

**10th ASIA PACIFIC REGIONAL CONFERENCE OF THE INTERNATIONAL FEDERATION
OF RED CROSS AND RED CRESCENT SOCIETIES (IFRC-RCS)**

GALA OPENING DINNER

11 November 2018 * Makati Shangri-La Hotel

Event Staging and Production Services

TERMS OF REFERENCE

(as of 08 October 2018)

I. BACKGROUND

The Tourism Promotions Board (TPB), as the marketing arm of the Department of Tourism (DOT), has committed to provide sponsorship to the 10th Asia Pacific Regional Conference of the International Federation of Red Cross and Red Crescent Societies (IFRC-RCS), slated on 11-14 November 2018 at the Makati Shangri-La Hotel.

The 10th Asia Pacific Regional Conference of the International Federation of Red Cross and Red Crescent Societies (IFRC) is a biennial statutory meeting that will gather leaders, spokespersons and representatives from Asia Pacific and Middle East and North Africa National Societies, as well as observing National Societies, to discuss strategic issues, common concerns and best practices.

It expects the attendance of 350 IFRC members who hold high positions (senators, cabinet members, governors, members of the parliament, etc.) in their respective countries.

One of the TPB's commitments is the hosting of the Gala Opening Dinner of the delegates on 11 November 2018 (Sunday).

To ensure the successful conduct of the project, the TPB is in need of an *Event Staging and Production Services Provider* to provide and manage all necessary technical and venue styling requirements of the entertainment program for the successful conduct of the event.

II. SCOPE OF SERVICES

To present Philippine culture at its best, TPB requires the services of an Event Staging and Production Services Provider that will:

1. Create an Event Staging and Production Services Team to coordinate and oversee the lights, sounds, audio-visual, ambiance, venue styling, scenic design, and other technical elements and requirements of the production show, and including the pre-production activities, rehearsals and performances of the following event:

A. GALA OPENING DINNER

Theme : Festive Philippines

TPB aims to showcase the iconic festivals happening in the Philippines all year round. By doing so, this will serve as an opportunity for the foreign delegates to see the country in a different light and entice them to come back to the Philippines for tourism purposes.

Date : 11 November 2018 (Sunday)
Venue : Makati Shangri-La Hotel
Audience : 600 local and foreign delegates
Show : 45-minute music and dance presentation
Venue set-up : Stage with backdrop and full venue décor (using the theme/
concept as guide)

2. The Event Staging and Production Services Team shall put together the necessary technical staff, designers, etc. to support the production show, which may include, but not limited to, the following:
 - Technical Director
 - Assistant Technical Director
 - Technical Crew
 - Set Execution Manager
 - Set Execution Supervisor
 - Video Editor (for documentation)
 - Stage/Set Design and Venue Stylist
3. Provide the following for the performances (if applicable/necessary) :
 - Stage and overall venue décor/execution and construction to complement the theme, scenic design, installation art, production properties, etc.
 - Sound system
 - Lighting equipment
 - AV equipment (LED Screens/Projectors)
 - Special effects (3D, video interactive, mapping, etc.)
 - Dance floor
 - Haze/smoke/fog machines
 - Generator set
 - Signages/graphics within and around the reception venue, if need be
 - Other technical requirements, as may be necessary
4. Submit a highly creative Stage/Set Design and Venue Styling/Décor proposal and pegs that are extremely complementary and harmonious with the theme;
5. Oversee and ensure that stage execution and set-up of lights and sounds are properly done, and on time, as scheduled by the production team, and in line with the booked rehearsals.
6. Produce and execute, whenever necessary, appropriate video presentations, scene designs, set design, lighting design, sound design, installation art, costumes, accessories and props, and other such creatives for the shows, in keeping with the over-all conceptual approach, and as approved by the TPB.

7. Present, in coordination with the Entertainment Package Services Provider, a final dry run/technical dress rehearsal of the performances, at least one (1) week before the show, for final approval of TPB, at a venue and time to be determined and provided by Entertainment Package Services Provider.
8. Document in video all event/show presentations, in MPEG format, saved in an external hard drive, for submission to TPB one (1) week after the event.

NOTE: ANY DEVIATIONS/CHANGES TO BE MADE/IMPLEMENTED IN THE DELIVERABLES LISTED IN THE SCOPE OF SERVICES WILL BE SUBJECT TO THE APPROVAL OF TPB AS LONG AS WITHIN THE ABC.

III. TECHNICAL AND ELIGIBILITY REQUIREMENTS

1. Must be a Filipino owned, operated and legally registered 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. Must have a minimum of 3 years' experience in organizing events and entertainment productions;
4. Must have the necessary skills and manpower support to implement the project;
5. Must have a wide network of contacts for physical/technical and venue styling requirements, and should be able to negotiate preferential rates and terms with these contacts.
6. Must demonstrably have good reputation in the field of corporate launches/events utilizing both entertainment and arts management components;
7. Must have expertise in trouble-shooting, especially while the show is on-going;
8. Must submit photos, samples or any proof of the technical set-up, stage/set design, and overall venue décor of previous projects handled;
9. Must be able to communicate with the appointed Entertainment package services provider, and set a technical meeting with them to iron out all technical matters/issues of the production show;
10. Preferably with an active Land Bank of the Philippines (LBP) account.

Note: Bank charges for payments to non-LBP accounts must be shouldered by the payee

IV. TECHNICAL ELIGIBILITY DOCUMENTS

1. Company Profile
2. PhilGEPS Accreditation Certificate
3. Mayor/Business Permit
4. ITR Certificate

5. Omnibus Sworn Statement
6. Legal documents such as Mayor's Permit, etc.

V. CONTRACT OF SERVICE

The financial proposal of the Event Staging and Production Services Provider should cover all expenditures of the Event Staging and Production Services Team, to include:

1. Professional fees of Event Staging and Production Services crew
2. Rental of all AV/video and lights and sounds equipment, which include special effects, LED wall, projector screens, generator set, haze or smoke machines, etc.
3. Venue décor/styling
4. Stage/set design
5. Creatives/designs, program, and other administrative expenses
6. Dry run and technical rehearsals (including rentals of equipment)
7. Management/handling of AV presentations (if applicable)
8. Transportation and accommodation during the rehearsal, set up and event proper
9. Meals of the entire Event Staging and Production Services crew

APPROVED BUDGET FOR THE CONTRACT (ABC):

Bid Price Ceiling is **PhP 500,000.00** 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 abovementioned approved budget.

For particulars please contact the Project Officers, Ms. Joy Casiano / Ms. Joanne Cuento / Ms. Nica Tolentino, at telephone numbers 525-1153 or 525-9318 to 27, locals 232 / 229 / 228, or email: joy_casiano@tpb.gov.ph; joanne_cuento@tpb.gov.ph; nica_tolentino@tpb.gov.ph.