

8 January 2018

**REQUEST FOR QUOTATION**

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below;

**Quotation No. TPB-PR 2018.01.007**

**Requirements :** Services of a Production House  
**Project Title :** ASEAN Tourism Forum (ATF) 2018, Thailand

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount(PhP)
1 lot	<p><b>ATF 2018 – Late Night Function (LNF) Entertainment and Philippine Showcase</b></p> <p>Date/Time:</p> <ol style="list-style-type: none"> <li>1. 24-26 January, ASEAN Showcase 8:00am – 6:00pm</li> <li>2. 25 January, Late Night Function 9:00pm-12:00mn</li> </ol> <p>Length of show: 30-45 minutes for the main production; then ambient music/entertainment until the end of the event (LNF); AND Whole duration of the TRAVEX days - 24-26 January 2018 (ASEAN Showcase)</p> <p><b>GUIDELINES:</b></p> <p><b>LATE NIGHT FUNCTION</b></p> <ol style="list-style-type: none"> <li>1. The music genre should be fit for an international audience</li> <li>2. A list of the performers’ repertoire should be submitted to the Project Officer/s at least a week prior departure to Chiang Mai, Thailand</li> <li>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</li> </ol>	792,000.00	792,000.00

	<p>4. 1 Director, 1 Master of Ceremonies, 1 Lights and Sounds Technician, and 5 entertainers/performers</p> <p><b>ASEAN Showcase</b></p> <ol style="list-style-type: none"> <li>1. The live demo performers/handicraft makers must be able to build rapport and engage the audience as they make their artworks.</li> <li>2. Provide all necessary materials in the making of the handicrafts and also the finished product for giveaways.</li> </ol> <p><b>Entertainment Package</b></p> <ol style="list-style-type: none"> <li>3. Live musical performance – an array of classical and contemporary musical entertainment (min of 3 / max of 10 performers)</li> <li>4. Showcase of local products - demonstrations/performances/services (max of 5 performers) <ol style="list-style-type: none"> <li>a. Professional fees of the performing artists including emcee</li> <li>b. Pre-production preparation</li> <li>c. Overall musical direction</li> <li>d. Production management and on-site supervision and technical support</li> <li>e. Continuity script and intro spiels</li> <li>f. Rehearsals, studio rental costs, production meeting costs</li> <li>g. Costumes and musical instruments</li> <li>h. Accommodation for all the members of the team</li> <li>i. Airport/hotel transfers and transportation expenses</li> <li>j. Ambient music material</li> <li>k. Valid passports</li> <li>l. Administrative costs</li> <li>m. Miscellaneous expenses</li> </ol> </li> </ol> <p><b>TPB DELIVERABLES:</b></p> <ol style="list-style-type: none"> <li>1. Travel insurance for the duration of their stay in Chiang Mai, Thailand.</li> <li>2. Extra baggage allowance for props and costume for the flights MNL-BKK-</li> </ol>		
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	<p>CNX and vice versa.</p> <p>3. Allowance of USD 75/day for a maximum of 5 days (may be less) for fifteen (15) pax to be paid upon arrival in Chiang Mai, Thailand.</p> <p>4. Round-trip economy air tickets for fifteen (15) pax from 23-27 January 2018 (Manila-Chiang Mai, Thailand-Manila)</p> <p>5. Technical requirements at each venue</p> <p><b>TERMS OF PAYMENT:</b></p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> payment (50% of full amount) – mobilization fee upon signing of contract and submission of a video of the final performance complete with the props and costumes</li> <li>• 2<sup>nd</sup> payment (50% of full amount) – after the event and full accomplishment of the entertainment package</li> </ul> <p><i><b>Please see attached Terms of Reference for details</b></i></p>		
Terms	30 days upon receipt of invoice		
Delivery	As stated		
ABC	PhP792,000.00 inclusive of service charge and all applicable taxes		

Please submit your **quotation and legal documents in a sealed envelope** not later than **16 January 2018, 12:00PM**, subject to the Terms and Conditions stated herewith and the shortest time of delivery, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila, addressed to the undersigned.

Thank you very much.

**EMMANUEL A. ZARATE**

Officer- In- Charge

Procurement and General Services Division

Contact Person

JANET G. VILLAFRANCA

Contact No

5259318 loc. 246 / 5257312

Note: **All entries must be typewritten in your company letterhead.**

Price Validity shall be for a period of thirty (30) calendar days.

New Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. PhilGEPS Registration Number
2. Mayor/Business Permit Certificate
3. Income/Business Tax Return
4. Omnibus Sworn Statement
5. Company Profile