

# Terms of Reference for Production Company

ASEAN TOURISM FORUM (ATF) 2017  
16 – 20 January 2017 || Marina Bay Sands Expo & Convention Centre

Late Night Function Entertainment

## BACKGROUND:

The ASEAN Tourism Forum (ATF 2017) is a cooperative regional effort to promote the Association of the Southeast Asian Nations (ASEAN) region as one tourist destination. It will take place at the Sands Expo and Convention Centre, Marina Bay Sands from 16-20 January 2017. It is organized by Singapore Tourism Board and supported by Singapore Exhibition & Convention Bureau.

Each year, the hosting of ATF is rotated among the member countries (Brunei, Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand and Vietnam).

In 2017, ATF will be held and hosted in Singapore. This will be the 36th edition of ATF since it's inauguration in Malaysia in 1981 and the third time in Singapore.

TPB will be participating with a 216 sqm peninsula booth and 23 private sector companies joining in to support this event.

The role of TPB is to provide destination information as well as facilitate private sector partners in meaningful discussion of business opportunities with international buyers. Part of the program is the hosting of the late night function and entertainment for the invited buyers.

In view of the above, the DOT-TPB is in need of a production company that could provide an entertainment package featuring the services of a group and young talented performers during the event.

## A. SPECIFICATIONS:

Requirement	:	Provision of live musical performance featuring an array of classical and contemporary musical entertainment by seven (7) performers at the most
Date/Venue	:	19 January 2017 / Venue TBC
Time	:	9:30PM – 12 MN
No. of pax	:	700-800 foreign delegates and VIPs
Length of show	:	30-45 minutes

## B. GUIDELINES:

1. The music genre should be fit for an international audience

2. A list of the performers' repertoire should be submitted to the Project Officer/s at least a week prior departure to Singapore
3. Recommend the best artists and performers preferably internationally acclaimed, as well as new, fresh regional talents who will perform during the event, for the approval of TPB.
4. 1 Director, 1 Master of Ceremonies, 1 Lights and Sounds Technician, and 4 entertainers/performers.

**C. ENTERTAINMENT PACKAGE INCLUSIONS:**

1. Professional fees of the performing artists including emcee
2. Pre-production preparation
3. Overall musical direction
4. Production management and on-site supervision and technical support
5. Continuity script and intro spiels
6. Rehearsals, studio rental costs, production meeting costs
7. Costumes and musical instruments
8. Ambient music material
9. Round-trip economy air tickets for seven (7) pax from 18 – 20 January 2017 (Manila-Singapore-Manila)
10. Valid passports
11. Administrative costs
12. Miscellaneous expenses

**D. TPB DELIVERABLES:**

1. Travel insurance for the duration of their stay in Singapore
2. Extra baggage allowance for props and costume
3. Allowance of 75USD/day for 3 days for seven (7) pax to be paid upon arrival in Singapore.
4. Accommodation for seven (7) pax with twin sharing arrangements for the duration of the event
5. Airport/hotel transfers and transportation expenses
6. Technical requirements at each venue

**E. TECHNICAL ELIGIBILITY REQUIREMENTS**

1. Must be a Filipino owned, operated and legally registered Production Company 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. The production company must have minimum of 3 years' experience in packaging entertainment programs for large-scale events and world-class entertainment productions featuring Filipino artists and talents;

4. Must demonstrably have a good reputation in the field of corporate launches/events;
5. Must have a wide network of talent contacts with repertoire to include ethnic, pop, classical, jazz, etc, as well as traditional and alternative cultural groups, and should be able to negotiate preferential rates and terms;

**F. TECHNICAL ELIGIBILITY DOCUMENTS**

1. Company Profile
2. PhilGeps Accreditation paper
3. Registration certificate from Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) Business name
4. Valid and current Mayor's permit/municipal license
5. List of large-scale local/international events organized in the past

**G. APPROVED BUDGET:**

NINE HUNDRED NINETY THOUSAND PESOS ONLY (PhP 990,000.00) to cover all applicable taxes.

**TERMS OF PAYMENT:**

- 1<sup>st</sup> payment (15% of full amount) – mobilization fee upon signing of contract
- 2<sup>nd</sup> payment (35% of full amount) – upon submission of a video of the final performance complete with the props and costumes
- 3<sup>rd</sup> payment (50% of full amount) – after the event and full accomplishment of the entertainment package

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