

TERMS OF REFERENCE

- I. **BIDDER** : **CULTURAL ENTERTAINMENT COMPANY**
- II. **PROJECT TITLE** : **ASTINDO Travel Fair 2023**
August 30 to September 3, 2023 (inclusive of travel time)

III. **BACKGROUND**

The Department of Tourism (DOT) is in need of the professional services of a Metro Manila-based registered cultural entertainment company/organization engaged in providing entertainment that showcases traditional Filipino performances for the Department's participation in the ASTINDO Travel Fair 2023 from August 31 to September 3, 2023, to be complemented by a travel trade seminar and press launch on August 29, 2023.

IV. **OBJECTIVES**

The following are OPMD's objectives in participating in the ASTINDO Travel Fair and the implementation of a travel trade seminar and press launch:

- To provide a platform for the Philippine Department of Tourism (PDOT) to meet, establish, renew linkages with Indonesian travel trade, and to update prospective consumers and media through the execution of a seminar and press launch.
- To conduct a destination seminar update during the event to complement the Philippines' achievement for being conferred the Emerging Muslim-friendly Destination of the Year Award in the last Halal in Travel Global Summit 2023.

The following are the objectives of hiring the service of a service provider of cultural entertainment:

- To provide entertainment during the opening of the travel trade seminar and press launch on August 31, 2023 in Jakarta, Indonesia, venue to be advised
- To communicate the new slogan with an entertainment number for the consumer traffic every day from August 31 to September 3, 2023

V. **REQUIREMENTS**

- Must provide a cultural entertainment package for the above-mentioned events with the following breakdown performers and managing director:
 - 1 Group Director/Leader
 - 1 Singer
 - 1 Musician
- Entertainment package should include all-inclusive production cost, professional fees of performers, costumes and/or props.
- Entertainment package should also include travel expenses of team to include travel insurance, accommodation, allowance, roundtrip airfare with excess baggage as needed, and if applicable to provide the corresponding entry requirements for the crew such as COVID testing.
- Must travel to Jakarta, Indonesia and perform at the travel trade seminar and press launch, and during the ASTINDO Travel Fair 2023 from 31 August to 3 September 2023.

Other Requirements:

- Must have a minimum of ten years' experience in organizing medium-scale events and performances ranging from traditional, cultural, classic, folk, to modern and contemporary genres, featuring Filipino artists and talents;
- Must have expertise in the conceptualization and in the direction of performances in various Philippine cultural performances;

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- Must have participated in international performances/shows in country/countries other than the Philippines;
- Have in their talent a singer who has participated in international performances/shows in other countries other than the Philippines
- Must have handled at least three government travel trade shows overseas; and
- Must be willing to provide services on send-bill arrangement.

VI. APPROVED BUDGET OF THE CONTRACT

The total budget is **FIVE HUNDRED THOUSAND PESOS (PHP 500,000.00)** inclusive of tax.

The winning bidder shall be determined based on the proposal with the most advantageous financial package cost, provided that the bid amount does not exceed the above total budget.


VII. TERMS OF PAYMENT

Send bill arrangement and a 60-day payment period upon submission of complete billing and supporting documents. Bill must be addressed to the Department of Tourism.

VIII. CONTACT PERSON

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APPROVED BY:


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