

Terms of Reference for Production Company

TAIWAN TRAVEL AGENTS MEGA FAMILIARIZATION TOUR AND TRAVEL EXCHANGE
Hotel Venue TBA
11-16 June 2019

BACKGROUND:

The Department of Tourism in Taiwan, through the Tourism Promotions Board will organize a Taiwan Travel Agents Mega Familiarization Tour and Travel Exchange on 11-16 June 2019. Target number of participants is 70 agents and 2 travel trade media from the Northern, Central and Southern Taiwan and 30 Philippine private sector companies.

It is part of the Department of Tourism Taiwan Office's promotional strategy to strengthen the awareness of the Philippines as a must-see destination for the Taiwanese. Instead of organizing a Philippine Business Mission, the DOT Taiwan decided to conduct a trip on a grand scale to highlight our "It's More Fun in the Philippines" campaign to the Taiwan travel trade in order to help us in developing tour packages and generate publicity of the country.

This will not be just a familiarization tour, but we will also organize tabletop Business-to-Business (B2B) appointments with our accredited Philippine private sectors such as hotels and travel agencies.

Taiwan is considered as one of the major source market of the Philippine Tourism. It is also ranked as the top 6th country in terms of its tourist arrivals. This office endeavors to sustain the uptrend momentum, further improve Taiwan tourist traffic to the Philippines, and eventually achieve the target for 2019.

In view of the above, the Tourism Promotions Board is in need of a production company that could provide an entertainment package based on the specifications.

A. SPECIFICATIONS:

- Requirements : Provision of live musical performances by a maximum of ten (10) performers excluding the director, emcee, or technician. Performers must include:
- 1) Talents featuring an array of classical and contemporary musical and dance entertainment (can also play/perform Mandarin songs);
 - 2) A live band featuring upbeat dance and disco music/entertainment (can also play/perform Mandarin songs) until the end of the event
 - 3) Create a Production Management Team to manage, coordinate, oversee the pre-, during and post-production operations, audiovisual requirements, stage set up, physical and technical requirements, program flow, artistic content and other elements and requirements of the show for pre-production activities, rehearsals and performances;

- 4) Provide a photo wall and photo booth (size and lay-out design will be requested to Marketing Communications of theTPB)
- 5) Submit an initial/complete manpower list that would include the names of ALL members of the production management team, artists and performers, and other suppliers/providers that will be assigned onsite during the reception.

Date/Venue : 11 June 2019 || Venue: TBA

Time : 1PM onwards

No. of pax : 75 Taiwanese delegates, 30 Philippine private sectors and 15 VIPs, DOT and TPB representatives

Length of show : 30-45 minutes for the main production (classical and contemporary music); then upbeat dance music/entertainment until the end of the event.

B. GUIDELINES:

1. Duration of presentation should be at least 30-45 minutes;
2. Repertoire shall be submitted together with the proposal, which will be finalized within two weeks before the event

C. ENTERTAINMENT PACKAGE INCLUSIONS:

1. Professional fees of the performing artists including emcee
2. Pre-production preparation
3. Overall musical direction
4. Production management and on-site supervision and technical support
5. Continuity script and intro spiels
6. Rehearsals, studio rental costs, production meeting costs
7. Costumes and musical instruments
8. Allowance/per diem of all the production team, band, and performers on the event proper
9. Piped in music material
10. Administrative costs
11. Miscellaneous expenses
12. Recommend the best artists and performers preferably Taiwanese acclaimed, as well as new, fresh regional talents who will perform during the event, for the approval of TPB; and

D. TPB DELIVERABLES:

1. Technical requirements at the venue

E. TECHNICAL ELIGIBILITY REQUIREMENTS

1. Must be a Filipino owned, operated and legally registered Production 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. The production company must have minimum of 3 years' experience in packaging entertainment programs for large-scale events and world-class entertainment productions featuring Filipino artists and talents;
4. Must demonstrably have a good reputation in the field of corporate launches/events;
5. Must have a wide network of talent contacts with repertoire to include ethnic, pop, classical, jazz, etc, as well as traditional and alternative cultural groups, and should be able to negotiate preferential rates and terms;
6. The music genre and dance performances should be fit for Taiwanese and Filipino audience;

F. APPROVED BUDGET:

SEVEN HUNDRED THOUSAND PESOS ONLY (PHP 900,000.00) to cover all applicable taxes.

TERMS OF PAYMENT:

- Send bill to the tourism promotions board after the completion of services
- 30 days upon receipt of invoice

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