

Request for Quotation

27 September 2019

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

Quotation No. TPB-PR.2019.09.854
PR No. 9.110 / September 24, 2019

Requirements : PRODUCTION HOUSE / ENTERTAINMENT PACKAGE

Project Title : TOURISM EXOP JAPAN 2019

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>Requirement: Total of eight (8) performers including artistic director/manager with breakdown as follows: (8 performers to include 6 dancers/musicians, 1 singer, 1 musical/artistic director/manager)</p> <p>Date/Venue :24-27 October 2019 / Venue: INTEX, Osaka, Japan Performance : Philippine booth and main stage of the event venue Length of show : Three to four 15-30 minutes' performances per day at the Philippine booth and main stage of the event venue</p> <p>GUIDELINES:</p> <ol style="list-style-type: none"> 1. The music genre should be fit for an international audience and would include Filipino culture and tradition. 2. Recommend performers who will perform during the event, for the approval of TPB. 3. Provide line up of performers 4. Recommend the best artists and performers preferably with experienced in performing abroad, as well as new, fresh regional 	P850,000.00	P850,000.00

	<p>talents who will perform during the event, for the approval of TPB.</p> <ol style="list-style-type: none"> 5. Eight (8) entertainers (6 dancers/musicians, 1 singer and 1 musical/artistic director/manager). 6. Entertainers should have a ready Japanese visa. 7. The production company should provide full production services that should include a full-production concept and execution of an entertainment package which will be flexible enough based on audience of the event and possible on-site adjustments as required by client. 8. The production company should also provide photo and video documentation of the performances during the event to be submitted to TPB Officers after the event. 9. Entertainers should be visible for photo opportunity with the audience before and after each performances. Performers to avoid changing of costumes between performances to entice consumers to visit the Philippine booth. 10. Repertoire to be submitted to TPB for approval. 11. In the event that the same production company as last year's TEJ will be awarded , the sequence of the repertoire should not be the same as last year's performances. 12. Audience participation activity should be included in at least one of the performances per day. <p>ENTERTAINMENT PACKAGE INCLUSIONS: The financial proposal of the production house should cover the following expenditures:</p> <ol style="list-style-type: none"> 1. Production cost 2. Professional fees of the singers/musicians and the team/crew (US\$ 75/pax/day) 3. Pre-production preparation 4. Overall musical direction 5. Production management and on-site supervision and technical support 6. Full production and management/direction of the entire 		
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	<p>program (voice-over, program concept and flow, continuity script and intro spiels introducing the performances and all other components necessary to completely execute the production concept, front act and themed performance, drama on)</p> <ol style="list-style-type: none"> 7. Rehearsals, studio rental costs, production meeting costs 8. Costumes and musical materials 9. Roundtrip international economy air tickets (preferably via Philippine Airlines) 10. Excess baggage allowance for costumes and props 11. Travel insurance 12. Valid passports and visa fees 13. Administrative costs 14. Miscellaneous expenses 15. Accommodation preferably the same hotel as with TPB delegates, near to INTEX, Osaka or nearby hotel 16. Provision of 3 sets (girl and boy) of Philippine national costumes and props for the National Costume wearing experience at the Philippine booth <p>TPB DELIVERABLES:</p> <ol style="list-style-type: none"> 1. Transfers/land transportation in Osaka (airport-hotel-venue-hotel-airport) 2. Technical requirements at the venue <p>TECHNICAL ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. The production company must have minimum of 3 years' experience in packaging entertainment programs in international events featuring Filipino artists and talents; 2. Must have a 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; 3. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS); 4. Must demonstrably have a good reputation in the field of corporate launches and events utilizing both entertainment and arts 		
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	<p>management components;</p> <p>5. Must have the necessary skills and manpower support to implement the project.</p> <p>Bid Price Ceiling is Php 850,000.00 inclusive of all applicable taxes. Cost of items in the bid should be broken down. The winning bid shall be determined through Lowest Calculated and Responsive Bid, provided the amount of bid does not exceed the above-mentioned approved budget.</p> <p>For particulars, please contact Leanne Madrilejos at telephone number (02) 525 9318 local 233 and email address leanne_madrilejos@tpb.gov.ph.</p> <p>DO NOT SUBMIT YOUR BID QUOTATION WITH INCOMPLETE LEGAL REQUIREMENT</p> <p>LEGAL DOCUMENTS:</p> <ol style="list-style-type: none"> 1. SEC/DTI Registration Certificate 2. Updated Mayor's Permit/License 3. BIR Registration / TIN 4. Company Profile/Reference 5. PhilGEPs Certificate 6. Notarized Omnibus Sworn Statement same date with your Bid Quotation 7. Notarized Authority of the Signatory (Notarized with same date of your bid quotation) Secretary's Certificate if SEC or Special Power of Attorney if DTI 7. Latest Income Tax Return 		
Terms	30 days upon receipt of invoice		
ABC	Php 850,00.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than 03 October 2019, 5:00 PM 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. 266

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. Updated Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate
6. Notarized Omnibus Sworn Statement same date with your Bid Quotation
7. Notarized Authority of the Signatory
(Notarized with same date of your bid quotation)
Secretary's Certificate if SEC or
Special Power of Attorney if DTI
7. Income Tax Return