

Terms of Reference for Production Company

ASEAN TOURISM FORUM (ATF) 2018
Chiang Mai International Exhibition and Convention Centre (CMECC), Thailand
22-26 January 2018

Late Night Function (LNF) Entertainment and Philippine Showcase

BACKGROUND:

The ASEAN Tourism Forum (ATF) 2018 is a cooperative regional effort to promote the Association of the Southeast Asian Nations (ASEAN) region as one tourist destination. It will take place at the Chiang Mai International Exhibition and Convention Centre (CMECC), Thailand from 22-26 January 2018. This will be the 37th edition of ATF since its inauguration in Malaysia in 1981.

This year's theme, Sustainable Connectivity, Boundless Prosperity, reflects the Thai government's awareness of ASEAN as a community of opportunity and people-centeredness for a better livelihood under the mechanism of sustainable development. By connecting in all aspects, we create the economic and social opportunities for our people, and would lead to reduction of development gap between all member countries.

TPB will be participating with a 270 sqm peninsula booth and 29 private sector companies joining in to support this event.

The role of TPB is to provide destination information as well as facilitate private sector partners in meaningful discussion of business opportunities with international buyers. Part of the program is the hosting of the late night function and entertainment for the invited buyers.

In view of the above, the DOT-TPB is in need of a production company that could provide an entertainment package featuring the services of a group and young talented performers during the event.

A. SPECIFICATIONS:

Requirement	: Provision of live musical performance featuring an array of classical and contemporary musical entertainment by a minimum of three (3) and a maximum of ten (10) performers; AND Provision of a Philippine Showcase featuring local products/demonstrations/performances/services with a maximum of five (5) performers
Date/Venue	: 25 January (LNF) Venue Le Méridien Chiang Mai 24-26 January (ASEAN Showcase) Venue CMECC
Time	: 9:00PM – 12:00 MN (LNF) 8AM – 6PM (ASEAN Showcase)

No. of pax : 400-600 foreign delegates and VIPs

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)

B. GUIDELINES:

LATE NIGHT FUNCTION

1. The music genre should be fit for an international audience
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
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. 1 Director, 1 Master of Ceremonies, 1 Lights and Sounds Technician, and 5 entertainers/performers

ASEAN Showcase

1. The live demo performers/handicraft makers must be able to build rapport and engage the audience as they make their artworks.
2. Provide all necessary materials in the making of the handicrafts and also the finished product for giveaways.

C. ENTERTAINMENT PACKAGE INCLUSIONS:

1. Professional fees of the performing artists including emcee
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 instruments
8. Accommodation for all the members of the team
9. Airport/hotel transfers and transportation expenses
10. Ambient music material
11. Valid passports
12. Administrative costs
13. Miscellaneous expenses

D. TPB DELIVERABLES:

1. Travel insurance for the duration of their stay in Chiang Mai, Thailand.
2. Extra baggage allowance for props and costume for the flights MNL-BKK-CNX and vice versa.

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.
4. Round-trip economy air tickets for fifteen (15) pax from 23-27 January 2018 (Manila-Chiang Mai, Thailand-Manila)
5. 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 groups, and should be able to negotiate preferential rates and terms;

F. TECHNICAL ELIGIBILITY DOCUMENTS

1. Company Profile
2. PhilGeps Accreditation paper
3. Registration certificate from Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) Business name
4. Valid and current Mayor's permit/municipal license
5. List of large-scale local/international events organized in the past

G. APPROVED BUDGET:

SEVEN HUNDRED NINETY TWO THOUSAND PESOS ONLY (PhP 792,000.00) to cover all applicable taxes.

TERMS OF PAYMENT:

- 1st 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
- 2nd payment (50% of full amount) – after the event and full accomplishment of the entertainment package

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