

Request for Quotation

22 March 2019

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

Quotation No. TPB-PR.2019.03.270

PR 3.137 / Mar. 13, 2019

Requirements : ENTERTAINMENT PACKAGE / PRODUCTION COMPANY

Project: China International Leisure and Travel Expo (CILTE) 2019

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>ENTERTAINMENT PACKAGE / PRODUCTION COMPANY</p> <p>Requirement : Provision of Folk and Festive Dances for entertainment in the Philippine booth, CILTE center stage and product presentation</p> <p>Date/Venue: 18-21April 2019/ Venue: Xiamen, China</p> <p>Time: 10:00am-5:00pm</p> <p>No. of pax: 10 entertainers including artistic director</p> <p>Length of show: 15-30 minutes</p>	Php695,000.00	Php695,000.00
Terms	30 days upon receipt of invoice		
ABC	Php695,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **28 MARCH 2019, P.M** thru email at soc_torres@tpb.gov.ph or thru fax no. 02 526-5971, subject to the Terms and Conditions attached herewith, stating 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.

Please address your quotation to the undersigned.

Thank you very much.

NILO C. ABON

Officer – In – Charge

Procurement and General Services Division

Contact Person

SOCRATES G. TORRES

Contact No

525-93-18 loc. 246

soc_torres@tpb.gov.ph

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

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

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

1. SEC/DTI Registration Certificate
2. Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate
6. Omnibus Sworn Statement
7. Income Tax Return

Terms of Reference for Production Company

China International Leisure and Travel Expo (CILTE) 2019
Philippine Sales Presentation in Fuzhou
18-21 April 2019 || Xiamen, China

Entertainment in the booth and during the lunch/dinner reception

BACKGROUND:

China (Xiamen) International Leisure Tourism Expo is an international expo themed with leisure tourism hosted by Fujian Provincial Tourism Bureau and jointly supported by Xiamen Municipal Tourism Bureau, Foreign and Overseas Chinese Affairs Office of Xiamen Municipal Government and Xiamen Municipal Conference and Exhibition Affairs Bureau. The expo aligns itself with the opportunities of development of Fujian Pilot Free Trade Zone and incorporates itself into the background of the "belt and road" initiative to work as a platform for Fujian provincial and even national tourism industry to connect worldwide with China's international leisure tourism industry to know more about outbound destinations.

For Philippine participation, we will have a 90 sq. mts raw space at the most prominent area in the exhibition hall. The organizers also provided a 50% discount on the cost of the booth to entice Philippine participation. This will be the second time the Philippines will participate in the said event.

CILTE is in line with our strategy to further engage second tier cities in China with international airport to create direct link to the Philippines.

A. SPECIFICATIONS:

Requirement	:	Provision of Folk and Festive Dances for entertainment in the Philippine booth, CILTE center stage and product presentation
Date/Venue	:	18-21 April 2019/ Venue: Xiamen, China
Time	:	10am-5pm
No. of pax	:	10 entertainers including artistic director
Length of show	:	15-30 minutes

B. GUIDELINES:

1. The music genre should be fit for an international audience and would include Filipino culture and tradition;
2. The dance group should perform folk and festive dances for 15-30 minutes at the Philippine booth, CILTE center stage and 30 minutes at the product presentation reception.
3. Recommend the best artists and performers preferably internationally acclaimed, as well as new, fresh regional talents who will perform during the event, for the approval of TPB.

4. Entertainers should have a 15-30 minute presentation of their ensemble to the BAC members, project officer/head of department for evaluation on a given schedule;
5. 9 dancers/musicians, 1 musical/artistic director, 1 logistics in charge
6. Entertainers should have valid passport and a ready Chinese visa.

C. ENTERTAINMENT PACKAGE INCLUSIONS:

1. Professional fees of the performing artist including emcee
2. Overall musical direction
3. Production management and on-site supervision and technical support
4. Continuity script and intro spiels
5. Rehearsals, production meeting costs, studio rental costs
6. Costumes and musical instruments
7. Allowance of 75USD/day / person of all production team and performers for the duration of the travel dates
8. Accommodation for ten (10) pax with twin sharing arrangements for the duration of the event
9. Travel insurance for the duration of their stay in Xiamen, China
10. Extra baggage allowance for props and costume for the flights MNL-XMN-MNL
11. Administrative costs and other miscellaneous expenses to include visa processing fee for 10 pax (duration over 6 month multiple)

D. TPB DELIVERABLES:

1. Transfers/land transportation in Shanghai, China (airport-hotel-venue-hotel-airport)
2. Technical requirements at each venue
3. Round-trip economy air tickets (MNL-XMN-MNL) with travel insurance for ten (10) pax (see attached itinerary)

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. The production company must have minimum of 5 years experience in packaging entertainment programs for large-scale events and world-class entertainment productions featuring Filipino artists and talents;
3. 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;
4. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS);



5. Must demonstrably have a good reputation in the field of corporate launches and events utilizing both entertainment and arts management components;
6. Must have the necessary skills and manpower support to implement the project.

F. APPROVED BUDGET:

Bid Price Ceiling is **Php 695,000.00** inclusive of all applicable taxes. Cost of items in the bid should be broken down. The winning bid shall be determined *through the quality cost based evaluation*, provided that the amount of bid does not exceed the abovementioned approved budget.

For particulars please contact Ms. Gemma S. Isic at telephone numbers 525 9318 loc. 269 and email address gemma_isic@tpb.gov.ph