

Request for Quotation

28 November 2019

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

Quotation No. TPB-PR.2019-11-1061

PR no. 12.022

Terms of Reference for Production/Events Management Company

I. BACKGROUND

During the 2nd Economic Diplomacy Workshop of Team Philippines Canada held in October 2012, the group decided to organize a Team Philippines Canada Tour for the Canadian market to be held in the first quarter of 2013. This led to the birth of the 1st Winter Escapade-It's More Fun in the Philippines Tour.

As an offshoot to the Ambassadors' Tour, the Winter Escapade targets the mainstream Canadians and Filipino-Canadians to travel to the Philippines and discover the new attractions and destinations in the country and explore avenues where they can invest.

TPB (formerly PCVC) has been providing assistance to this event since 2013. Now on its 7th year, this year's destinations to be visited will be: Manila, Bataan/Clark, Pampanga, and Kalibo/Boracay.

Target participants will be 150 Filipino-Canadians coming from the various cities in Canada mostly comprised of retirees and balikbayans.

TPB recommended to host a welcome dinner reception with entertainment for the participants and guests of the event, and as such would need the services of a production house who will conceptualize, plan, manage, and implement the programme scenario for this reception to be held on 16 January 2020 at a venue to be determined.

II. SCOPE OF SERVICES

The production team shall:

1. Conceptualize the entertainment plan, manage and implement the programme scenario:

A. DINNER RECEPTION

Event	:	Dinner Reception
Date	:	16 January 2020 (Thursday)
Venue	:	TBA

- Audience : 150 Filipino-Canadians
(balikbayans/retirees)
- Theme/Concept : Filipino fiesta
* welcome scenario at the foyer upon arrival of the guests
* showcase Filipino songs and dances from Luzon, Visayas and Mindanao against the backdrop of Philippine tourism destinations
- Preferred performers : production house to recommend possible performers to fit the concept and to ensure their availability
- Show : 45-minute music and dance presentation
- Program sequence: **Tentative**
- 6:00 pm Arrival of Guests
- performances at the foyer/lobby
 - 7:00 pm Start of program
Opening/Welcome Remarks
(DFA / DOT / TPB officials)
 - 7:15 pm Dinner is open
 - 8:00 pm Start of the program
45-minute music and dance presentation
 - 8:45 pm - End of program
10:00 pm - Background music
(70s-90s music of Filipino OPM)

The Entertainment Plan should depict the best of the Philippine performances as a way of rediscovering one's roots through music, songs and dances presented in a fresh, dynamic and unique approach fit for both international and local audience. The Entertainment Plan should feature the best and most appropriate Filipino artists and performers.

2. Create a Production Team to coordinate, oversee the light, sound, audiovisual, and technical requirements. The Production Team shall source the necessary artists, technical practitioners, etc. to develop and stage the event in accordance with the requirements of the approved concept which may include, but not limited to the following:
 - Director
 - Technical Director
 - Choreographer
 - Production crew
 - Voice Over Talent / Emcee
 - Others as may be necessary
3. Recommend the best artists and performers based in Bataan, as well as new, fresh regional talents who will perform during the event, for the approval of TPB.

4. Provide the following necessary for the performances:
 - Stage décor to complement the theme
 - Sound system
 - Lighting equipment
 - AV equipment (screen / projectors)
 - Costumes of entertainers and necessary props
 - Other technical requirements
5. Prepare the program scenario and technical script for the show/s based on the approved entertainment plan to include the spiel of the emcee/voice over.
6. Provide assorted colorful giveaways in line with the theme to serve as giveaways to be distributed to the guests during the event (for approval of TPB).
7. Design and printing of programme for approval of TPB.
8. Document in video the full presentation for submission to TPB a week after the event in MPEG format saved in an external hard drive.

NOTE: ANY DEVIATIONS/CHANGES TO BE MADE/IMPLEMENTED IN THE DELIVERABLES LISTED IN THE SCOPE OF SERVICES WILL BE SUBJECT TO THE APPROVAL OF TPB AS LONG AS WITHIN THE ABC.

III. TECHNICALLY ELIGIBILITY REQUIREMENTS

1. Must be a Filipino owned, operated and legally registered under Philippine laws;
2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS);
3. Must have expertise in the conceptualization and in the direction of performances in all fields of performing arts to include theater, dance, music, etc.;
4. Must demonstrably have good reputation in the field of corporate launches / events utilizing both entertainment and arts management components;
5. Must have the necessary skills and manpower support to implement the project;
6. Must be able to submit a highly creative proposal on how to integrate the different aspects of the event;
7. Must have a wide network of talent contacts and should be able to negotiate preferential rates and terms.

IV. TECHNICAL ELIGIBILITY DOCUMENTS

1. Company Profile
2. PhilGEPS Accreditation Paper

3. List of medium to large-scale local / international events organized in the past three (3) years

V. CONTRACT OF SERVICE

The financial proposal of the Production House should cover all expenditures of the production team necessary implementation of the event:

1. Professional fees of performers and production staff;
2. Meals of the performers and production staff before and during the event
3. Transfers to and from the event venue;
4. Rehearsals;
5. All other fees related to the provision of services.

VI. CRITERIA FOR EVALUATION

1. The Production House must attain a hurdle rate of 85% based on the following set of selection criteria with their corresponding weight assignment:

<u>CRITERIA</u>	<u>%</u>
Cost	15%
Quality	85%
<ul style="list-style-type: none"> ✓ Experience in organizing medium to large-scale events featuring Filipino artists and talents (35%) ✓ Experience in the conceptualization and in the direction of performances (35%) ✓ Accredited with the Philippine Government Electronic Procurement System (PHILGEPS) (15%) 	
TOTAL	<u>100%</u>

2. Evaluation Procedure. Pursuant to RA 9184 and its Revised IRR, the proposals shall be evaluated using Quality – Cost Based Evaluation (QBE).

Bid Price Ceiling is **PHP300,000.00** inclusive of all applicable taxes. Cost of items in bid should be broken down. The winning bid shall be determined **based on the quality of the proposal with the most advantageous financial package cost**, provided that the amount of bid does not exceed the abovementioned approved budget.

For particulars, please contact Ms. Wendy A. Fajardo at telephone numbers +631 8247 0803 or email address: wendy_fajardo@tpb.gov.ph.

Please submit your quotation and legal documents in a sealed envelope not later than **20 December 2019**, 10:00 a.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 Blvd., Manila

Please address your quotation to the undersigned.

Thank you very much

ELOISA A. ROMERO

Administrative Officer V

Procurement and General Services Division

Contact Person NILO C. ABON

Contact No 525-73-12

All entries must be typewritten in your company letterhead