

**Reference No. TPB/RFQ-2016-02-047A**

## **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:** WINTER ESCAPADE 3 – IMFITP TOUR PROGRAM

### **TERMS OF REFERENCE CONSULTING SERVICES**

**ENGAGEMENT OF THE SERVICES OF A PRODUCTION HOUSE  
FOR THE TOURISM PROMOTIONS BOARD (TPB) FAREWELL DINNER  
HOSTING IN PUERTO PRINCESA**

#### **I. BACKGROUND**

The Philippine Tourism Promotions Board (PTPB) is mandated to promote and market the Philippines as a major global tourism destination. Its core mission is to market and promote the Philippines domestically and internationally as a world class tourism and MICE destination, in strategic partnership with private and public stakeholders to deliver a unique high-value experience for visitors, significantly contributing to increased arrivals, receipts and investments to the country. Its vision is to bring Philippines as amongst the top destination in the world by 2020.

In line with the foregoing commitment, it is imperative to encourage international and local tourist to discover and explore new attractions. Thus, TPB through the Domestic Promotions Department in partnership with the Philippine Embassy and Consulates in Canada together with the Department of Tourism Overseas Offices (DOT-OOs) in North America has organized the Winter Escapade 3 – It's More Fun in the Philippines (WE3 IMFIT PH) tour program aimed to encourage Balikbayans and overseas Filipinos worldwide to come home to the Philippines whether to visit famous tourist spots; scheduled reunions, conferences and meetings; or hold any other events in the country.

#### **II. PURPOSE / OBJECTIVES**

The Philippine Tourism Promotions Board (PTPB) is in need to engage the services of a production house company with expertise in conceptualization, and management of the entertainment program as well as the provision of physical and technical equipment, talents/manpower to carry out TPB's farewell dinner hosting in Princesa Garden Island Resort and Spa, Puerto Princesa with the following objectives:

- To increase the country's share of lucrative Canadian market;
- To encourage investments in the country particularly in tourism projects, real estate and other related industries;
- To deepen the appreciation of the country's diverse cultures and attractions as well as instill a sense of history and a culture of tourism to our kababayans; and
- To promote country as a safe place to travel

### III. SCOPE OF SERVICES

1. Conceptualize the show/entertainment by determining the over-all event theme, event concepts and components
2. Create a Production Management Team/s (to coordinate, oversee the light, sound, audiovisual, scenery, technical requirements, staging, choreography and other elements and requirements of the show for pre-production activities, rehearsals and performances). The Production Management Team/s shall source the necessary artists, technical practitioners, designers, et.al. to develop and stage their respective performance/s which may include, but not limited to the following:
  - Director
  - Music Director
  - Technical Director
  - Scene Designer
  - Choreographer
  - Lighting Designer
  - Sound |Designer
  - Multi-Media Arts Designer
  - Sound Engineer
  - Video Director
  - Script Writer
  - Production Management Team
  - Stage Management Team
  - Production Crew
  - Others as may be necessary
3. Recommend the best artists and performers in Metro Manila, as well as new, fresh regional talents who will perform during the performances.
4. TPB to recommend possible artists and approve final line-up of artists.
5. Provide the services of artists, performers, and creative and production team acceptable to the TPB to perform for the shows and negotiate on behalf of the TPB the most reasonable rates for the performers and facilitate payments accordingly from the show/production budget.
6. Provide and/or source the following for each performance (if applicable/necessary) including but not limited to:
  - Stage, scene design, installation art, production properties etc.
  - Sound system
  - Lighting equipment
  - Haze/Smoke/Fog Machines
  - AV equipment (LED screen/projectors, LCD projectors)
  - Special effects (3D, video mapping, hologram)
  - Closed circuit cameras
  - Genset

- Other technical requirements
7. Produce and execute, whenever necessary, appropriate video presentations, scene designs, costumes, lighting design, sound design, installation art, special effects for the shows in keeping with the over-all conceptual approach and as approved by TPB;
  8. Prepare the detailed programme scenario and script for the performances based on the over-all conceptual approach and as approved by TPB.
  9. Oversee, coordinate and execute rehearsals of performers and present a final dry-run and technical dress rehearsal of the performances for final approval of TPB within the production week before the show dates
  10. Document in video (DVD format) all event and show presentations for submission to TPB.
  11. The financial proposal of the Production House should cover all expenditures of the production team to include:
    - Professional fees of performers and production crew
    - Site inspection visit, including transport, accommodations and F&B costs of the production team
    - Transport and hotel accommodations (if necessary) during event proper
    - Daily subsistence allowance of performers and production team
    - Transfers of performers and production team
    - Rehearsals

#### **IV. DELIVERY PERIOD AND SCHEDULE**

**The scope of services should be delivered on 11 February 2016**

#### **V. ELIGIBILITY REQUIREMENTS:**

Prospective bidder should be able to comply with the legal, technical and financial requirements as provided under R.A. 9184 and its Revised Implementing Rules and Regulations.

#### **VI. ADDITIONAL REQUIREMENTS**

Prospective bidder should have the following additional requirements:

1. Must be Filipino owned, operated and legally registered Production House under Philippine laws or a government agency mandated to promote Philippine arts and culture;
2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS);

3. Production House team members must have minimum of 3 years' experience in organizing large-scale events and world-class entertainment productions featuring Filipino artists and talents; must submit list of large-scale local events handled in the past and list of current ongoing/forthcoming projects;
4. Must have expertise in the conceptualization and in the direction of performances in all fields of performing arts to include theater, dance, music, etc.;
5. Must have demonstrably good reputation in the field of corporate launches/events utilizing both entertainment and arts management components;
6. Must have the necessary skills and manpower support to implement the project;
7. Must be able to submit a highly creative proposal on how to integrate the different aspects of the event;
8. Must have a wide network of talent contacts and should be able to negotiate preferential rates and terms;

**VII. APPROVED BUDGET FOR THE CONTRACT (ABC):**

Twelve Million Pesos (**Php495,000.00**) inclusive of all applicable taxes.

Please submit your quotation and legal documents not later than **10 February 2016, 10:00 a.m.** 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 Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.

**NILO C. ABON**

Officer – In – Charge  
Procurement and General Services Division

03 February 2016