

Terms of Reference for Production/Events Management Company

ASEAN TOURISM FORUM (ATF) 2022

Sihanoukville, Cambodia

16-22 January 2022

As of 6 December 2021 06:57 P.M.

Late Night Function (LNF) Entertainment

BACKGROUND:

The ATF 2022 is a cooperative regional effort to promote the Association of the Southeast Asian Nations (ASEAN) region as one tourist destination. ASEAN is a melting pot of diversity – a singular economic and tourism region with 10 member states that could not be more different from one another. Language, culture, heritage, natural endowments and people, that are inherently different, yet bonded by common cross-roads, passages of history and more importantly, a desire for tourism success.

ATF at its core recognizes that ASEAN is stronger and more compelling as one collective destination. The region offers countless exciting experiences in a seamless journey of different identities, an important proposition that has kept ASEAN's appeal strong throughout the world.

For the 41st consecutive year in 2022, government officials will renew annual efforts to channel greater domestic and international tourism dollars into the region, while the travel industry engages in business at TRAVEX – the world's largest ASEAN destination, product and service showcase, with the theme "ASEAN - A Community of Peace and Shared Future". It articulates Cambodia's commitment as a key stakeholder in the region's tourism eco-system.

Due to the COVID-19 pandemic, the Cambodia government has decided to relocate the venue for the ATF 2022, which was originally scheduled to take place in Phnom Penh to Sihanoukville.

For 2022, TPB recommend to minimize the physical participation due to unpredictable COVID situation in the region. TPB will be participating with a 135sqm booth and at least 12 Philippine Seller companies who will physically participate in Cambodia.

The role of TPB is to provide destination information as well as to provide an opportunity for the Philippine private sectors to create and/or strengthen business relationships with international buyers. Part of the program is the hosting of either lunch or the late night function and entertainment for the invited buyers.

In view of the above, TPB is in need of a production company that could provide an entertainment package during the late night function on the 20 January 2022 (date TBC) based on the specifications.

A. SPECIFICATIONS:

- Requirements

Provision of live musical performances by a maximum of ten (10) performers including the director, emcee, and/or audio/visual technician.

- Performers must include:

- 1) Talents featuring an array of Filipino contemporary musical and visual entertainment.
- 2) A live band featuring upbeat dance and disco music/entertainment until the end of the event.

- Date/Venue/Time

20 January 2022 || Venue: Sokha Beach Resort || 10:00 pm – 1:00 am (the following day)
Suggested travel dates – 18-21 January 2022 (4 days)

- No. of pax : 150-200 foreign delegates and VIPs
- Length of show

30-45 minutes for the main production number (Filipino modern contemporary performance); then ongoing upbeat dance music/entertainment until the end of the event (LNF)

Date/Time	Activity	Remarks
19 January PM of 20 January AM	Stage Blocking and Sound checking, ingress of props, etc.	Time – TBC *TPB to check with organizers if they can provide a holding room for costumes etc.
20:00 onwards 20 January	Late Night Function Program: <ul style="list-style-type: none"> • Welcome Remarks • Keynote Speech by DOT Secretary Bernadette Romulo Puyat (TBC) • Dinner • Performance 	

B. GUIDELINES:

1. The music genre and dance performances should be fit for an international audience;
2. A list of the proposed performers' repertoire should be submitted to the Procurement and Project Officer/s on or before **10 December 2021**.
3. Recommend the best artists and performers preferably internationally acclaimed, as well as new, fresh regional talents who will perform during the event, for the approval of TPB;

C. ENTERTAINMENT PACKAGE INCLUSIONS:

1. Professional fees of the performing artists including emcee
2. Pre-production preparation
3. Overall musical direction
4. Production management and on-site supervision and technical support
5. Continuity script and intro spiels
6. Rehearsals, studio rental costs, production meeting costs
7. Costumes and musical instruments
8. Accommodation costs for all the members of the team during the whole project
9. Travel insurance for the duration of their stay in Cambodia
10. Allowance per diem per person/day of all the production team, band, and performers for the duration of the travel dates
11. Extra baggage allowance for the props and costumes for the flights MNL-PNH or MNL-PNH-connecting flights and vice versa
12. Airport/hotel transfers and land transportation expenses
13. Piped in music material (if applicable)
14. Valid passports
15. Administrative costs
16. Miscellaneous expenses
17. RTPCR Testing for all participants for all legs of travel, if necessary
18. Complete arrangements with BOI for the yellow vaccine passport provision, if necessary

D. TPB DELIVERABLES:

1. Roundtrip economy international air tickets for Manila-Cambodia-Manila for a maximum of 10 pax from 18-21 January 2022 **actual travel date may vary;
2. Technical requirements at the venue.

- Inclusive of 3rd Party Lighting and Sound Systems
- Stage of 3m x 5m
- Buggy Services from Closing Dinner to the Late-Night Function
- 2x Wireless Handheld or Label Microphone
- 1x LCD Projector with Screen (2.5m x 2.5m)
- 1x TV Monitor (42 inch)
- 2x Clip-on Microphone

E. TECHNICAL ELIGIBILITY REQUIREMENTS

1. Must be a Filipino owned, operated and legally registered Events Management Company / Production House / Conference Integrator under Philippine laws;
2. Must be registered in the Philippine Government Electronic Procurement System (PHILGEPS);
3. Must demonstrably have a good reputation in the field of corporate launches/events;
4. Company profile;
5. Must have a wide network of talent contacts with 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;

F. ADDITIONAL ELIGIBILITY REQUIREMENTS

1. The suppliers must be able to submit the complete copy of the valid passports of the personnel they will be sending;
2. The suppliers must be able to submit names of participants with their certificate of full COVID-19 vaccination;
3. The bidder must be able to submit a list of the proposed performers' repertoire should be submitted to the Procurement and Project Officer/s same day of the deadline for submission of bids;
4. The bidder must be able to recommend the best artists and performers preferably internationally acclaimed, as well as new, fresh regional talents who will perform during the event, for the approval of TPB. Kindly submit a copy of the CVs/Profiles of the personnel to be provided in the TPB;

G. APPROVED BUDGET:

SEVEN HUNDRED THOUSAND PESOS ONLY (PHP 700,000.00) to cover all applicable taxes.

Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

H. TERMS OF PAYMENT:

- 1st payment (50% of full amount) – mobilization fee upon signing of contract and submission of the following requirements:
 - List of performers and passport copies; and
 - Full repertoire of the performance with video sample (if applicable);
- 2nd payment (50% of full amount) – after the satisfactory completion of the event and full accomplishment of the entertainment package

For particulars please contact Ms. Wendy A. Fajardo at telephone numbers 85259318 loc. 234and email address wendy_fajardo@tpb.gov.ph.

***** Nothing Follows *****