

## ASEAN 2017

### TERMS OF REFERENCE

For the Services of a Production House  
**Supreme Court- Hosted Welcome Dinner Reception**

27 October 2017 / Conservatory, Manila Peninsula

#### I. BACKGROUND

The Philippines is playing host to the Association of Southeast Asian Nations (ASEAN) this 2017. As part of the National Organizing Council (NOC) for the Philippines' ASEAN hosting, the Department of Tourism (DOT) has been assigned to Chair the Committee on Tourism Hospitality, Tours, Social Events, and Site Enhancement.

Among the DOT ASEAN Working Groups that the DOT formed, the Working Group on Social Events was tasked to plant, execute, and supervise all cultural presentations for the ASEAN 2017 welcome dinner receptions for the ASEAN 2017 welcome dinner receptions (from the level of Senior Officials to Ministers) and other ASEAN-related events which will take place in various parts of the country.

And to ensure that the Philippine ASEAN dinner shows are proper representations of the many facets of Philippine culture, the ASEAN NOC sought the expertise of the Cultural Center of the Philippines (CCP). In addition, CCP was tasked to weave together the high level ASEAN dinner shows and create a storyline that culminates to the ASEAN Summit in November.

To serve as reference on the general mindset of the delegates during ASEAN meetings, it would be helpful to note that the ASEAN aims to create a rules-based, people-centered and people-oriented community that has the following characteristics:

1. United, resilient and inclusive;
2. Highly integrated and cohesive; competitive, innovative and dynamic; with enhanced connectivity; and integrated with the global economy; and
3. One that engages and benefits the peoples.

In view of the above, the DOT is in need of a PRODUCTION HOUSE to interpret, develop and produce the proposed special show concept conceptualized by CCP for the Special Meeting of the Council of ASEAN Chief Justices (CACJ) on 27 October 2017 (Friday). Attached as **ANNEX A** is the concept brief created by CCP.

The Production House will source/ secure the necessary ***talents/manpower, administrative, logistical and technical support*** to realize and produce the said dinner show that is designed to welcome guests, serenade them with the full sights, sounds and colors of

an ASEAN Fiesta, culminating in a dinner cultural showcase of the best we have to offer in instrumental music, dance, live performance and grand regalia.

## II. SCOPE OF SERVICES

The PRODUCTION HOUSE is expected to:

1. Source and contract the preferred artists, designers, technical and production support personnel (please See **Annex A- *Artistic & Production Listing***), among others (as may be necessary) to put up and manage the program and all that is necessary for the successful conduct of the dinner show production; from arrival honors, to departure of guests, and provide the necessary physical and technical equipment, talents/ manpower.
2. Adhere with the details, as follows:
  - a. Creative direction: *“To create a cumulative net impression that the Philippines is one of the most progressive, youngest and most inclusive societies in the 21st century showcasing contemporary Filipino culture, reflecting soft power, and our modern modes of thinking”*
  - b. *To ensure a holistic approach in presenting the Filipino culture, the production should feature unique elements of the ASEAN meeting destination (e.g. incorporation of local fabrics/ fashion in the costumes, incorporation/ fusion of local dances in the dance presentations, etc.). There should also be a sense of involvement of the community through the feature of local talents/ performers or performers whose roots are from the featured locality; and participation of local youth/ indigenous groups (to welcome the guests).*
  - c. The Philippines’ ASEAN Summit Chairmanship overall theme is “Partnering for change, engaging the world”.

### 3. Event details:

Event Title	PARTICULARS			ABC
	Tentative Date	Tentative Venue	Approximate Attendance	Total:
Special Meeting of the Council of ASEAN Chief Justices (CACJ)	27 Oct 2017	The Conservatory, Manila Peninsula	110 pax	Php 995,000.00

Note:

\* Schedule and venue of event subject to change without prior notice in view of security and protocol priorities.

**\*same day ingress to start at 2:00 p.m.**

**\*Simple yet elegant stage set-up with no LED screen as stage backdrop required.**

### **ENTERTAINMENT PROGRAM**

- **WELCOME SCENARIO**
    - \* Live Background Performer/s to provide subdued / classy ambient entertainment until the start of the program
      - Ex. Lounge Singer with musical accompaniment / String Quartet / Vocal Trio
  - **NO Cocktails**
  - **WELCOME REMARKS WITH CEREMONIAL TOAST (no podium required)**
  - **DINNER ENTERTAINMENT** (*Length of performance: 30-40 mins.*)
    - \*With a program with live ambient entertainment by a musical ensemble during dinner
    - \* must include, but not be limited to, show elements as specified in **Annex A.**
  - **MAIN SHOW**
    - \*to start with an estimated 10-minute soprano performance from one of the VIPs
    - \* possible provision of a musical accompaniment
  - **MESSAGES FROM NINE (9) ASEAN CHIEF JUSTICES (estimated at 5 minutes each)**
  - **END OF PROGRAM**
4. Create a Production Management Team to manage, coordinate, oversee the pre-, during and post-production operations, audiovisual requirements (if applicable), stage set up, physical and technical requirements, program flow, artistic content and other elements and requirements of the show for pre-production activities, rehearsals and performances.
  5. Submit an initial/complete manpower list that would include the names of ALL members of the production management team, artists and performers, and other suppliers/providers that will be assigned onsite during the reception.
  6. The Production Management Team shall include/ source and contract the services of the following:
    - (Creative) Director – with an experience of staging/ producing a show production.
    - Stage Director (and, Assistant, if need be)

- Production Management Team
- Stage Manager and Stage Management Team
- Musical Director (as needed)
- Technical Director
- Scenic/Stage Designer and Event Stylist
- Choreographer (as needed)
  - Lighting Designer (as needed)
  - Technical Suppliers (Light, Sound, Stage Rigging, etc.)
- Sound Engineer (as needed)
- Multi-Media Arts Designer/ Video Editor (if applicable)
- Stylist/Make-up Artists/Etc.
- Writer (script, notes and writeup's)
- Production Crew
- Voice Over Talent
- Others, as may be necessary

7. Source and contract the services of preferred artists and other performers (singers, dancers, musician, etc.) as approved by DOT and CCP and negotiate the most reasonable rates.

8. Arrange for and shoulder their team and their performing artists' traveling expenses (air fare, land transfers, accommodation, meals-offsite), logistical expenses (shipment, rentals, etc.) and all necessary permits (for DOLE, LGU) needed for the implementation of the program.

9. Provide the following for the performance (*if applicable/necessary*):

- A detailed venue set-up and dismantling
- Identification of materials for event/venue styling
- Sound system
- Lighting equipment
- Haze/Smoke/Fog Machines (as needed)
- AV equipment
- Special effects (video mapping, etc- - as needed)
- Closed circuit cameras (minimum of two units)
- Musical equipment (as needed)
- Wardrobe/ costumes and accessories of performers
- Genset
- Other technical requirements

10. Submit a list of the proposed items/materials to be purchased\* for the venue styling.  
*\*Note: DOT reserves the right to own any pre-selected items used to style the event/venue to be used for future events and/or other venue/s.*
11. Prepare the script and detailed program scenario based on the over-all concept as approved by DOT/TPB, in close coordination with the Host Agency and ASEAN 2017 National Organizing Council (NOC).
12. Oversee, coordinate and execute rehearsals of performers and present a final dry-run and technical dress rehearsal of the performance/s for final approval of TPB
13. Printing and production of the **menu cards, table place cards, VIP place cards and gift tags**. Quantity of materials to be produced for printing to be advised by DOT/TPB. Schedule of the turnover of printed materials to the Host Agency at meeting destination to be advised.
14. Provision of themed dinner tokens/giveaways to the reception guests, in close coordination and approval with Host Agency and DOT/TPB.
  - At least two dinner token options with proposed gift tag and packaging preferably to be presented during the Opening of Bids.
15. Document in photo (.jpeg / .png) video all event and show presentations for submission to TPB using the following formats (saved in an external hard drive):
  - i. HD copy in .MOV
  - ii. HD copy in .MP4

Note: Production Team to provide a minimum of two (2) closed circuit cameras.

### III. TECHNICAL ELIGIBILITY REQUIREMENTS

1. Must be Filipino-owned, operated and legally registered Production House entity under Philippine laws or a government agency mandated to promote Philippine arts and culture;
2. Must be registered in the Philippine Government Electronic Procurement System (PHILGEPS);
3. Core Production House team members must have minimum of 5 years experience in organizing large-scale events and/or world-class entertainment productions featuring

Filipino artists and talents; must submit a list of large-scale local events handled in the past and list of current ongoing/forthcoming projects;

4. Must have expertise in the conceptualization and in the direction of performances in all fields of performing arts to include theater, dance, music, etc.;
5. Must demonstrably have good reputation in organizing corporate launches/events utilizing both entertainment and arts management components;
6. Must have the necessary skills and manpower support to implement the project;
7. Must have competent research and subject expertise and resources to undertake necessary preparatory work that will be the substantive basis for creating concepts and thematic proposals for the event as demonstrated by units within the company that carries out this task;
8. Must be able to submit a highly creative proposal on how to best present the Philippines (and reflect the theme of the meeting and/ or the ASEAN, in general) in the form of a pre-show/cocktails/dinner entertainment/show proper;
9. Must source out a minimum of 70 percent of the supplies and services for the events as mentioned above from the local companies and suppliers (unless supplies and services are unavailable or of low quality that would be disadvantageous to the end-user); and
10. Must have a wide network of talent contacts and should be able to negotiate preferential rates and terms;
11. To submit an itemized estimated budget breakdown for the execution of their proposed show/s and logistical requirements.
12. To ensure an above-average execution of the ASEAN 2017 welcome reception, the DOT/TPB requires the presentation of the bidder's proposal to include the following:
  - Proposed entertainment program concept (to include list of proposed performers and welcome scenario if applicable)
  - Proposed overall venue set up and stage design

#### **IV. TECHNICAL ELIGIBILITY DOCUMENTS**

1. Company Profile
2. PhilGEPS Certificate of Registration
3. List of large-scale local/international events organized in the past

**V. TERMS OF PAYMENTS:**

The indicative payment scheme is as follows:

<b>Output/Milestone</b>	<b>% of payment</b>
Upon presentation and approval of preliminary program concept	15%
Upon satisfactory performance of services	85%
Total:	100%

Bid Price Ceiling is **P 995,000.00** inclusive of all applicable taxes. Cost of items in bid should be broken down. The winning bid shall be determined **based on the quality of the proposal with the most advantageous financial package cost**, provided that the amount of bid does not exceed the abovementioned approved Budget. Deadline for submission of bids should be at the close of Office hours on \_\_\_\_\_.

For particulars please contact \_\_\_\_\_ at telephone numbers \_\_\_\_\_ loc. \_\_\_\_\_.

## Proposed Concept for the Welcome Dinner and Cultural Presentation for the Council of ASEAN Chief Justices

Date of event: October 27, 2017 (Friday)  
Time: 7:00 pm – 9:30 pm  
Venue: Conservatory, Manila Peninsula  
No. of guests: 110 pax  
Host: Chief Justice Maria Lourdes Sereno  
Supreme Court of the Philippines

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**Description:** The event is a welcome dinner and a simple entertainment program for the visiting Chief Justices from the nine ASEAN member countries in conjunction with the Special Meeting of the Council of ASEAN Chief Justices (CACJ) from October 26 to 28, 2017.

### Event components:

6:30 pm Arrival of guests (*ushers to be provided by ASEAN NOC*)  
Live music entertainment at upper Conservatory





7:00 pm	Welcome Remarks and Ceremonial Toast <b>CJ MARIA LOURDES SERENO</b>
7:10 pm	Dinner (plated) Live music background by <b>KABATAANG GITARISTA (QUARTET)</b>
7:40 pm	Host Agency's VIP performance
7:50pm	Main Show <b>TIM PAVINO</b> <b>THE NIGHTINGALES</b> <b>JOSEPH BRIAN CIMA FRANCA</b> (*or performers of the same genre)
8:25 pm	Messages from nine (9) ASEAN Chief Justices
9:10 pm	End of event Departure of guests

**Event concept:** The welcome dinner and entertainment program will be simple but elegant. The venue decor and table setting will be likewise.

**Proposed structure for cultural presentation:**

The guests will be entertained by guitar music during dinner. The repertoire will consist of Filipino classics, Western light classical music, and popular tunes from musicals.

The 30-minute program after the dinner will showcase Filipino musical talents in a program of light classical music, Filipino kundimans, OPM and some popular old ballads. As the performance space is quite small, the line up of artists will include a duo female group, a solo male singer and a solo violinist.

