REQUEST FOR PROPOSAL

The Tourism Promotions Board (TPB), thru the Bids & Awards Committee (BAC), invites interested bidders to submit proposals for the hereunder project:

Project: Singapore and Malaysia Sales Mission 15-19 May 2017

PRODUCTION HOUSE
(Singers for Dinner Reception)

TERMS OF REFERENCE

BACKGROUND:

The Singapore and Malaysia Sales Mission is an initiative of the Tourism Promotions Board (TPB) in line with its marketing efforts in Asia Pacific. In cooperation with the private sector, the Singapore and Malaysia sales mission or road show is a promotional undertaking aimed to present the latest developments in the Philippine tourism industry and feature new destinations, products and services, as well as positions the Philippines as an attractive and competitive tourist destination for the Singapore and Malaysia market. The business mission includes B2B and hosted reception that provide the opportunity for the Philippine delegates to transact business with their Singaporean and Malaysian counterparts.

Last year, there was a total of 18 private sector participants to the Singapore and Malaysia leg of the sales mission. In the Malaysia Sales Mission, 100 buyers attended the event while in the Singapore leg, there were 64 buyers. The Philippine sellers gave a satisfactory rating to the overall services of TPB.

In view of the above, the TPB is in need of singers that could provide entertainment during the event featuring the services of young and talented performers.

A. SPECIFICATIONS:

Requirement : Provision of live musical performance featuring an array of classical and contemporary music by 2-3 talented singers

Date/Venue : 16 May 2017 – Mandarin Orchard Singapore
             18 May 2017 – Pullman Kuala Lumpur City Centre Hotel

Time : 1:00 PM – 8:00 PM (Tentative)

Set-up : With stage and tables for an estimate of 150 - 180 pax
Length of show: 30-45 minutes

B. GUIDELINES:

1. The music genre should be fit for the Singapore and Malaysia audience
2. A list of the performers’ repertoire should be submitted to the Project Officer/s at least a week prior departure to Singapore
3. Recommend the best artists and performers preferably internationally acclaimed, as well as new, fresh regional talents who will perform during the event, for the approval of TPB.
4. 2-3 singers and 2 additional team members (e.g. 1 Director, 1 Lights and Sounds Technician, etc.)

C. ENTERTAINMENT PACKAGE INCLUSIONS:

The financial proposal of the production house should cover the following expenditures:

1. Professional fees of the singers and the team/crew
2. Pre-production preparation
3. Overall musical direction
4. Production management and on-site supervision and technical support
5. Continuity script and intro spiels
6. Rehearsals, studio rental costs, production meeting costs
7. Costumes and musical materials
8. Valid passports
9. Administrative costs
10. Land transportation expenses in Singapore and Malaysia, if any (except for transfers from Singapore to Kuala Lumpur)
11. Accommodation in Singapore and Malaysia for the whole duration of the sales mission
12. Insurance expenses
13. Miscellaneous expenses

D. TPB DELIVERABLES:

1. Allowance of 75 USD/day for 6 days for five (5) pax to be paid upon arrival in Singapore.
2. Round-trip economy air tickets for five (5) pax from 14-19 May 2017 (Manila-Singapore-Manila)
3. Land transfer from Singapore to Kuala Lumpur, Malaysia
4. Technical requirements at each venue

E. TECHNICAL ELIGIBILITY REQUIREMENTS

1. Must be a Filipino owned, operated and legally registered Production Company under Philippine laws or a government agency mandated to promote Philippine arts and culture;
2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS);
3. The production company must have minimum of 3 years’ experience in packaging entertainment programs for large-scale events and world-class entertainment productions featuring Filipino artists and talents;

4. Must demonstrably have a good reputation in the field of corporate launches/events;

5. Must have a wide network of talent contacts with repertoire to include ethnic, pop, classical, jazz, etc, as well as traditional and alternative cultural singers, and should be able to negotiate preferential rates and terms;

F. TECHNICAL ELIGIBILITY DOCUMENTS

1. Company Profile
2. PhilGEPs Certificate (should be Platinum Member)
3. Valid and current Mayor’s permit/municipal license
4. Omnibus Sworn Statement
5. List of large-scale local/international events organized in the past

G. APPROVED BUDGET:

NINE HUNDRED NINETY THOUSAND PESOS only (PhP 990,000.00) to cover all applicable taxes.

Bids exceeding the budget will be disqualified.

For particulars please contact Ms. Monica Sta Ana at telephone numbers 525 9318 loc. 203 and email address monica_staan@tpb.gov.ph

INSTRUCTION TO BIDDERS:

Please submit your quotation and legal documents on or before 10:00am, 09 May 2017, addressed to the BAC Secretariat, Procurement and General Services Division, Administrative Department, TPB 4th Floor Lagaspi Towers 300 Roxas Boulevard, Manila (Tel. no. 525-9318 loc. 246 / 214).

Thank you very much.

(Original signed)
REMIGIO PAGADUAN, JR.
Officer – In – Charge
Procurement and General Services Division

04 May 2017