

## **12<sup>th</sup> AMBASSADOR'S TOUR**

09-15 July 2018

Manila – Cebu - Bohol

### **TERMS OF REFERENCE (CULTURAL ENTERTAINMENT PACKAGE)**

#### **I. BACKGROUND**

The 12<sup>th</sup> Ambassadors' Tour, a flagship tourism program of the Department of Foreign Affairs and the Department of Tourism is expected to gather a maximum of 350 participants from the US to visit key destinations in the Philippines particularly in Manila, Cebu and Bohol.

The tour aims to showcase the best of the country and envisions each participant to become "Filipino ambassadors" who will generate further interest in the Philippines when they return to the U.S.

Whereas, TPB will host the dinner reception for the participants and of the 12<sup>th</sup> Ambassadors' Tour and would need the services of a production house who will conceptualize, plan, manage and implement the programme scenario for this event.

#### **II. SCOPE OF SERVICES**

The production house shall :

1. Conceptualize, plan, manage and implement the programme scenario :

##### **▪ FAREWELL DINNER RECEPTION**

Date	:	12 July 2018 (Thursday)
Venue	:	Grand Ballroom, Henann Resort Alona Beach, Bohol
Est. no. of Attendees	:	maximum 320 pax
Time	:	6:00 pm – 11:00 pm
Theme / Concept	:	Smart casual
		Preferred performers :
		○ Choir group of young kids
		○ 1 guitarist
		○ 1 group of dancers
AVP	:	TBA (c/o TPB)
Show	:	30-45 minutes production number

2. Submit program scenario with suggested performers for approval of TPB;

##### Cultural Entertainment Requirement:

- 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 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.
3. Provide the services of entertainers and voice-over;
  4. Oversee, coordinate and execute rehearsals of performers and present a final dry run performances before the show.

### III. TECHNICALLY ELIGIBILITY REQUIREMENTS

1. Must be a Filipino owned, operated and legally registered under Philippine laws;
2. Must have expertise in the conceptualization and in the direction of performances in all fields of performing arts to include theater, dance, music, etc.;
3. Must demonstrably have good reputation in the field of corporate launches / events utilizing both entertainment and arts management components;
4. Must have the necessary skills and manpower support to implement the project;

### IV. TECHNICAL ELIGIBILITY DOCUMENTS

1. Company Profile
2. PhilGEPS Accreditation Paper
3. List of medium to large-scale local events organized in the past three (3) years

### 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/s (if needed), including transport (air/sea/land), accommodations and F&B costs of the production team;
3. Transport and hotel accommodation during event proper;
4. Transfers of performers and production team;
5. Rehearsals;
6. All other fees related to the provision of services.

Bid Price Ceiling is **PhP200,000.00** inclusive of all applicable taxes. Cost of items in bid should be broken down. The winning bid/proposal 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 abovementioned approved budget.

For particulars, please contact Mr. Hernan G. Narvadez or Ms. Wendy A. Fajardo at telephone numbers +631 525 9318 local 265 or 525 7320 or email address : [wendy\\_fajardo@tpb.gov.ph](mailto:wendy_fajardo@tpb.gov.ph).