

TECHNICAL SPECIFICATIONS

SERVICE PROVIDER OF CULTURAL ENTERTAINMENT FOR THE 65TH PHILIPPINE UROLOGICAL ASSOCIATION (PUA) ANNUAL CONVENTION

24-27 November 2022 | Grand Hyatt Manila, BGC, Taguig City

I. BACKGROUND

The Philippine Urological Association (PUA) will be hosting its 65th Annual Convention slated on 24-27 November 2022 at the Grand Hyatt Manila, BGC, Taguig City. The convention expects the participation of 400 foreign and 500 local participants.

With the theme “Bridging the Gap Between Eastern and Western Urology”, this year’s convention will be a collaboration of the EAU and the Federation of the ASEAN Urological Associations (FAUA) to deliver a world-class event that will bring together the best minds in urology from Southeast Asia and Europe. Topics for discussion are the latest treatment updates in Urologic Oncology, Reconstructive Urology, Endourology, and Pediatrics.

Part of the Tourism Promotions Board (TPB) Philippines’ commitment to the event is the provision of a cultural show/entertainment during the Welcome Cocktails on 24 November 2022 in Grand Hyatt Manila, BGC, Taguig City.

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	: 6th Philippine Urological Association Welcome Cocktails
Date/Time	: 24 November 2022
Venue	: Grand Hyatt Manila, BGC, Taguig City
Audience	: 900 pax (400 foreign/500 local)
Length of Show	: 30 to 40 minutes
Theme/Type	: Philippine folk dances showing Luzon, Visayas, and Mindanao a modernistic blend of dance movement to several types of music

1. The presentation should depict the best of Philippine music, songs, and dances in Modern Folk Fusion 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.
4. The Supplier should provide the costumes and props necessary for the performances.
5. The Supplier shall arrange for, and shoulder the performer's travel and other expenses, including airfare/land/sea transportation, accommodation, meals, and other miscellaneous expenses, as needed.
6. The 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.
7. The Supplier must submit a proposal detailing the full entertainment plan and final program scenario to the TPB.

IV. PROJECT IMPLEMENTATION SCHEDULE (Indicative Date)

24 November 2022

V.ADDITIONAL TECHNICAL/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 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 expertise in the conceptualization and in the direction of performance in all fields of Philippine cultural dances.
4. Conduct of shows/ tour performances abroad is an advantage.
5. Submit a list of projects/events handled within the last three (3) years, including government (local or national) projects previously involved with.
6. Submit a sample photo/video documentation of past shows implemented
7. Submit a list of recommended artists/performers and proposed repertoire for the show

VI. APPROVED BUDGET FOR CONTRACT (BAC)

The approved Budget for the Contract (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
2. Must submit in digital format photos of the performance
3. Full payment 30 working days or after services are rendered in full/complete
4. 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

5. Payment will be made through the Land Bank of the Philippines (LPB) account. Should the winning bidder doesn't have an account at 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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