

24 September 2020

REQUEST FOR PROPOSAL (RFP)

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

RFP No. TPB-PR 2020.09.290

Requirement: Services of a Production/ Events Company for the Opening and Closing Ceremonies and Program Enhancements

Project : Philippine MICE Conference Virtual Edition (MICECONline)

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount(PhP)
1 Lot	<p>PR No. 9.003 Opening and Closing Ceremonies and Program Enhancements 26 – 30 October 2020 / Manila</p> <p>I. Scope of Services</p> <p>The production house shall:</p> <p>1. Conceptualize the virtual entertainment plan, manage and implement the overall program scenario for the following activities:</p> <p>A. Opening Ceremony Date: 26 October 2020 Target audience: Philippine MICE and Tourism Stakeholders, Academe (Tourism Schools), LGUs (Tourism Officers), Media Concept/Theme*: for presentation and recommendation (as long as it evokes Positivity, Optimism, Hopefulness)</p> <p><i>Please see attached TOR for the guidelines and proposed program sequence</i></p>	900,000.00	900,000.00

B. Closing and Virtual Social Hour

Date: 30 October 2020

Target audience: (same as above)

Concept/Theme*: **for presentation and recommendation** (preferably tie up well with the Opening Show)

Please see attached TOR for the guidelines and proposed program sequence

C. Program Enhancement

Source a celebrity conference program moderator/ online emcee to ensure the smooth transition in-between sessions, to synthesize and make the virtual program dynamic and interactive.

- Recommended host should be aesthetically pleasing and has preferably hosted conferences/ corporate/ similar events-- subject to the approval of TPB.
 - Host's spiel may be pre-recorded but should preferably include a live virtual appearance during the opening program on 26 October and closing program on 30 October.
2. Recommend to TPB the best artists/ talents/ performers/ corporate emcees that can carry out effectively the proposed concept, as applicable and subject to alternate recommendations by/ final approval of TPB.
 3. Create a Core Production Team to coordinate, oversee the light, sound, audio-visual, technical requirements, and other elements and requirements of the show for pre and post production activities, rehearsals and performances.

Please see attached TOR for the Team Composition
 4. Prepare the program scenario and script to include the spiel of the emcee/voice over; there will be a need to coordinate this with the Conference Program Committee of the event;
 5. Create and/or source content/ materials for the Virtual Show (i.e. produce and execute the shooting and pre-recording of performances, etc.);
 6. Coordinate with the TPB officers to secure recordings of the messages of key officials (which may include heads of Tourism and MICE Associations) for the Opening and Closing

Ceremonies;

7. Coordinate with the platform developer for the proper airing of the recordings in accordance with the program sequence;
8. Final dry run/technical check of the virtual program scenario to be presented for final approval of TPB at least 1 week before the event;
9. Submit end reports, recordings of the activities, videos, photos, etc. to TPB after the event.
10. Make necessary adjustments, if time and resources will allow, in coordination with the Conference Program Committee.

II. Eligibility Requirements

1. Must be a Filipino-owned, operated and legally registered Production/ Events Company under Philippine laws; Must have been in operation for at least three (3) years.
2. Production/ Events Company key team members must have a minimum of three (3) years of experience in organizing local and international events and world-class entertainment productions featuring Filipino artists and talents;
3. Must submit a list of all ongoing and completed government and private contracts for the last three (3) years similar or related to the requirements
4. Must submit the articles of incorporation, CDA or DTI certificate, whichever is applicable
5. Must submit CVs/ Profile of the Core Production/ Key Team Members.

III. Additional Requirements

Bidders will be required to make a presentation (maximum of 15 minutes) of their Concept and Planned Approach. The winning bid must attain a hurdle rate of 80% based on the following set of selection criteria with their corresponding weight assignment.

Bidders should also submit proposed talents/ artists, as applicable.

	IV. Criteria for Evaluation			
	Proposal	Weight		
	Technical Proposal	80%		
	Financial Proposal	20%		
<p>Qualified Bidders will be required to make a presentation (maximum of 15 minutes) of their Plan Approach (the date of the presentation will be on short notice).</p> <p>Please see attached Terms of Reference for the terms of payment, rating criteria for the technical proposal and other details</p>				
Terms	As stated			
Delivery	As stated			
ABC	Php900,000.00 inclusive of service charge and all applicable taxes			

Please submit your **proposal and legal documents** duly signed by your representative to email address *janet_villafranca@tpb.gov.ph* not later than **30 September 2020, 5:00PM**, subject to the Terms and Conditions stated herewith and the shortest time of delivery. Thank you very much.

Kindly ensure that the subject title of your email is in this format: **MICECON_Production Company_ <company name>** for easy identification of emails.

Thank you very much.

(Sgd.)

ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact Person JANET G. VILLAFRANCA

Contact No 0995-0274187

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. PhilGEPS Registration Certificate
2. Mayor/Business Permit
3. Latest Income Tax Return Certificate
4. Omnibus Sworn Statement
5. Company Profile

