

**5th ASEAN Earth Observation Satellite and Ground Stations Experts Exchange
OPENING GALA DINNER
04 December 2017**

**CULTURAL ENTERTAINMENT
TERMS OF REFERENCE**

- BACKGROUND** : The Earth Observation Satellite and Ground Station Experts Exchange is an annual event since 2012 that recognizes the crucial role of science and technology for development in the ASEAN region. This year’s exchange will focus in on remote sensing technologies that will allow for exchange of best practices, research collaboration, and networking opportunities on RS and ground receiving station networks across the member states. Generally, the event aims to enhance collaboration on space technology and applications, as well as implement programs and projects towards operationalization of these technologies for sustainable development in the ASEAN region.
- The three (3) – day event will feature three (3) educational sessions and a tour of the Philippine Earth Data Resource and Observation (PEDRO) Center Facility
- TPB’s assistance to the conference will include the provision of a 30-45 minutes cultural show / entertainment during the Opening dinner reception of the event on 04 December 2017, between 7:00 – 8:00 pm, venue to be advised (within Quezon City area).
- SPECIFICATIONS** :
 1. Date / Time: 13 November 2017 | 7:00 – 8:00 pm
 2. Venue: TBA (within Quezon City area)
 3. Audience: 40-50 pax (foreign and local)
 4. Length of Show: 30-45 minutes lively cultural music and dance presentation to draw crowd’s attention
- GUIDELINES** :
 1. The presentation should depict the best of the Philippine music and dances and fit for an international audience
 2. The presentation should be appropriate to the venue
 3. The entertainment company shall provide the costumes and props necessary for the performances
 4. The presentation should promote Filipino culture through dance and music.

ELIGIBILITY REQUIREMENTS:

1. Must be Filipino owned operated and legally registered Creative Service Provider under Philippine laws.
2. Must have a minimum of 5 years 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 the expertise in the conceptualization and in the direction of performance in all fields of cultural dances
4. Must be duly accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS)

BUDGET : Inclusive of all government taxes:
Php 60,000.00

LEGAL DOCUMENTS :

1. Company profile
2. PhilGEPS Accreditation Papers
3. List of local and international clientele serviced
4. BIR Registration Certificate with TIN
5. Valid Mayor's Permit / license to operate
6. DTI Business Registration / SEC Certificate

CONTRACT OF SERVICE : The financial proposal should cover the following expenditures:

1. Professional fees of performers and production assistants
2. Costumes and props of the performances
3. Dry run and technical rehearsals
4. Transportation expenses and meals

Bid price ceiling is **Php 60,000.00** inclusive of all applicable taxes. Deadline for submission of bids should be at the close of office hours on _____.

For particulars, please contact **MS. MAYET SANTILLAN / MS. CHARISSE MARIE FAJARDO - LACSON** at telephone numbers (02) 525-1153 and 525-9318 loc 231 or email at mayette_santillan@tpb.gov.ph and charisse_fajardo@tpb.gov.ph