

TERMS OF REFERENCE

Requirement	CULTURAL ENTERTAINMENT
Project Title	Fellowship Night, Asia Pacific Conference on Human Genetics (APCHG)
Project Date	08 November 2019
Venue	Makati Shangri-La Manila
Background	<p>The Philippines is hosting the 13th Asia Pacific Conference on Human Genetics (APCHG) on 07-09 November 2019 at the Makati Shangri-La Manila. With the overall conference theme of “Advancing Translational Medicine and Collaborations in Genomics,” this conference will bring together an outstanding community of faculty, scientists, researchers, and students from the Asia Pacific region and different parts of the world. The main organizers of this event are from the National Institutes of Health, specifically the Institute of Human Genetics of the University of the Philippines-Manila.</p> <p>The TPB’s assistance to this event includes the provision/sponsorship of the cultural entertainment during the APCHG’s Fellowship Night on 08 November 2019 (Friday) at the Makati Shangri-La Manila. In this regard, the TPB is in need of a <i>Cultural Entertainment Provider</i> to supply the required talents/performers for the entertainment program.</p>
Expected Number of Participants	500 pax
Specifications	<ul style="list-style-type: none"> ● Dinner Function : Fellowship Night ● Date : 08 November 2019 ● Time : 1800H – 21:00H ● Venue : Makati Shangri-La Manila ● Length of Show : 30 minutes ● Audience : 500 pax ● Suggested theme/s : 80s ● Entertainment type : Fusion of folk and modern
Guidelines	<ul style="list-style-type: none"> ● The presentation should be appropriate to the theme of the dinner reception ● The presentation should be fit for an international audience and have lively cultural music and dances that encourage audience interaction ● The Cultural Entertainment Provider must be flexible in dividing the show into sets as deemed fit in the program ● Cultural Entertainment Provider should coordinate with the event organizer for the full entertainment plan and program scenario, to provide the appropriate/required production show performance

<p>Scope of Work / Deliverables</p>	<ul style="list-style-type: none"> • Presentation duration should be at least 30 minutes • The Cultural Entertainment Provider shall provide for their own costumes and props necessary for the performance • The Cultural Entertainment Provider should provide the meals, transportation and other miscellaneous requirements of the performers during the performance date • Cultural Entertainment Provider should coordinate with the event organizer and the venue with regard to the technical requirements for the performance/performers such as lights and sounds, audiovisual, staging, emcee spiels, and other elements the show
<p>Technical Requirements</p>	<ul style="list-style-type: none"> • The Cultural Entertainment Provider should submit a list of artists and repertoire of the show presentation • The Cultural Entertainment Provider should document the show presentation in photo and video, for submission to TPB
<p>Eligibility Requirements</p>	<ul style="list-style-type: none"> • Must be Filipino-owned and operated, and a legally registered Performing Group Provider under Philippine laws. • Must have a minimum of two (2) years of experience in providing local artists/performers for small to medium scale events • Must have a wide network of talent contacts, i.e. various performers of music, songs and dances ranging from folk, ballroom, modern and contemporary genres • Must have expertise in conceptualization and direction of performance in all fields of cultural dances • Must have handled at least three (3) government projects/events
<p>Technical Eligibility</p>	<ul style="list-style-type: none"> • Company Profile • PhilGEPS certificate of accreditation • Valid DOT certificate of accreditation • Certificate of registration from the Securities and Exchange Commission (SEC) or the Department of Trade and Industry (DTI) Business Name Registration • BIR Registration Certificate with TIN • Valid and current Mayor's permit / municipal license / license to operate • List of the last three (3) government projects/events involved with
<p>Approved Budget</p>	<p>PhP 200,000.00 inclusive of all applicable taxes</p>
<p>Payment Terms</p>	<ul style="list-style-type: none"> • Send bill to the Tourism Promotions Board after the completion of services • 30-days upon receipt of invoice

Evaluation Procedure	The winning bid shall be selected, not solely based on the amount of bid and eligibility requirements, but the capability to provide the required services. The amount of bid should not exceed the above total budget.
Bid price ceiling is PhP 200,000.00 inclusive of all applicable taxes.	
Deadline for submission of bids should be at the close of office hours on _____.	
For particulars, please contact Ms. Joy Casiano at telephone number (02) 525-9318 local 232/228 or email at joy_casiano@tpb.gov.ph .	

Please submit your quotation and legal documents not later than _____ **2019, 00:00 P.M.**, 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 Boulevard, Manila.