

TECHNICAL SPECIFICATIONS
SERVICE PROVIDER OF CULTURAL ENTERTAINMENT FOR THE 27th ASEAN LABOUR
MINISTERS MEETING (ALMM) AND RELATED MEETINGS
25-29 October 2022 | Manila

I. BACKGROUND

This year, the Philippines, thru the Department of Labor and Employment (DOLE), will assume the Chairmanship of the ASEAN Labour Ministers Meeting (ALMM) and the Senior Labour Officials' Meeting (SLOM). The ALMM and SLOM will adopt an Outcome Document to be signed by Labor Ministers and endorsed to the ASEAN Leaders during the 40th and 41st ASEAN Summits in November 2022 in Cambodia.

The Meetings' objectives are to identify priority areas for ASEAN cooperation; recommend regional policies, measures, and program on labor-related issues to the ASEAN Summit; and promote cooperation with other ASEAN bodies and dialogue partners.

The TPB, through its MICE Plus Program, is supporting DOLE's 27th ALMM event through the sponsorship of a cultural show during their Ministerial Dinner on 28 October 2022.

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, congress, exhibitions, incentive travels, and the like.

III. SCOPE OF WORK / SERVICES

Specifications:

Event	27 th ASEAN Labour Ministers' Meeting and Related Meetings
Date Time	28 October 2022, Friday 7:00-9:00 PM
Venue	TBA
Audience Profile	<u>More than 70</u> Labor Ministers, Vice Ministers and Senior Officials from the ASEAN Member Countries plus China, Japan and South Korea and <u>100</u> Local Delegates.
Theme	Best of Philippine dances showing Luzon, Visayas and Mindanao culture.
Show Duration	15-20 minutes lively Philippine cultural dance presentation with audience participation

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 snippets 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

IV. PROJECT IMPLEMENTATION SCHEDULE (Indicative Date)

28 October 2022

V. ADDITIONAL TECHNICAL/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 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 submit a company profile

VI. APPROVED BUDGET FOR CONTRACT (BAC)

The Approved Budget for the Contract (ABC) is **ONE HUNDRED TWENTY THOUSAND PESOS ONLY (P120,000.00)** inclusive of all applicable fees and taxes.

VII. TERMS OF PAYMENT

- A. Send bill arrangement
- B. Must submit in digital format photos of the performance
- C. Full payment 30 working days or after services are rendered in full/complete
- D. 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
- E. 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 the Notice to Proceed (NTP).

IX. PROJECT OFFICER'S CONTACT INFORMATION

Contact Persons:

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