

INVITATION FOR NEGOTIATION

SERVICE PROVIDER OF CULTURAL ENTERTAINMENT PACKAGE PERFORMANCES

1. The **Tourism Promotions Board (TPB)**, through the Corporate Budget FY 2023, intends to apply the sum of **One Million Nine Hundred Sixty Thousand Pesos (Php1,960,000.00)**, inclusive of all applicable taxes, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Service Provider of Cultural Entertainment Package Performances**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposal.
2. After two (2) failed bidding, TPB are inviting legally, technically and financially capable suppliers/bidders for a Negotiated Procurement for the above project pursuant to Sec. 53.1 of Revised IRR of RA 9184.
3. The TPB will hold a Pre-Negotiation Conference on September 15, 2023 1:00 P.M. through video conferencing or webcasting via zoom link which shall be open to all prospective suppliers/bidders.

Meeting ID: 922 3088 4726

Passcode: 998932

4. Thereafter, the TPB will Post the Request for Quotation and invite interested suppliers/bidders to submit the Best Proposal/Offers;
5. Eligibility, Technical and Financial Documents must be duly received by the BAC Secretariat through **manual** submission on or before September 27, 2023 2:00 P.M. at TPB Office, 4th Floor Legaspi Towers 300, Roxas Boulevard , Manila;
6. Attached are the Technical Specifications for the suppliers/bidders reference;
7. The TPB reserves the right to reject any and all bids proposal, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
8. For further information, please refer to:

Ms. Roselle D. Romero / Mr. Socrates G. Torres
BAC Secretariat, Administrative Department
Tourism Promotions Board
4th Floor Legaspi Towers 300, Roxas Boulevard, Manila
Tel. Nos. 02-525-7312/02 525-9318 loc. 214/215

Email at bac_sec@tpb.gov.ph, soc_torres@tpb.gov.ph
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September 13, 2023



Mr. Arnold T. Gonzales
Chairperson
Bids and Awards Committee

MICE PLUS PROGRAM

TECHNICAL SPECIFICATIONS

SERVICE PROVIDER OF CULTURAL ENTERTAINMENT PACKAGE PERFORMANCES

I. BACKGROUND

The Tourism Promotions Board (TPB), an attached agency of the Department of Tourism (DOT), exists to market and promote the Philippines domestically and internationally as a world-class tourism and MICE destination.

The MICE Plus Program is a set of incentive packages and privileges that the TPB offers to boost MICE tourism by attracting foreign MICE planners/organizers to bring events to the Philippines. At the same time, it encourages local MICE players to pursue and organize more events in the country at regional and international levels.

For the MICE Plus Program, TPB requires the services of a performing group/ production house/ event management company to provide cultural performances highlighting the rich Philippine heritage in various international conferences, incentive travels and other MICE events that will be held in the country.

II. OBJECTIVES

Aligned with TPB's mandate to market the Philippines as a major convention destination in Asia, it shall take charge of attracting, promoting, facilitating and servicing large-scale events, national and international fairs and conventions, congresses, incentive travels and the like. With this, our requirement has the following objectives:

- Create a favorable image of the Philippines within the international community by strengthening the country as a MICE destination.
- Develop the country as a center of world congresses and conventions.
- Promote the Philippines as a fun and uniquely diverse MICE and tourism destination.
- Feature the best of Philippine cultural performances, such as but not limited to folkloric dances, music, band, etc. showing Luzon, Visayas and Mindanao culture, highlighting inclusivity and sustainability.

III. SCOPE OF WORK/ SERVICES/ SPECIFICATIONS

A. Scope of Services of

The performing group/ production house/ event management company shall:

1. Provide a total of sixteen (16) cultural performances at 30-minutes per show for the period October 2023 to March 2024.

Indicative number of performances: eight (8) in Metro Manila and eight (8) out of Metro Manila

2. Have a wide network of highly skilled and talented Filipino talents/performers that will comprise the ensemble.
 - Talents/performing groups from other destinations may be engaged to perform.
 - The ensemble must have minimum number of eighteen (18) performers composed of male and female singers, 4-man rondalla, and dancers, excluding coordinator /production assistants.
3. Have the capacity to deliver simultaneous performances in multiple venues.
4. Provide appropriate costumes and props necessary for the performances.
5. Shoulder the logistical expenses of the director, performers, and production assistants, such as professional fees, travel arrangements including land transportation, airfare, accommodation, meals and other miscellaneous expenses, as needed.
6. Provide show/presentation that will depict the best of the Philippines in music, songs, and dances, both traditional/cultural and contemporary genres in a fresh, dynamic, and unique approach, and fit for an international audience.
 - The show should feature the best of Philippine cultures from Luzon, Visayas and Mindanao, highlighting inclusivity and sustainability
 - The show/presentation, should have a lively music and dance numbers to draw the crowd's attention
 - The supplier must be flexible in dividing the show/presentation into sets as deemed fit in the program.

7. Provide a scenario detailing the full entertainment plan including the performers for each of the show that will be assigned, subject to TPB's approval. The supplier must be able to adjust to on-site deviations for better show/presentation.

B. Specifications

1. Date/time of Performances. The TPB will notify the supplier via electronic mail the schedule of performances at least two (2) weeks prior to the show dates.
2. Venue. Performances will be held at the designated venues within the Philippines, i.e. in Luzon, Visayas and/or Mindanao
3. Audience. The audience ranges from 75 – 1,500 foreign and local delegates.
4. Upon TPB's endorsement, the Supplier shall coordinate directly with the event organizer's contact person with regards to the venue and other technical requirements such as lights and sounds, audiovisual requirements, staging, program, dry run, and other elements of the show prior to the day of performance.

IV. BIDDER'S QUALIFICATIONS

The performing group/ production house/ event management company:

- A. Must be Filipino-owned, operating and legally registered events management company or performing group/production company under Philippine laws;
- B. Must have a minimum three (3) year-experience in organizing medium-scale events and performances of dances ranging from traditional, cultural, classic, folk, ballroom, to modern and contemporary genres, featuring Filipino artists and talents.
 1. List of local and international events/performances in the past three (3) years
 2. List of government projects/events handled, at least two (2) projects in the past three (3) years.
- C. Must have expertise in the conceptualization and in the direction of performances in various Philippine cultural dances.

V. CONTRACT DURATION

The sixteen performances must be rendered for the period October 2023 to March 2024.

VI. PROJECT IMPLEMENTATION SCHEDULE/SCHEDULE OF REQUIREMENTS

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of the deliverables or until March 2023.

VII. BID PRICE

The total bid price of the performing group/ production house/ event management company should be broken down to Manila and Provincial performances.

VIII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved budget for the contract is **One Million Nine Hundred Sixty Thousand Pesos (PhP1,960,000.00)** only inclusive of all applicable taxes.

The performing group/ production house/ event management company must be able to deliver the goods or perform the services procured under the contract satisfactorily. Unacceptable delivery of goods or performance of services shall rescind the contract, subject to the Guidelines on Termination of Contracts enumerated in Annex "A" of Republic Act No. 9184 or the Government Procurement Reform Act.

IX. TERMS OF PAYMENT

- A.** The TPB will be billed based on actual number of performances delivered and within the contracted amount.
- B.** The payment shall be on a send-bill arrangement and upon satisfactory completion of each milestone/deliverable.
- C.** The contracted amount is payable in tranches, within 30 days from TPB's receipt of the billing statement, accompanied by proof of implemented performances such as photos and videos.

No of Payments	Milestones / Deliverables
1 st Payment	After the 5th performance, amount for payment shall be based on the destination of performances
2 nd Payment	After the 10th performance, amount for payment shall be based on the destination of performances
3 rd Payment	After the last performance, amount for payment shall be based on the destination of performances

- D.** Preferably, the performing group/ production house/ event management company must have a Land Bank of the Philippine (LBP) account. Payment will be deposited to the supplier's LBP account. In case the supplier does not have an LBP account, bank charges will be shouldered by the supplier.

X. PROJECT OFFICER'S CONTACT INFORMATION

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