

Pascual Laboratories Inc. Incentive Travel

29 April 2022 | Puerto Princesa, Palawan

TERMS OF REFERENCE

Service Provider for Cultural Entertainment Package

I. BACKGROUND

Pascual Laboratories, Inc. SCM Appreciation Tour, a pharmaceutical company based in Bulacan. An incentive trip to the employees of the company, as a reward to the employees who have been working hard producing vitamins and supplements for the needs of the people during times of pandemic. This four (4) day trip expects the participation of staff and crew of Pascual Laboratories, Inc. SCM Division.

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 **29 April 2022** in Astoria Hotel.

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

II. SPECIFICATIONS

Activity	: Welcome Dinner
Date/Time	: 29 April 2022 / Evening (TBC)
Venue	: Astoria Hotel (TBC)
Audience	: 235 pax (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 a local and international audience;
2. The presentation should feature the best and most appropriate Filipino performers; and
3. Lively music and dance numbers to draw the crowd's attention, with a duration of 30-40 minutes show.

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

IV. QUALIFICATIONS OF THE BIDDER

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.

V. ELIGIBILITY REQUIREMENTS

1. Supplier must submit a proposal detailing the full entertainment plan and final-program scenario to TPB.
2. 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
3. Must have handled at least two (2) government projects/events. Submit a list of at least two (2) completed and handled government projects.
4. Conduct of shows/ tour performances abroad is an advantage. Submit a list of completed and handled international performances.

VI. TECHNICAL 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
6. PhilGEPS Certificate/Membership

VII. PAYMENT TERMS

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

Note: The supplier must have a Landbank account as payment to the aforementioned 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.

VII. APPROVED BUDGET FOR CONTRACT (ABC)

Contract Price: Php 150,000.00 inclusive of all applicable taxes.

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.

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