

TERMS OF REFERENCE

Requirement	CULTURAL ENTERTAINMENT
Project Title	PERFECT (CHINA) CO. LTD. INCENTIVE TOUR
Date	11 JULY 2018
Destination	SMX CONVENTION CENTER
Background	<p>Perfect (China) Co. Ltd. Researches, develops, produces, and markets personal care products, cosmetics, health food, and household cleaning necessities worldwide.</p> <p>Uni Orient Travel, Inc. is the official ground handler of the incentive tour for the 2,400 top sales achievers of Perfect (China) Co. Ltd. to Manila, Bataan and Quezon. They will have a gala dinner on 11 July 2018 , 7:30pm at the SMX Convention Center.</p>
Number of Guests	Total of 2,400 pax = (2,400 top sales achievers of Perfect (China) Co. Ltd.)
Scope of Work / Deliverables	<p><u>Cultural Entertainment Requirement:</u></p> <ul style="list-style-type: none"> • Duration of presentation should be at least 30-45 minutes • The presentation should depict the best of the Philippine dances and fit for an international audience • The presentation should be appropriate to the venue and the theme of the gala dinner reception • The entertainment company shall provide the costumes and props necessary for the performances • The presentation should showcase the beauty of the Philippines and the story of the Filipinos through music and exquisite dances. • The entertainment company must be flexible in dividing the dance presentation into sets as deemed fit in the program. • Entertainment Company should provide meals, transportation and other miscellaneous required by the performers during the performance date.
Eligibility Requirements	<ul style="list-style-type: none"> • Must be a Department of Tourism (DOT) accredited establishment • Must be a member of DOT recognized organizations, if possible • Must be duly registered with the Philippine Government Electronic Procurement System (PhilGEPS) • Must have handled at least three (3) government projects/events • Must have at least five (5) staff/employees duly registered with SSS and/or Department of Labor
Technical Eligibility	<ul style="list-style-type: none"> • Company Profile • PhilGEPS certificate of accreditation • Valid DOT certificate of accreditation

	<ul style="list-style-type: none"> • Certificate of registration from the Securities and Exchange Commission (SEC) or the Department of Trade and Industry (DTI) Business Name • Valid and current Mayor's permit/municipal license • List of the last three (3) government projects/events
Approved Budget	PHP346,000.00 inclusive of all applicable taxes
Payment Terms	<ul style="list-style-type: none"> • Send bill to the Tourism Promotions Board after the completion of services • 30-days upon receipt of invoice
Evaluation Procedure	The winning bid shall be selected, not solely based on the amount of bid and eligibility requirements, but the capability to provide the required services. The amount of bid should not exceed the above total budget.
<p>Bid price ceiling is Php346,000.00 inclusive of all applicable taxes.</p> <p>Deadline for submission of bids should be at the close of office hours on _____.</p> <p>For particulars, please contact Mary Ann Caramat and Nica Tolentino at telephone number (02) 525-9318 local 230/228 or email at maryann_caramat@tpb.gov.ph and nica_tolentino@tpb.gov.ph</p>	

Please submit your quotation and legal documents not later than _____ **2018, 00:00 P.M.**, 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 Boulevard, Manila.