

Reference No. TPB-PR-2015.0209

REQUEST FOR PROPOSAL

**SOUTHEAST ASIA IRON & STEEL CONFERENCE
25-28 May 2015
Sofitel Philippine Plaza Manila**

TERMS OF REFERENCE (TOR)

PHILIPPINE CULTURAL ENTERTAINMENT

I. Background

The Tourism Promotions Board (TPB) is providing assistance to the Southeast Asia Iron & Steel Conference (SEASIS) which will be held on 25-28 May 2015 at the Sofitel Philippine Plaza Manila.

The SEASIS is a technical institute incorporated in 1971 under the United Nations Economics Commission for Asia and the Far East. Its objective is to promote the iron and steel industry in the Southeast Asian region through the facilitation of technology transfer from developed countries to developing countries. This year, SEASIS will hold its annual conference at the Sofitel Philippine Plaza Manila. The SEASIS Conference, entitled "Creating and delivering Value in the ASEAN Steel industry", expects the attendance of some 400 foreign delegates from 30 countries.

Part of TPB's assistance is the provision of a 20- to 30-minute cultural entertainment during the TPB co-hosted Welcome Dinner on 25 May 2015, 07:00 PM at the Sofitel Philippine Plaza.

II. Specifications and Guidelines:

To present Philippine culture at its best, TPB requires the services of a cultural entertainment company that will:

1. Conceptualize, manage and implement the cultural entertainment programme for the TPB co-hosted Welcome Dinner
 - a. Date: 25 May 2015, 07:00 PM
 - b. Venue: Sofitel Philippine Plaza Manila
 - c. Audience: 500 pax (foreign and local)
 - d. Length of Show: 10-minute Welcome Rondalla before the Opening Ceremony;
15-minute Cultural dance presentation
2. The presentation should depict the best of the Philippines dances fit for an international audience.
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 2 year experience in organizing small and medium scale events featuring Filipino artists and talents;
3. Must have the expertise in conceptualizing and in directing performances in all field of cultural dances
4. Must be accredited with the Philippine Government Electronic Procurement Systems (PHILGEPs)

IV. Technical/Eligibility Requirements

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

Approved Budget for the Contract (ABC):

Sixty Thousand Pesos Only (**P60,000.00**) inclusive of all applicable taxes.

Bids exceeding the budget shall be disqualified.

For particulars, please contact Mr. Mikhail Camacho / Ms. Jasmin Parra at telephone numbers 525-6110, 525-9318 local 256/229 or email at mikhail_camacho@tpb.gov.ph or jas_parra@tpb.gov.ph

The last day of submission of **quotation and legal eligibility documents** is not later than 10:00 a.m. of 28 April 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.

REMIGIO PAGADUAN, JR.

OIC – Procurement and General Services Division