

16 October 2018

REQUEST FOR QUOTATION

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below;

Quotation No. TPB-PR 2018.10.678

Requirements : Cultural Entertainment Package Service Provider
Project Title : 10th Asia Pacific Regional Conference of the IFRC - RCS

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount(PhP)
1 lot	<p>Cultural Entertainment Package</p> <p>Event: Gala Opening Dinner Date: 11 November 2018 Venue: Makati Shangri-La Hotel Guests: 600 local and foreign delegates Show: 45-minute music and dance presentation</p> <p>Theme: Festive Philippines Venue Set-up: Stage with Backdrop and Full Venue Decor</p> <p><u>Scope of Services</u></p> <ol style="list-style-type: none"> 1. Conceptualize the entertainment plan, manage and implement the program scenario 2. Recommend the best artists and performers based in Metro Manila, as well as new regional talents who will perform during the event, for approval of the TPB. 3. Create a Cultural Entertainment Team that will provide the services of the necessary talents, performers, artists, creatives and production team, as 	1,000,000.00	1,000,000.00

	<p>approved by the TPB, to perform for the production show, to include negotiation for the most reasonable rates of their professional fees on behalf of the TPB.</p> <ol style="list-style-type: none">4. The Cultural Entertainment Team shall likewise put together a production management team. (<i>per Terms of Reference</i>)5. The aforementioned production management team shall coordinate and oversee the execution of all production show elements, including lights, sounds, audiovisual, ambiance, technical requirements, staging, choreography, spiels and other requirements of the show, for pre-production activities, rehearsals and performances.6. Prepare the program scenario and technical script for the show based on the approved entertainment plan, to include the spiels of the emcee/voice over7. Oversee, coordinate and execute rehearsals of performers, and present a final dry run and technical dress rehearsal of the performance, in coordination with the Technical and Set Execution Team, at least one (1) week before the show, for final approval of TPB, at a venue and time to be determined and provided by the Cultural Entertainment Team. <p><u>Other Requirements:</u></p> <ol style="list-style-type: none">1. Must be able to submit a list of local or international events/production shows involved in by the key members of the production team that were performed/held overseas;2. Composition of the production team must have expertise in the		
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	<p>conceptualization and in the direction of performances in all fields of performing arts to include theater, dance, music, etc.</p> <p>3. Must be able to submit a highly creative proposal on how to integrate the different aspects of the event;</p> <p>4.</p> <p>Please see attached Terms of Reference for complete details.</p> <p><i>Bidders are required to make a 15-minute presentation of your proposal based on the attached Rating Criteria</i></p>		
Terms	30 days upon receipt of invoice		
Delivery	11 November 2018		
ABC	PhP1,000,000.00 inclusive of service charge and all applicable taxes		

Please submit your **quotation and legal documents in a sealed envelope** not later than **22 October 2018, 12:00PM**, subject to the Terms and Conditions stated herewith and 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, addressed to the undersigned.

Thank you very much.

(Sgd.)

NILO C. ABON

Officer- In- Charge

Procurement and General Services Division

Contact Person

JANET G. VILAFRANCA

Contact No

5259318 loc. 246 / 5257312

Note: All entries must be typewritten in your company letterhead.

Price Validity shall be for a period of thirty (30) calendar days.

New Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. Income/Business Tax Return
2. Mayor/Business Permit Certificate
3. PhilGEPS Registration Certificate
4. Omnibus Sworn Statement
5. Company Profile