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Help

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	4835527
Procuring Entity	DEPARTMENT OF TOURISM
Title	Production House for the Bring Home a Friend
Area of Delivery	Metro Manila

Solicitation Number:	2017-09-0299
Trade Agreement:	Implementing Rules and Regulations
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)
Classification:	Goods - General Support Services
Category:	Events Management
Approved Budget for the Contract:	PHP 995,000.00
Delivery Period:	1 Day/s
Client Agency:	
Contact Person:	Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaoalmazan@yahoo.com.ph

Status	**Active**
Associated Components	2
Bid Supplements	0
Document Request List	1
Date Published	29-Sep-2017
Last Updated / Time	29-Sep-2017 00:00 AM
Closing Date / Time	03-Oct-2017 17:00 PM

Description

TERMS OF REFERENCE
For the Services of a Production House for the
BRING HOME A FRIEND 2 LAUNCHING 2017

Schedule and Venue:
October 14, 2017 / TBC
I. BACKGROUND

In pursuit of the Department of Tourism's goal of achieving 7 million tourist arrivals in 2017, the "Bring Home A Friend" (BHAF) project activates which was originally implemented from 1994 – 1997.

BHAF aims to encourage Filipinos, residing here and abroad plus expatriates based in the Philippines, to help in promoting Philippines Tourism by inviting their foreign friends to come and visit the Philippines. The program is proposed to run for six (6) months starting October 2017 to April 2018. In order to entice Overseas Filipino to participate in the program, we will appeal to their sense of nationalism and love of country while providing them with the chance to win attractive prizes in the raffle draws for the sponsoring Overseas Filipinos and their Invitees/Foreign friends.

In view of the above, the DOT is in need of a PRODUCTION HOUSE to interpret, develop and produce the proposed grand launch of the Bring Home a Friend 2 on October 14, 2017.

The Production House will source/ secure the necessary talents/manpower, administrative, logistical and technical support to realize and produce the media launch, serenade guests with the full sights, sounds and colors of a Fiesta feel like celebration, depicting how Filipinos are.

II. SCOPE OF SERVICES

The PRODUCTION HOUSE is expected to:

1. Source and contract the preferred talents, designers, technical and production support personnel, 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 to departure of guests, and provide the necessary physical and technical equipment, talents/ manpower.

2. Adhere with the details, as follows:
• Creative direction/ theme:
A Celebration that is unique to the Philippines with the festivities and fun that is innate in Filipinos.
• Show Concept
Over All Concept – Fiesta-themed celebration.Welcoming Festive Atmosphere at the cocktail area;
Elements of all 3 festivals must be present.

1. Luzon: Higantes Festival/ or any festival in luzon as alternative subject to the approval of DOT
2. Visayas: Sinulog Festival/ or any festival in Visayas as alternative subject to the approval of DOT
3. Mindanao: T'nalac Festival/ or any festival in Mindanao as alternative subject to the approval of DOT

3. Event details:

PARTICULARS
Event Title: Bring Home A Firend2 Media Launch
Tentative Date: October 14, 2017
Tentative Venue: TBC
Approximate Attendance: 200
ABC Total: 995,000.00
Note: Schedule and venue of event subject to change without prior notice.

• Festive Entertainmentduring Cocktails and Arrivals of Guests
(Length of performance – 2-3 sets / 20 mins.)
* Live Background Performer/s
Ex. OPM Singer/ Festival Themed dance numbers

• Dinner Entertainment (Length of performance – 20-30 mins.)
*With a program and with live ambient entertainment (musical interlude) while guests are having dinner
Ex. Vocal Soloists/Main Artists with Dance Group and/or Musical Ensemble

• After Dinner Entertainment - Option of having a show/entertainment program after dinner (entertainment (e.g. DJ or band for dancing / rock-e-oke) for a minimum of 30mins.

4. Decorate the stage and mount a LED screen as background. Ensure smoothless viewing experience for the audience as DOT is expected to provide at least two (2) AVP materials relevant to the promo.

5. Decorate and set-up the venue with tasteful, classy Fiesta-themed decors that will complement the creative direction of the programme.

6. Contract an experienced Host of the event, subject to the approval of the DOT.

7. 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.

8. 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.

9. The Production Management Team shall include/ source and contract the services of the following:

- 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)
- Others, as may be necessary

* the Production House may opt to propose and hire other directors of their choice, subject to DOT's evaluation/concurrence

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

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

9. Provide all of the following for the performance
- A detailed venue set-up and dismantling
- Identification of materials for event/venue styling
- Sound system
- Lighting equipment
- Haze/Smoke/Fog Machines
- indoor fireworks
- AV equipment
- Special effects (video mapping, etc-- as needed)
- Closed circuit cameras (minimum of two units)
- Musical equipment (as needed)
- Genset (as needed)
- Other technical requirements (as needed)

10. Produce and execute, if necessary/applicable, the appropriate video presentations, or graphical designs to complement the whole performance in consultation with the end-user.

11. 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.

12. 12.Prepare the script and detailed program scenario based on the over-all concept relative to the basic draft provided by DOT (see ANNEX A).

13. 13.Oversee, coordinate and execute rehearsals of performers and present a final dry-run and technical rehearsal of the performance/s for final approval of DOT at least 1-2 days before the show date.

14. 14.Provision of uniformed ushers/usherettes, from drop-off/pick-up point to the welcome dinner reception venue.

15. 15.Document in photo (.jpeg / .png) video all event and show presentations for submission to DOT using the following formats (saved in an external hard drive):

i. HD copy in .MOV
ii. HD copy in .MP4

Note: Video Production Team should comprise a three camera set-up

III. 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, 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 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

9. Must have a wide network of talent contacts and should be able to negotiate preferential rates and terms;

10. To submit an itemized estimated budget breakdown for the execution of their proposed show/s and logistical requirements.

11. To ensure an above-average execution of the BHAF Media Launch, the DOT 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

• Mayor's/ Business Permit
• PhilGEPS Registration No.
• Annual Income/ Business Tax Return
• Omnibus Sworn Statement

V. TERMS OF PAYMENTS:

The mode of payment is Government Procedure. Full payment is right after the event.

Approved Budget for the Contract (ABC) is Php995,000.00 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 ABC.

For particulars please contact Ms. Marrienne B. Santos at mayensantosdot@gmail.com or 459-5200 loc. 306 or at mobile number 0917-591-78-95

ANNEX A

Proposed Concept for the BHAF2 Launch 2017

Date of event : October 14, 2017
Time : 5:00pm – 8:00pm
Venue : Resorts World Manila (TBC)
No. of Guests : 200pax

Event Components:

Sequence:
Receiving of Guests and Registration
Remarks: Cocktails
• Pinoy Street Foods for Cocktails;
• Free Flowing Juices, Wine, etc.;
• Festive Atmosphere
(Higantes, Sinulog and Tinalac Festivals)
I. Invocation and National Anthem

II. Self Introduction of the Host

III. Acknowledgement of Sponsors
Remarks: Major to Minor

Program Proper
IV. Intro of VIP
Remarks: Sponsor Representative

V. Introduction of Secretary

VI. Opening Remarks
Remarks: Sec. Wanda Teo's welcome speech
VII. Project Brief
Remarks:
Usec. Kat/Asec. Alegre
Brief history
Target Markets
ROI

VIII. Ceremonial Launch
Unveiling of the Campaign
Remarks:
Usec. Kat/Dir. Ina with Sec. Wanda Teo
*curtain lift for the AVP Presentation

IX. Official Jingle and BHAF Ambassador/s Launch
Remarks: To be sung by *Darren Espanto
Tourism and BHAF Ambassador: Piolo Pascual (roll AVP)

X. Dinner
Remarks: *band and solo performers

XI. BHAF Onsite Registration
Remarks: *coordinators with ipads per table for sponsor registration

XII. Games
Remarks: *while registering
games related to travel
-Picture Game (Travel Scenes)
-AFAM Goes to Pinas (relay game similar to Maria went to town)
-Secret seats game (hidden BHAF Stickers wins a prize)
-Social Media Game (iSpy – social media posts 3 winners)

XIII. Closing Remarks

XIV. Closing of the Host
Remarks: * Acknowledgement of Sponsors

Event Concept: The styling of the venue will be fiesta inspired. The cocktails will feature Filipino street foods and dinner menu will be a boodle feast depicting how fun and festive Filipinos are in welcoming our guests. The event will highlight the Philippines as one of the top destinations in the world showcasing the warmth and fun culture.

Event components wherein the theme should be evident:

- Décor & styling
- Menu
- Cultural presentation
- Printed materials (invitations, menu cards, VIP place cards, table place cards, and program leaflets)

*Event organizers/production houses, however, may opt to propose and hire other artist of their choice, subject to end-user evaluation/concurrence.

Proposed Artist/BHAF Ambassador/Performers:
- Tourism and NHAF Ambassador: Mr. PioloPascual
- Jingle Performer: Mr. Darren Espanto
- Dinner Performers:

1. Mr. Apple D Ap (Black Eyed Pease)
2. Mr. OgieAlcasid
3. Ms. ElhaNympha OR Ms. LycaGairanod
4. Truefaith
5. AEGIS

The deadline for the submission of quotation: October 3, 2017 5:00 pm.

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & Company Name in a sealed envelope, addressed to Ms. Maria Alma Almazan at DOT Bldg., 4th Floor, 351 Sen. Gil Puyat Avenue, Makati City

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:
1. Current Mayor's/Business Permit
2. Philgeps Registration Number
3. Latest Income/Business Tax Return
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Created by Maria Alma O Almazan

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