

## TECHNICAL SPECIFICATIONS

### SERVICE PROVIDER OF CULTURAL ENTERTAINMENT PACKAGE FOR THE INTERNATIONAL FEDERATION OF AIR TRAFFIC CONTROLLERS ASSOCIATION (IFATCA) 38<sup>TH</sup> ASIA PACIFIC REGIONAL MEETING

20-22 October 2022 | Radisson Blu Cebu, Cebu City

#### I. BACKGROUND

The International Federation of Air Traffic Controllers Association (IFATCA) 38<sup>th</sup> Asia Pacific Regional Meeting will be commemorating the 100<sup>th</sup> year of international Air Traffic Control services, and the 60<sup>th</sup> Anniversary of the Philippine Air Traffic Controllers' Association (PATCA), which coincides with the celebration of International Day of Air Traffic Controllers. The event aims to further enhance and deepen the cooperation of the IFATCA Asia Pacific member organizations in the region and its engagement with its partners.

The PATCA is expecting the participation of around 150 delegates, including 50 local delegates and 100 foreign delegates from 18 participating countries, i.e. Australia, Hong Kong, India, Indonesia, Iran, Japan, Kazakhstan, Macau, Malaysia, Maldives, Mongolia, New Zealand, Pakistan, Singapore, South Korea, Sri Lanka, Taiwan, and the Philippines.

Part of the TPB's commitment of support and assistance to ensure the successful conduct of this event is the provision of a cultural show/entertainment during the Opening Program scheduled on 20 October 2022 at Radisson Blu Cebu, Cebu City.

Relative to this, the TPB is in need of the services of a ***Cultural Entertainment Package Provider*** to enhance the cultural experience of the event's participants, especially the foreign delegates.

#### 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. SCOPES OF WORK/SERVICES

Event	: Opening Program, IFATCA-APRM 2022
Date/Time	: 20 October 2022 (indicative date)
Venue	: Radisson Blu Cebu, Cebu City (TBC)
Audience	: 150 pax (50 local; 100 foreign)
Length of Show	: 30 to 40 minutes
Theme/Type	: Best of the Philippines' folk dances and songs showcasing local culture and tradition

## **REQUIREMENTS**

1. The presentation should depict the best of the Philippines in 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 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

## **SCOPES OF WORK**

1. The Supplier should provide the costumes and props necessary for the performances;
2. The Supplier shall arrange for, and shoulder the performers' travel and other expenses, including airfare/land/sea transportation, accommodation, meals, and other miscellaneous expenses, as needed;
3. The Supplier should coordinate with the Event Organizer (PATCA contact person) and venue ahead of time for the technical requirements of the performances, such as lights and sounds, audiovisual system, staging, emcee spiels, schedule of the dry run, and other elements of the show;
4. The Supplier must submit a proposal detailing the full entertainment plan and final program scenario to the TPB, for approval.

## **IV. PROJECT IMPLEMENTATION SCHEDULE**

20 October 2022 (indicative date)

## **V. ADDITIONAL REQUIREMENTS**

### **TECHNICAL REQUIREMENTS**

Please submit the following along with the quotation/proposal:

1. Company Profile
2. List of local and international events handled/staged performances
3. The Supplier must also submit the following, together with the proposal:
  - a. Recommended artists/performers and proposed repertoire for the show
  - b. Projects/events handled within the last three (3) years, including government projects (local or international) previously involved with

- c. a sample photo/video documentation of past performances/shows implemented

#### **ELIGIBILITY REQUIREMENTS**

1. Must be Filipino-owned, operating, and legally registered events management company or Performing Group Provider under Philippine laws
2. Must have a minimum of three (3) years of 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 talented contacts, i.e., various performers of music, songs, and dances.
4. Must have expertise in the conceptualization and in the direction of performance in all fields of Philippines cultural dances.
5. Must have handled at least two (2) government projects/events.
6. Participation in international competitions and conduct of tour performances/shows abroad is an advantage.

#### **VI. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The ABC is **ONE HUNDRED FIFTY THOUSAND PESOS ONLY (PhP150,000.00)** inclusive of all applicable fees and taxes.

#### **VII. TERMS OF PAYMENT**

1. Send bill arrangement after the completion of services
2. Must submit in digital format photos of performance
3. Full payment 30 working days after services are rendered in full/complete and upon receipt of invoice
4. The Statement of Account/Billing Statement with detailed costs for all services rendered, to include management fee, should be submitted by the winning bidder for the processing of payment, addressed to:

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

5. Payment will be made through the Land Bank of the Philippines (LBP) account. Should the winning bidder not have an account with the 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. PROJECT OFFICER'S CONTACT INFORMATION**

**MS. JOCELYN C. CASIANO**

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