



## TOURISM PROMOTIONS BOARD

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Reference No. TPB-PR-0364/2013

## 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 : SERVICES OF A PRODUCTION HOUSE FOR THE DINNER ENTERTAINMENT**

#### **Grand Dinner Reception**

18 November 2013 | 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 2<sup>nd</sup> wave of mega familiarization tour of Palawan and Bicol from November 14 – 21, 2013. The 2<sup>nd</sup> Mega Fam Tour of 100 pax is composed of VIPs, agents and media from Shanghai and other 2<sup>nd</sup> 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 show

18 November 2013, Monday, 8:00 pm

Solaire Resort and Casino

Theme:

Audience : 100 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 100 pax, lauriat 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**

1. Must be Filipino owned, operated and legally registered Production House under Philippine laws;
2. Must have a minimum of 5 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
4. Must be registered with the Philippine Government Electronic Procurement Systems (PHILGEPS).

### **IV. TECHNICAL ELIGIBILITY DOCUMENTS**

1. Company Profile
2. List of medium scale local / international events organized in the past five (5) years
3. DTI Business Registration/SEC Certificate
4. Mayor's Permit or License to Operate
5. BIR Registration / TIN
6. PhilGEPS 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. 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 best and most appropriate Filipino artists and performers.

### **VI. SCOPE OF SERVICES**

1. Conceptualize the theme / manage and implement an entertainment plan for the lunch 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  
Note: Backdrop should conform to the overall theme.
  - b. Sound system
  - c. Lighting equipment / special effects
  - d. AV projector and screen equipment
  - e. Venue décor / enhancements
  - f. Costumes of entertainers and necessary props
  - g. Props for the welcome reception/s
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

## **VII. 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 (**Php 500,000.00**) inclusive of all applicable taxes.

**Bids exceeding the budget shall be disqualified.**

For particulars, please contact Mr. James Sy at telephone numbers 525 9318 loc. 240.
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### **INSTRUCTION TO BIDDERS:**

Please submit your Eligibility, Technical and Financial Bids in two (2) copies, in sealed envelope addressed to the BAC Chairperson, to be submitted to the BAC Secretariat on 12 November 2013, 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 12 November, 2013, 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 **12 November 2013** 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 November 2013

**SOLITA D. SORIANO**

Chairman

Bids & Awards Committee