

TERMS OF REFERENCE FOR PRODUCTION COMPANY

WORLD TRAVEL MARKET 2019

04 – 06 November 2019 || ExCel, London, UK

Performers and Animators during the daily cocktail receptions at World Travel Market on 04 – 06 November 2019 and Philippine Networking Dinner on 04 November 2019

BACKGROUND:

With over 50,000 international travel industry professionals, and more than 9,000 qualified buyers, the World Travel Market (WTM) is the leading global event for the travel industry players to meet industry professionals and conduct business deals. Through its industry networks and unrivalled global reach, WTM creates personal and business opportunities providing customers with quality contracts, content and communities.

Since its inception, the event has provided a venue for the tourism establishments/co-exhibitors to conduct business-to-business meetings and to establish and renew linkages with industry counterparts in Europe and other key travel and tourism markets worldwide that would catalyze new tourism business and tourist arrivals for the Philippines.

The Tourism Promotions Board (TPB) has been participating in this event for more than 30 years. For 2019, the TPB has secured an exhibition area of 370 sqm. strategically located between one of the main entrances of the Asia Pacific Hall to give our co-exhibitors the maximum visibility for marketing their products and services.

The participation at the World Travel Market aims to:

- To maintain the Philippines' presence in the international travel and tourism arena and generate positive "name recall" of the Philippine brand as a preferred tourist destination;
- To create awareness about and position the Philippines as Asia's newest and "freshest" travel destination;
- To stay abreast with the latest developments in the travel industry;
- To provide a venue for Philippine private sector partners to conduct business to business meetings, to establish and renew linkages with their industry counterparts in Europe and other key travel and tourism markets worldwide that would catalyze new tourism business and tourist arrivals for the Philippines;
- To provide a venue for the DOT/TPB to meet, establish and renew linkages with travel industry partners; and
- To generate marketing and promotions leads that the Department can support to further meet its goals in the market place.

A. SPECIFICATIONS:

| | | |
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| Requirement | : | 3 Singers, 3 Baristas, 3 Weavers, 2 Chefs |
| Date/Venue | : | 04 November 2019 – ExCel and The Wharf, London (1000H to 2200H) 05 November 2019 – ExCel, London (1000H to 1800H) 06 November 2019 – ExCel, London (1000H to 1800H) |
| Length of show | : | 15 minutes per day during the WTM 30 minutes during the Philippine Networking Dinner |

B. GUIDELINES:

1. The music genre should be fit for an international audience and would include Filipino culture and tradition.
2. 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.
3. A Trio composed of a singer, a violinist and a keyboard player.
4. An award winning barista on a national level.
5. Various weavers of mat and basket. One weaver representing an island group of the Philippines
6. The artists should have a valid passport.

C. ENTERTAINMENT PACKAGE INCLUSIONS:

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

1. Talent Fees of the performing artists
2. Pre-production preparation
3. Overall musical direction
4. Production management and on-site supervision and technical support
5. Full production and management/direction of the entire program (voice-over, program concept and flow, continuity script and intro spiels introducing the Filipino food and all other components necessary to completely execute the production concept, front act and themed performance, drama on)
6. Piped-in music material
7. Rehearsals, production meeting costs, studio rental costs
8. Costumes and musical instruments
9. Accommodation with breakfast for all the members of the team with twin/triple-sharing arrangements for the duration of the project (preferably same hotel where the TPB delegations are billeted)
10. Domestic air tickets of the animators/performers for visa application and connecting flight to London
11. Travel insurance for the duration of all the members of the team's stay in London, UK
12. Allowance/per diem at USD75.00/person/day of all the performers and animators for the duration of the travel dates (02-07 November)

13. Extra baggage allowance for props and costumes
14. Valid passports and visa application
15. Assistance in visa application of the animators/performers
16. Coordinate logistical requirements of the animators/performers in Manila as may need be
17. Administrative costs and other miscellaneous expenses
18. Hotel/airport transfer (airport-hotel-venue-hotel-airport)

D. TPB DELIVERABLES:

1. Roundtrip international economy air tickets via Manila-London-Manila (preferably same flight with TPB representative)
2. Technical requirements at each venue

E. TECHNICAL ELIGIBILITY REQUIREMENTS

1. Must be a Filipino owned, operated and legally registered Production Company under Philippine laws or a government agency mandated to promote Philippine arts and culture;
2. The production company must have minimum of 5 years experience in packaging entertainment programs for large-scale events and world-class entertainment productions featuring Filipino artists and talents;
3. Must have a wide network of talent contacts with repertoire to include ethnic, pop, classical, jazz, as well as traditional and festival dances such as Sinulog and Masskara Festivals;
4. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS);
5. Must have a good reputation in the field of corporate launches and events utilizing both entertainment and arts management components;
6. Must have the necessary skills and workforce support to implement the project.

F. APPROVED BUDGET:

The approved budget is **NINE HUNDRED EIGHTY THOUSAND PESOS (PHP 980,000.00)** 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 that the amount of bid does not exceed the abovementioned approved budget.

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