

TERMS OF REFERENCE

Requirement	SERVICES OF A CULTURAL ENTERTAINMENT PROVIDER	
Event / Project	International School Manila (ISM) Centennial 2020 (Anniversary)	
Event Date	06-08 January 2020	
Event Venue	ISM Campus, Taguig	
Background	<p>In celebration of its 100th anniversary, International School Manila (ISM) is organizing a series of festivities for the school and alumni community. The event is expected to attract around 400 to 800 of the school's foreign alumni.</p> <p>As part of its anniversary festivities, the ISM is organizing a Barrio Fiesta-themed activity at the ISM Campus, specifically, to showcase Filipino cuisine, including street food favorites, in various food carts / food stations.</p> <p>As requested by the ISM, the TPB is supporting this event through the provision/ sponsorship of the cultural entertainment during the Barrio Fiesta event on January 7, 2020 at the ISM Campus. In this regard, the TPB is in need of a Cultural Entertainment Provider to supply the required talents/performers for the entertainment program.</p>	
Expected Number of Participants	500-600 pax	
Specifications	<ul style="list-style-type: none"> • Activity : Barrio Fiesta event • Date : 07 January 2020 (Tuesday) • Time : 1800H – 22:00H • Venue : ISM Elementary School (ES) Field (<i>outdoor</i>) • Audience : 500-600 pax • Entertainment Type / Concept : Two (2) sets of dance performances, 20-minutes each, that showcase the festivity of the Philippines (with guest participation); Organizer shall provide a simple outdoor stage 	
Guidelines	<ul style="list-style-type: none"> • The presentation should feature traditional Filipino music, songs and dances • 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 	
Scope of Work / Deliverables	<ul style="list-style-type: none"> • Presentation should be two (2) sets of performances lasting 20-minutes per set 	

	<ul style="list-style-type: none"> • 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 with regard to the technical requirements for the performance/performers such as the stage, lights and sounds, audiovisual, staging, emcee spiels, and other elements the show
Technical Requirements	<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
Eligibility Requirements	<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
Technical Eligibility	<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
Approved Budget	PhP 250,000.00 inclusive of all applicable taxes
Payment Terms	<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 250,000.00 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.