

TECHNICAL SPECIFICATIONS
SERVICE PROVIDER OF CULTURAL ENTERTAINMENT FOR THE
ASSOCIATION OF DEVELOPMENT FINANCING INSTITUTIONS IN ASIA AND THE PACIFIC
(ADFIAP) 45th ANNUAL MEETING & FOUNDING ANNIVERSARY
26-27 October 2022 | Conrad Manila Hotel

I. BACKGROUND

The Association of Development Financing Institutions in Asia and the Pacific (ADFIAP) 45th Annual General Meeting, slated on 26-27 October 2022 at Conrad Hotel Manila, is the largest gathering of CEOs, Board Members, and Senior Executives from 88 ADFIAP member-institutions in 38 countries and territories in the Asia Pacific including those outside the region such as Canada, Germany, and France as well as representatives from ADFIAP's institutional partners and network.

Together, ADFIAP and its Philippine member-hosts, the Development Bank of the Philippines and Land Bank of the Philippines have chosen the theme, ***“Responding to Global Issues and Trends: The Strategic Role of DFIs”*** for the 45th ADFIAP Annual Meeting.

The TPB, through its MICE Plus Program, is supporting the ADFIAP 45th Annual Meeting through the sponsorship of its requirement for cultural entertainment during the ADFIAP Welcome Dinner Reception and Awarding Ceremony slated on 26 October 2022 at the Forbes Ballroom of Conrad Hotel.

II. OBJECTIVES

It is the TPB's mandate to market the Philippines as a major convention destination in Asia. As such, the TPB shall take charge of attracting, promoting, facilitating, and servicing large-scale events, national and international fairs and conventions, congresses, exhibitions, incentive travels, and the like.

III. SCOPE OF WORK / SERVICES

Specifications:

Event	ADFIAP Welcome Dinner Reception and Awarding Ceremony
Date Time	26 October 2022, Wednesday, 7:00-9:00 PM
Venue	Conrad Hotel
Audience Profile	<u>100</u> Foreign Delegates mostly from Asian countries and <u>150</u> Local Delegates
Theme	Best of Philippine dances showing Luzon, Visayas and Mindanao culture.
Show Duration	15-20 minutes lively Philippine cultural dance presentation

1. The presentation should depict the best of Philippine music, songs, and dances in both traditional/cultural and contemporary genres in a fresh, dynamic and unique approach, fit for an international audience.
2. The presentation should include a snippet of Asian dances and songs should be part of the presentation to foster camaraderie with other Asian delegates.
3. The entertainment company must be flexible in dividing the dance presentation into sets as deemed fit in the program.
4. The presentation should be appropriate to the event and venue
5. The entertainment company shall provide the costumes and props necessary for the performances
6. Supplier shall arrange for, and shoulder, the performers' professional fees, and production assistants; travel and other expenses, land transportation, accommodation, meals, and other miscellaneous expenses, as needed
7. 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 of the show.
8. Must submit in digital format photos of the performance.

IV. PROJECT IMPLEMENTATION SCHEDULE

26 October 2022 *indicative date

V. ELIGIBILITY REQUIREMENTS

1. Must be a Filipino owned operated and legally registered Performing Group Provider under Philippine laws.
2. Must have a minimum of 3 years of experience in organizing medium-scale events and performances of dances ranging from folk, ballroom, modern and contemporary genres, featuring Filipino artists and talents
3. Must have the expertise in the conceptualization and in the direction of performance in all fields of cultural dances
4. Participation in world dance competitions or cultural performances overseas in the past 3 years (submit listing)
5. Must have handled at least two (2) government projects/events (submit listing)
6. Must have handled projects/shows within the last three years (submit listing)

VI. APPROVED BUDGET FOR CONTRACT (BAC)

Approved Budget for the Contract (ABC) is ONE HUNDRED TWENTY-FIVE THOUSAND PESOS ONLY (Php125,000.00) inclusive of all applicable fees and taxes.

VII. TERMS OF PAYMENT

Send bill arrangement and full payment within thirty (30) working days or after services are rendered in full/complete.

The following document should be submitted by the winning bidder for the processing of payment:

- Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to:

Chief Operating Officer/Officer-in-Charge
Tourism Promotions Board
4/F Legaspi Towers 300, Roxas Blvd., Manila 1100

Payment will be made through the Land Bank of the Philippines (LBP) account. Should the winning bidder not have an account in LBP, bank charges to a preferred alternate bank will be shouldered by the bidder.

VIII. CONTRACT DURATION

One time engagement and shall commence from the acceptance of Notice to Proceed (NTP).

IX. ADDITIONAL INFORMATION

Contact Persons:

Ms. Eloisa A. Romero

Acting Head, Events Marketing & Services Division, MICE Department
Eloisa_romero@tpb.gov.ph

Ms. Mary Ann Caramat

Project Officer, Events Marketing & Services Division, MICE Department
Maryann_caramat@tpv.gob.gov.ph