

SERVICE PROVIDER FOR CULTURAL ENTERTAINMENT TERMS OF REFERENCE

Event

ASIAN CONFEDERATION OF INSTITUTES OF INTERNAL AUDITORS (ACIIA) CHIEF AUDITORS EXECUTIVES (CAE) LEADERSHIP FORUM

16-17 May 2019, Grand Hyatt Manila

Background

The Philippines won the bid to host the 2019 Asian Confederation of Institutes of Internal Auditors (ACIIA) Chief Audit Executives (CAE) Leadership Forum on 16-17 May 2019 at the Grand Hyatt Manila. 220 CAE and speakers coming from a wide range of industries are expected to participate in the Forum.

ACIIA is a confederation of twenty (20) IIA affiliates in the Asia Pacific region comprising Afghanistan, Australia, Bangladesh, China, Fiji, Hong Kong, India, Indonesia, Japan, Kazakhstan, Korea, Malaysia, Mongolia, New Zealand, Papua New Guinea, Philippines, Singapore, Sri Lanka, Taiwan and Thailand.

The Forum will have the theme "Collaboration, Innovation and Duplication: Making Great Things Happen", and aims to provide CAE insights on creating innovative ways of doing things and equipping them to be collaborative partners.

One of the TPB commitments for the Forum is the provision of the cultural show during the Opening Ceremony on 16 May 2019.

Specifications

Activity	Opening Ceremony
Date/time	16 May 2019, Thursday, 13:00
Venue	Grand Hyatt Manila (Bonifacio Global City, Taguig City)
Audience	220-250 pax
Forum Theme	Collaboration, Innovation and Duplication: Making Great Things Happen
Performances and Proposed Length of Presentations	<ul style="list-style-type: none">• Live music for the arrival/welcome of delegates (45 minute) <i>Proposed performers - Banda Kawayan, Pangkat Kawayan or Rondalla</i>• Cultural Show (15-20 minutes) <i>Proposed performers - Bayanihan</i>

Scope of Services	<ul style="list-style-type: none"> • Assist in the conceptualization of entertainment plan, manage and implement the program scenario • Recommend and submit the best artists and performers and repertoire of all show presentations for TPB approval • Document in photo and video the show presentations for submission to TPB
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Guidelines

1. The presentation should depict the best of the Philippine music, songs, dances and other types of performance genre in a fresh, dynamic and unique approach fit for an international audience
2. The presentation should showcase the beauty and culture of the Philippines music and exquisite dances
3. The presentation should be appropriate to the venue and the theme of the event
4. The presentation should feature the best and most appropriate Filipino performers
5. The service provider must be flexible in dividing the dance/songs presentations into sets as deemed fit in the program

Technical Eligibility Requirements

1. Must be Filipino owned, operated and legally registered service provider of cultural entertainment package under Philippine laws
2. Must be accredited with the Philippine Government Electronic Procurement Systems (PHILGEPS)
3. Must have handled at least three (3) government projects/events
4. Preferably with an active Land Bank of the Philippines (LBP) account
5. Must have the necessary skills and manpower support to implement the project
6. Must have a minimum of 3-year experience in organizing medium scale events and performances of dances ranging from folk, ballroom, modern and contemporary genres, featuring Filipino artists and talents
7. Must be able to submit a list of local or international events/production shows
8. Must have the expertise in the conceptualization and in the direction of performance in all fields of cultural dances

Technical Eligibility Documents

1. PhilGEPS Accreditation Certificate
2. Business/Mayor's Permit
3. BIR Certificate
4. Company Profile
5. Omnibus Sworn Statement
6. List of local and/or international events/production

Approved Budget for Contract (ABC) Inclusive of Applicable Taxes: Php 100,000.00

The winning bid shall be determined based on quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the approved budget.

Inclusions in the Contract of Service:

1. Professional fees of performers and production crew
2. Dress/technical rehearsals and dry run presentation including venue
3. Costumes, accessories and props
4. Meals and Transportation expenses of entertainment team during rehearsals, set-up and event proper
5. Supplies and other administrative expenses

For particulars, please contact the following Project Officers:

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