

## TERMS OF REFERENCE

### I. PROJECT TITLE: SERVICES OF A PRODUCTION HOUSE FOR THE NETWORKING DINNER OF ROUTES ASIA 2019

### II. BACKGROUND:

Recognizing the important role of Route Development in increasing tourism demand through the generation of new air services, the Philippine Department of Tourism (DOT), together with the Mactan Cebu International Airport Authority will be hosting Routes Asia 2019 on March 10-12, 2019. Routes Asia forms the essential event for all aviation based companies who wish to conduct business to, from and within the region. Bringing together a range of airlines, airports and tourism authorities, including some of the largest carriers from the whole Asian region, this provides an opportunity to meet with some of the most influential aviation professionals from across the world.

One of the requirements for the implementation of the project is the need for a **Networking Dinner Production House**. 1,200 delegates are expected to attend Routes Asia 2019.

### III. SCOPE OF SERVICES

#### A. ENTERTAINMENT

Date	:	March 11, 2019 / 7:30-10:30pm
Venue	:	Radisson Blu Hotel Ballroom
Show	:	Throughout the evening
Preferred performers	:	TNT Boys, Silk Dance Group based in Cebu and Sinulog Dancers <i>Note: In case of unavailability of the preferred performers, bidder may submit their proposal subject to approval of the DOT end-user.</i>
After the program	:	Full band based in Cebu and 10 Dance Instructors

#### B. PROGRAM

1. Manage and implement the program for during the Networking Dinner, to include:
  - a. Program flow/detailed scenario/script based on the approved program
  - b. Talents' briefing and coordination of talents' technical rehearsals
  - c. Professionals /talents, to include:
    - Voice-Over Talent
    - Master of Ceremonies
  - d. Appropriate AV presentations/title cards for speakers/sessions

Note: The organizers will have a separate program for the Marketing Awards (details to follow)
2. Provide the following physical and technical requirements for the Networking Dinner (to enhance what the hotel venue will provide) and oversee their set-up and operation in coordination with the technical provider in the event venues, including, but not limited to:
  - a. Sound System (speakers, microphones, etc.) Lighting equipment and special effects
  - b. LED projectors and screens
  - c. LED screen, backdrop, set design
  - d. Costumes of entertainers and necessary props
  - e. Stage and over-all venue décor/execution and set-up  
Theme: The Best of Cebu Islands
  - f. Production of themed invitations for the Networking Dinner
  - g. Close circuit camera (1 set) and a dedicated camera/s for documentation purposes
  - h. Signage, Banners and Tarpaulins around the venue

- Design, production and installation to be handled by the Production House.
- Coordination with the hotel to be handled by the Production House.

- i. Form a lean Production Team to oversee the light, sound, special effects, audiovisual and other physical and technical requirements, stage design, blocking, etc.:
  - Director
  - Production/Stage Manager
  - Script Writer
  - Venue/stage designer
  - Technical (light and sound) Director
  - Videographer
3. Oversee and coordinate rehearsals of performers and present a final dry-run and technical dress rehearsal at least 3 days before the event
4. Document in video all presentations during the Networking Dinner

#### **IV. ELIGIBILITY REQUIREMENTS**

1. Must be Filipino owned, operated and legally registered Production House under Philippine laws;
2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS);
3. Production House must have minimum of 3 years experience in organizing large-scale events and world-class entertainment productions featuring Filipino artists and talents; must submit list of large-scale local events handled in the past and list of current ongoing/forthcoming projects;

#### **V. TECHNICAL SPECIFICATIONS**

1. Must have expertise in the conceptualization and in the direction of performances in all fields of performing arts to include theater, dance, music, etc.;
2. Must have demonstrably good reputation in the field of corporate launches/events utilizing both entertainment and arts management components;
3. Must have the necessary skills and manpower support to implement the project;
4. Must have a wide network of talent contacts and should be able to negotiate preferential rates and terms;
6. Must submit design, concepts, storyboard with their proposal/presentation

#### **VI. ELIGIBILITY DOCUMENTS**

1. Company Profile
2. PhilGEPS Registration Certificate
3. List of on-going and completed project for the past three (3) years

#### **VI. CONTRACT OF SERVICE**

The financial proposal of the Production House should cover all expenditures of the production team to include:

1. Professional fees of performers and production crew

2. Site inspection visit, including transport, accommodations and F&B costs of the production team
3. Transport and hotel accommodations (if necessary) during event proper
4. Daily subsistence allowance of performers and production team
5. Transfers of performers and production team
6. Rehearsals

Approved Budget for the Contract (ABC): Two Million Pesos Only **Php2,000,000.00** inclusive of all applicable taxes.