

**Rings Central, Inc. Incentive Trip**  
23 – 25 April 2022 | Aklan, Boracay

**TERMS OF REFERENCE**  
Service Provider for Cultural Entertainment Package

**I. BACKGROUND**

The Ring Central, Inc. is an American IT solutions company and business process outsourcing BPO that provides cloud-based communication and collaborations for businesses. This event is an annual incentive trip to reward the top performers or 'Winners' of the company's organized sales programs, and to discuss the previous performance and plans of the company. They normally conduct an international trip but U-Travel managed to convince them to do it in the Philippines, and for Boracay to be the destination of the **2022 Manila Winners Circle - Incentive Travel Group**. The company's American owners will be joining the trip.

Part of the TPB's commitment of support and assistance to ensure the successful conduct of this activity is the provision of a cultural show/entertainment during the **Welcome Dinner** for the group on **23 April 2022** in **Boracay**.

Relative to this, the TPB is in need of the services of an Cultural Entertainment Package Provider to provide an entertainment show/presentation for the group in Boracay.

**II. SPECIFICATIONS**

Activity	: Welcome Dinner
Date/Time	: 23 April 2022 / Evening (TBC)
Venue	: The Crimson Boracay Resort & Spa (TBC)
Audience	: 110 pax (15 foreign/95 local)
Length of Show	: 30 to 40 minutes
Theme/Type	: Best of Philippine dances showing Luzon, Visayas and Mindanao culture

**III. REQUIREMENTS**

1. The presentation should depict the best of Philippine music, songs, dances in both traditional/cultural and contemporary genres in a fresh, dynamic and unique approach, fit for an international audience.
2. The presentation should feature the best and most appropriate Filipino performers.
3. Lively music and dance numbers to draw the crowd's attention, with a duration of no less than 30 minutes

#### **IV. SCOPE OF WORK**

1. Supplier should provide the costumes and props necessary for the performances
2. Supplier shall arrange for, and shoulder, the performers' travel and other expenses, including airfare, land transportation, accommodation, meals, and other miscellaneous expenses, as needed
3. Supplier should coordinate with the venue ahead of time for the technical requirements of the performances, such as lights and sounds, audiovisual system, staging, emcee spiels (if any), schedule of the dry run, and other elements the show
4. Supplier must submit a proposal detailing the full entertainment plan and final program scenario to TPB
5. Supplier must also submit the following together with the proposal:
  - Recommended artists/performers and proposed repertoire for the show
  - Projects/events handled within the last three (3) years, including government projects previously involved with
  - a sample photo/video documentation of past shows implemented

#### **IV. ELIGIBILITY REQUIREMENTS**

1. Must be a Filipino-owned, operating and legally registered events management company or Performing Group Provider under Philippine laws.
2. Must have a minimum of 3-years' experience in organizing medium scale events and performances of dances ranging from traditional, cultural, classic, folk, ballroom, modern and contemporary genres, featuring Filipino artists and talents.
3. Must have a wide network of talent contacts, i.e. various performers of music, songs and dances
4. Must have the expertise in the conceptualization and in the direction of performance in all fields of Philippine cultural dances.
5. Must have handled at least two (2) government projects/events
6. Must be duly accredited with the Philippine Government Electronic Procurement Systems (PHILGEPS)
7. Conduct of shows/ tour performances abroad is an advantage.

**V. LEGAL DOCUMENTS**

1. Company Profile
2. List of local and international events handled/staged performances
3. BIR Registration Certificate with TIN
4. Valid Mayor's Permit / license to operate
5. DTI Business Registration / SEC Certificate

**VI. PAYMENT TERMS**

1. Send bill arrangement after the completion of services
2. 30-days upon receipt of invoice

**VII. APPROVED BUDGET FOR CONTRACT (ABC)**

**Contract Price: Php 150,000.00**

Bid price ceiling is **Php 150,000.00** inclusive of all applicable taxes. Deadline for submission of bids should be at the close of office hours on \_\_\_\_\_.

For particulars, please contact **Ms. Mayette Santillan** at telephone numbers (02) 8525-9318 loc 227/8525-1153 or email at [mayette\\_santillan@tpb.gov.ph](mailto:mayette_santillan@tpb.gov.ph).