



TOURISM PROMOTIONS BOARD

Fourth Floor, Suites 7, 10-17 Legaspi Towers 300, Roxas Boulevard, Manila, Philippines 1004 • Tel.: (632) 525-9318 to 27 / 525-9607 to 09 / 525-9622 to 23
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Reference No. TPB-PR-133/2014

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 : DINNER ENTERTAINMENT for the Grand Dinner/Cocktails Reception for the MEGA FAMILIARIZATION TOUR from CHINA on 24 April 2014 | Solaire Resort and Casino

TERMS OF REFERENCE (TOR) PRODUCTION HOUSE

I. BACKGROUND

Department of Tourism (DOT) in Shanghai in cooperation with the Tourism Promotions Board (TPB) is organizing the mega familiarization tour of Manila, Palawan, Mindoro, Cebu, Bohol, Ilocos and Bicol from April 21-28, 2014. The Mega Fam Tour of 150 pax is composed of VIPs, agents and media from Shanghai and other 2nd tier cities. The invitational program is aligned to our strategy to highlight premium properties given the heavy presence of media from Southern and Eastern China.

II. SPECIFICATIONS

One (1) dinner/cocktails show
24 April 2014, Thursday, 7:00 pm
Solaire Resort and Casino

Theme : Premium Branding
Audience : 150 Chinese participants and 50 local guests
Length of Shows : 30 to 45 minute music and dance presentation
Venue set-up : with stage
dinner tables for 200 pax, buffet tables / bar

Program Sequence:

- Welcome reception
- Official opening
- Audio-visual presentation (It's More Fun in the Philippines AV)
- Dinner
- 30- to 45-minute music and dance presentation

III. ELIGIBILITY REQUIREMENTS

- A. 1.** Must be Filipino owned, operated and legally registered Production House under Philippine laws;
2. Must have a minimum of 3 years experience in organizing medium 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 performance in all fields of the performing arts to include theatre, dance, music, et al; and
- B. 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 three (3) years

IV. 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. It should revolve around the DOT brand campaign "*It's More Fun in the Philippines*" and reinforce our brand as a premium destination while emphasizing our relationships
3. The presentation should feature the most appropriate Filipino artists and performers.

V. SCOPE OF SERVICES

1. Conceptualize the theme / manage and implement an entertainment plan for the dinner/cocktails reception
2. Assign a technical person to direct the presentations and oversee the light, sound, audio-visual and other physical/technical requirements, blocking choreography, etc.
3. Provide the following:
 - a. Stage / backdrop / décor / enhancements
Note: Backdrop should conform to the overall theme.
 - b. Sound system
 - c. Lighting equipment / special effects
 - d. AV projector and screen equipment
 - e. Costumes of entertainers and necessary props
 - f. Props for the welcome reception/s
 - g. Translated spiels in Mandarin

4. Recommend and provide the best performers (artists) in the Philippines including new, fresh and/or regional talents to include the Emcee / Master of Ceremony. Negotiate on behalf of TPB the most reasonable rates/professional fees
5. Prepare the detailed program scenario for the show to include cue sheet and spiel of the emcee based on the approved entertainment plan
6. 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

VI. CONTRACT OF SERVICE / FINANCIAL PROPOSAL

The financial proposal should cover the following expenditures:

1. Professional fees of performers and production crew
2. Production (lights / sound system / AV system / stage / backdrop / décor / props) and other administrative expenses
3. Expenses to be incurred for the 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. James Sy
Project Officer
Telephone Nos.(02)525-7320 and 525-9318 loc. 240

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 April 14, 2014, 1:30 p.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 April 14, 2014, 2:00 p.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 April 14, 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.

04 April 2014

SOLITA D. SORIANO
Chairman
Bids & Awards Committee