

**Terms of Reference
As of 26 September 2019**

**Tourism Expo Japan (TEJ) 2019
24-27 October 2019 | INTEX, Osaka, Japan**

Requirements: **Production Company that can provide entertainment at the
Philippine booth and at the main stage of the event venue**

BACKGROUND:

The Tourism Promotions Board (TPB), in collaboration with PDOT Osaka are preparing for the Philippine participation in Tourism Expo Japan (TEJ) 2019 scheduled on 24 – 27 October 2019 in INTEX, Osaka, Japan.

Tourism Expo Japan (TEJ) is the biggest travel fair in Japan organized jointly by the Japan Travel and Tourism Association (JTTA), Japan Association of Travel Agents (JATA), and Japan National Tourism Organization (JNTO). It was created to stimulate the demand for overseas travel among the Japanese travelers. In last year's Tourism Expo Japan, 136 countries and 1441 companies participated. A total of 207,000 visitors attended the event.

The Tourism Expo Japan will be held for the first time this year in Osaka (Kansai region) after 42 years of being traditionally held in Tokyo. This will be the perfect opportunity to build interest in Philippine tourism in the Kansai area.

Below are the objectives of hiring the services of a Production Company:

- To create awareness about Philippine tourism destinations and promote the Philippines as a safe and fun travel destination;
- To attract attendees to visit the Philippine booth; and
- To showcase Filipino cultural and traditional dances in Japan's largest and most prestigious travel fair.

A. SPECIFICATIONS:

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)
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

B. GUIDELINES:

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 talents who will perform during the event, for the approval of TPB.
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.

C. ENTERTAINMENT PACKAGE INCLUSIONS:

The financial proposal of the production house should cover the following expenditures:

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 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)
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

D. TPB DELIVERABLES:

1. Transfers/land transportation in Osaka (airport-hotel-venue-hotel-airport)
2. Technical requirements at the venue

E. TECHNICAL ELIGIBILITY REQUIREMENTS

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 management components;
5. Must have the necessary skills and manpower support to implement the project.

F. TECHNICAL ELIGIBILITY DOCUMENTS

1. Company Profile
2. PhilGeps Membership/Certificate
3. Registration Certificate from Securities and Exchange Commission (SEC) or Department of
4. Trade and Industry (DTI) Business name
5. Valid and current Mayor's permit/municipal license
6. Business/Income Tax Return
7. List of large-scale local and international events organized in the past and
8. Notarized Omnibus Sworn Statement (Annex A)

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.

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