

Reference No. TPB/RFQ 2015 - 512**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: ATF 2016 ATTENDANCE PROMOTION DINNER
Centara Hotel, Bangkok
30 September 2015

**PRODUCTION HOUSE
TERMS OF REFERENCE (TOR)****I. Background Information:**

The Philippines for the 3rd time will host the 35th ASEAN Tourism Forum (ATF 2015) scheduled on 18-25 January 2016. ATF is a cooperative regional effort to promote the Association of Southeast Asian Nations (ASEAN) region as one tourist destination where Asean hospitality and cultural diversity are at its best. ATF involves all tourism industry sectors of the 10-member nations of ASEAN consisting of Brunei Darussalam, Cambodia, Indonesia, Lao Republic, Malaysia, Myanmar, Philippines, Singapore, Thailand and Vietnam.

In order to encourage a strong ATF 2016 participation and generate substantial number of international Buyers from the ASEAN Region, the TPB will intensify its attendance promotion through dinner hosting with entertainment among the quality IT&CMA 2016 international wholesalers and the media at Centara Hotel, Bangkok, Thailand on 30 September 2015. The event calls for a production house to provide a fun, entertainment program that will complement the Philippine hosting of ATF 2016 and the "Visit Philippines Again" campaign.

II. Specifications/Scope of Services

To present the best of the Philippines in music, song and dances, TPB requires the services of a Production House that will:

1. Conceptualize the theme and entertainment dinner plan, manage and implement the programme scenarios for the ATF 2016 Philippine Dinner Reception Night :

Venue : Centara Hotel Ballroom A&B
Time : 6:30 – 9:00 pm
Set-up : With stage, and dinner tables for 300 pax
Show : 45 minutes production number

Program Sequence:

- Cocktail
- Sit down Dinner
- Official opening (Welcome Remarks, etc.)
- Message from Philippine Ambassador to Thailand
- ATF 2016 Philippines and VPA 2016 Presentations
- Musical Entertainment
- Raffle of Prizes

The entertainment plan will be a 45-minute of fun and alive music, songs and dances that fit to both international and local audience. The Entertainment Plan should feature the best and most appropriate Filipino band and guest singer who can both perform 1950's through 1970's music. More importantly, it should revolve around the Philippine hosting of ATF 2016 highlighting the VPA Campaign.

2. Conceptualize a plan for the venue and stage props/set-up and décor that will complement to the theme.
3. Provide a qualified person to oversee the light, sound, special effects, audiovisual and other physical and technical requirements, stage, venue décor, blocking, etc.
4. Recommend to TPB the best Filipino band performers and a guest female singer that may have international exposure/experience and negotiate on behalf of the TPB the most reasonable rates/professional fee/s of the performers.
5. Prepare the detailed programme scenario and technical script for the show based on the approved entertainment plan to include spiel of the emcee/voice over.
6. Oversee and coordinate rehearsals of performers and present a final dry-run of the show for final approval.
7. The number of production cast including band performers and guest singer and crew is limited to a maximum of ten (10) only.

III. Eligibility Requirements:

1. Must be a Filipino owned , operated and legally registered Production House under Philippine laws;
2. Production team members must have a minimum of three (3) years experience in organizing large scale events and world class entertainment production featuring Filipino artists and talents;
3. Must have the expertise in the conceptualization and in direction of performance in all fields of the performing arts including theater, dance, music, et. al.
4. Must be accredited with the Philippine Government Electronic Procurement Systems (PHILGEPS)

IV. Legal/Technical Eligibility Documents:

1. DTI Business Registration/SEC Certificate
2. Mayor's Permit or License to Operate
3. BIR TAX Clearance Certificate
4. PhilGEPS Certificate
5. Company Profile
6. List of medium and large scale events organized in the past three (3) years

V. Contract of Service/Financial Proposal:

The financial proposal of the Production House should cover the following expenditures:

1. Professional fees of performers and production crew
2. Stage props concept/design
3. Dry-run and technical rehearsal

APPROVED BUDGET FOR THE CONTRACT (ABC):

Four Hundred Ninety Five Thousand Pesos (P495,000.00) inclusive of all applicable taxes.

Bids exceeding the budget shall be disqualified.

For further information, please refer to Mr. Cesar Villanueva, Project Officer at telephone numbers (02) 525-1255 and 525-9318 loc. 258.

INSTRUCTION TO BIDDERS:

Please submit your Eligibility, Technical and Financial Proposal Bids in a sealed envelope on or before 10:00am, 17 September 2015, addressed to Mr. Nilo C. Abon, Procurement and General Services Division, Administrative Department, TPB, 4th Floor Lagaspi Towers 300 Roxas Boulevard, Manila (Tel. no. 525-9318 loc. 246 / 214).

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.

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 or all bids, to waive any defects found therein and to accept the bid most advantageous to the government.

Please address your quotation to the undersigned.

Thank you very much.

NILO C. ABON

Officer – In – Charge
Procurement and General Services Division

09 September 2015