

Reference No. TPB/RFQ-2016-04-205

REQUEST FOR PROPOSAL

The **Tourism Promotions Board (TPB)**, thru the Bids & Awards Committee (BAC), invites interested bidders to submit proposals for the hereunder project:

TERMS OF REFERENCE

ABERCROMBIE AND KENT AROUND THE WORLD LUXURY TOUR FAREWELL DINNER

13 May 2016

Fort San Pedro, Cebu City, Cebu

I. BACKGROUND INFORMATION

As part of our continuous efforts to promote the Philippines as a prime and emerging tourist destination to the USTOA members and its clientele, Abercrombie and Kent (A&K) USA's Around-the-World Luxury Tour, with fifty-five (55) high-end businessmen, headed by A&K's Chairman, Mr. Gregory Kent, will be visiting the country for the first time, specifically Cebu and Bohol.

Their ground handler, Sharp Travel Service, is requesting for the assistance of DOT and TPB in providing the entertainment for the group's farewell dinner in Cebu on 13 May 2016, in Fort San Pedro, Cebu.

This shall be the perfect opportunity to showcase what the Philippines has to offer our foreign guests by giving them a glimpse of our culture and heritage through our cultural performances.

II. SCOPE OF SERVICES

- A. Date : 12 May 2016
Venue : Fort San Pedro, Cebu City, Cebu
1. Welcome Scenario for the arrival of the guests
 2. Cocktail Reception
Show : One-hour Performance
Spanish Guitarist or String Quartet
 3. "Barrio-Fiesta" Themed Dinner
Show : A. 30 to 45-minute cultural performance
Ex. Festival Dances from different regions
B. 10-minute performance
World class singer-performer
C. Spanish Guitarist or String Quartet to serve as background music for the rest of dinner

- B. Oversee and coordinate rehearsals of performers and provide for their costumes and necessary props for the entertainment proper.
- C. Form a basic production team which will include a director and stage manager and have them coordinate with the designated event organizer/technical provider for the over-all program any issues and concerns regarding the set-up and operation that can directly affect the performance of the entertainment.

III. TECHNICAL ELIGIBILITY REQUIREMENTS

1. Must be Filipino owned, operated and legally registered Production House under Philippine laws;
2. Must be accredited with the Philippine Government Electronics Procurement System (PhilGEPS);
3. Production House team members must have minimum if 3 years' experience in organizing large-scale events and world-class entertainment productions featuring Filipino artists and talents; must submit list of middle to large-scale local events handled in the past and list of current ongoing/forthcoming projects;
4. Must have the expertise in the conceptualization and in the direction of performances in all fields of the performing arts to include theater, dance, music et. al.
5. Must have demonstrably good reputation in the field of corporate launches/events utilizing both entertainment and arts management components;
6. Must have 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;

IV. Technical Eligibility Documents:

1. DTI Business Registration/SEC Certificate
2. Mayor's Permit or Permit / License to Operate
3. BIR Registration with TIN
4. PhilGEPS Certificate
5. Company Profile

V. CONTRACT OF SERVICE

The financial proposal of the Production House should cover all expenditures of the production team to include:

1. Professional fees of performers and production crew
2. Site inspection visit, including transport, accommodations and F&B costs of the production team
3. Transport (including airfare to Cebu if coming from Manila) and hotel accommodations (if necessary) during event proper
4. Daily subsistence allowance of performers and production team
5. Transfers of performers and production team
6. Rehearsals

Bid Price ceiling is **Php 300,000.00** inclusive of all applicable taxes. Cost of items in bid should be broken down. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above-mentioned approved budget.

For particulars please contact Ms. Carmela Joy Febrio with Tel Nos. (02)525-7320 or (02) 525-9318 to 27 local 265.

Please submit your quotation and legal documents not later than **29 April 2016, 10:00 a.m.** in a **SEALED QUOTATION** 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

21 April 2016