommend and provide the best performers (artist) in the Philippines including new and versatile 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.
6. Prepare detailed program scenario for the show to include cue sheet and spiel of the emcee based on the approved entertainment plan.
7. 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

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 rehearsals

Approved Budget for the Contract (ABC):

Five Hundred Thousand Pesos Only (**Php500,000.00**) inclusive of all applicable taxes.

Bids exceeding the budget shall be disqualified.

For particulars please contact Ms. Raquel A. Tria at telephone numbers 525-6110, 525-9318 locs. 238/227 or email at raquel_tria@tpb.gov.ph.
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The last day of submission of **quotation and legal eligibility documents** is not later than 10:00 a.m. of 19 March 2015, 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.

NILO C. ABON

Officer – In – Charge

Procurement and General Services Division