

**Reference No. TPB/RFQ-2016-06-366**

**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**  
**INTERNATIONAL CONFERENCE ON SOCIAL WORK (ICSW)**  
**DINNER RECEPTION**  
**05-06 July 2016/The Manila Hotel**

**CULTURAL ENTERTAINMENT**

**BACKGROUND** : The Philippine Social Work Consortium is a group of organizers representing social work practitioners (private sectors, NGOs and government), educators and school of social work in the Philippines. The International Conference on Social Work (PSWC) is organized in partnership with the Philippine Social Work Consortium, the National Association for Social Work Education, Inc. (NASWEI), Consuelo Foundation and US-based Asian & Pacific Islander Social Work Educators Association (APISWEA). The conference will bring together scholars, local and international agencies, leaders and students from a wide array of social work and community development.

TPB's assistance to the group will include the provision of a 20-30 minutes cultural show / entertainment during Cultural Night dinner reception of the group on 05 July 2016, between 6:00 – 7:00 pm at the Metro Tent, Ortigas

**SPECIFICATIONS** :  
1. Date / Time: 05 July 2016 | 6:00 – 7:00 pm  
2. Venue: The Manila Hotel  
3. Audience: 300 pax  
4. Length of Show: 20-30 minutes lively cultural music and dance presentation to draw crowd's attention

**GUIDELINES** :  
1. The presentation should depict the best of the Philippine dances and fit for an international audience  
2. The presentation should be appropriate to the venue  
3. The entertainment company shall provide the costumes and props necessary for the performances  
4. The presentation should promote Filipino culture through dance and music.

**ELIGIBILITY REQUIREMENTS:**

1. Must be Filipino owned operated and legally registered Creative Service Provider under Philippine laws.
2. Must have a minimum of 20 years experience in organizing medium scale events and performances of dances ranging from folk, ballroom, modern and contemporary genres, featuring Filipino artists and talents
3. Must have conducted world tours and short tours in different continents
4. Must have joined world dance competitions
5. Must have the expertise in the conceptualization and in the direction of performance in all fields of cultural dances
6. Must be duly accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS)

LEGAL DOCUMENTS :  
1. Company profile  
2. PhilGEPS Accreditation Papers  
3. List of local and international clientele serviced  
4. BIR Registration Certificate with TIN  
5. Valid Mayor's Permit / license to operate  
6. DTI Business Registration / SEC Certificate

CONTRACT OF SERVICE : The financial proposal should cover the following expenditures:  
1. Professional fees of performers and production assistants  
2. Costumes and props of the performances  
3. Dry run and technical rehearsals  
4. Transportation expenses and meals

Bid price ceiling is **Php 50,000.00** inclusive of all applicable taxes.

For particulars, please contact **MS. MAYET SANTILLAN / MS. CHARISSE MARIE FAJARDO** at telephone numbers (02) 525-1153 and 525-9318 loc 228 or 231 or email at [mayette\\_santillan@tpb.gov.ph](mailto:mayette_santillan@tpb.gov.ph) and [charisse\\_fajardo@tpb.gov.ph](mailto:charisse_fajardo@tpb.gov.ph)

Please submit your quotation and legal documents not later than **30 June 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

27 June 2016