

13 May 2019

**REQUEST FOR QUOTATION**

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

**Quotation No. TPB-PR 2019.08.718**

**Requirements :** Services of a Production Company to Provide Entertainment Package  
**Project :** Philippines Participation in Busan International Travel Fair

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount(PhP)
1 lot	<p><b>Entertainment Package</b> Date: 5-8 September 2019 / Busan, Korea</p> <p><u>Scope of Deliverables</u></p> <ol style="list-style-type: none"> <li>1. Minimum of three (3) to four (4) 15-30 minutes' performances per day at the main stage and Philippine booth</li> <li>2. Performers (total of 10pax) (1 artistic musical director/choreographer, 6 festival dancers, 2 beat drummers and 1 singer) *submit names of performers</li> <li>3. The music genre that would include Filipino culture and tradition that is befitting the international audience *submit proposed repertoire</li> <li>4. Submission of photo and video documentation of the performances</li> </ol> <p><u>Package Inclusions</u></p> <ol style="list-style-type: none"> <li>1. Production Cost</li> <li>2. Professional fees of performers</li> <li>3. Pre-production preparation</li> <li>4. Visa Fee</li> <li>5. Production management and on-site supervision and technical support</li> <li>6. Rehearsals, studio rents, production meeting costs</li> <li>7. Costumes, props and musical materials</li> <li>8. Allowance/per diem at</li> </ol>	950,500.00	950,500.00

	<p>USD75.00/person/day of the entertainment entourage of 10 pax</p> <ol style="list-style-type: none"> <li>9. Roundtrip international economy airtickets (Manila-Busan-Manila) including applicable taxes</li> <li>10. Excess Baggage for costumes and props</li> <li>11. Travel insurance</li> <li>12. Valid passports</li> <li>13. Administrative costs</li> <li>14. Miscellaneous expenses</li> <li>15. Accommodation preferably near to BEXCO or nearby hotel</li> </ol> <p><u>Qualification of the Production Company</u></p> <ol style="list-style-type: none"> <li>1. The production company must have a minimum of 3 years' experience in corporate launches and events utilizing both entertainment and arts management components and in packaging entertainment programs in international events featuring Filipino artists and talents.</li> <li>2. Must have a repertoire that includes traditional and festival dances and pop, classical and jazz songs</li> <li>3. List of large-scale local and international events organized for the past 3 years</li> </ol> <p><u>Qualification of the Performers</u></p> <p>Performers should have at least 3 years' experience in performing to foreign audience, both local and international events,</p> <p><u>TPB Deliverables</u></p> <ol style="list-style-type: none"> <li>1. Transfers/land transportation in Busan (airport-hotel-venue-hotel-airport)</li> <li>2. Technical requirements at the venue</li> <li>3. Visa endorsement</li> </ol> <p>The proposal shall include the following:</p> <ol style="list-style-type: none"> <li>1. Performer's profile</li> <li>2. Music and dance ensemble</li> </ol> <p><i>Please see attached Terms of Reference for complete details</i></p>		
Terms	30 days upon receipt of invoice		
Delivery	As stated		
ABC	PhP950,500.00 inclusive of service charge and all applicable taxes		

Please submit your **quotation and legal documents in a sealed envelope** not later than **19 August 2019, 5:00PM**, 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. VILLAFRANCA

Contact No

5259318 loc. 246 / 5257312

**Note: All entries must be typewritten on 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. PhilGEPS Registration Number
2. Mayor/Business Permit Certificate
3. Income/Business Tax Return
4. Omnibus Sworn Statement
5. Company Profile