

**10<sup>th</sup> 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

**Cultural Entertainment Package Service Provider**

**TERMS OF REFERENCE**

*(as of 03 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 10<sup>th</sup> 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 a Cultural Entertainment Package Service Provider to conceptualize and manage the entertainment program, and provide the talents/manpower and such necessary requirements for the successful conduct of the event.

**II. SCOPE OF SERVICES**

To present Philippine culture at its best, TPB requires the services of a Cultural Entertainment Package Provider that will:

1. Conceptualize the entertainment plan, manage and implement the program scenario for 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)

The Entertainment Plan should highlight the most iconic Philippine festivals through music, songs and dances and other types of performances in a fresh, dynamic and festive atmosphere fit for international and local audience. It should feature the most talented and appropriate Filipino artists and performers.

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 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.
4. The Cultural Entertainment Team shall likewise put together a production management team composed of, but not limited to, the following:
  - Director
  - Scriptwriter
  - Production Manager
  - Overall Stage Manager
  - Lighting Director
  - Sound Engineer
  - Choreographer
  - Voice Over Talent/Emcee
  - Stage Management Team (Assistant Stage Managers)
  - Production Management Team (Production Assistants)
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 over.
7. 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.

***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. TECHNICALLY ELIGIBILITY REQUIREMENTS**

1. Must be a Filipino owned, operated and legally registered Cultural Entertainment Service Provider 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. Key members of the Production Team must have more than 10 years' experience in organizing world-class entertainment productions featuring Filipino artists and talents;
4. 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;
5. Composition of the production team must have expertise in the conceptualization and in the direction of performances in all fields of performing arts to include theater, dance, music, etc.
6. Must have the necessary skills and manpower support to implement the project;
7. Must be able to submit a highly creative proposal on how to integrate the different aspects of the event;
8. Must have a wide network of talent contacts and should be able to negotiate preferential rates and terms.
9. 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. Business/Mayor's Permit

4. Omnibus Sworn Statement
5. ITR Certificate
6. List of large-scale local / international events organized in the past three (3) years

**V. CONTRACT OF SERVICE**

The financial proposal of the Cultural Entertainment Package Service Provider should cover all expenditures of the cultural entertainment team to include:

1. Professional fees of performers and production crew
2. Dress/technical rehearsals and dry run presentation (including the venue/s for this purpose)
3. Production of AV presentations (if applicable)
4. Costumes and accessories/props
5. Meals of the cultural entertainment team, performers and technical crew
6. Transportation and hotel accommodation during the rehearsal, set up and event proper (if necessary)
7. Supplies and other administrative expenses

**APPROVED BUDGET FOR THE CONTRACT (ABC):**

Bid Price Ceiling is **PhP 1,000,000.00** 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](mailto:joy_casiano@tpb.gov.ph); [joanne\\_cuento@tpb.gov.ph](mailto:joanne_cuento@tpb.gov.ph); [nica\\_tolentino@tpb.gov.ph](mailto:nica_tolentino@tpb.gov.ph).

**NOTE** : YOU WILL BE REQUIRED TO MAKE A 15-MINUTE PRESENTATION OF YOUR PROPOSAL