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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 4681561  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Services of a Production House for the ASEAN Landmark Lighting Activity  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2017-07-0203	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Events Management	<b>Date Published</b>	26-Jul-2017
<b>Approved Budget for the Contract:</b>	PHP 740,000.00	<b>Last Updated / Time</b>	26-Jul-2017 00:00 AM
<b>Delivery Period:</b>	1 Day/s	<b>Closing Date / Time</b>	31-Jul-2017 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaalmazan@yahoo.com.ph		

#### Description

##### TERMS OF REFERENCE

For the services of a Production House

ASEAN Landmark Lighting Activity  
08 August 2017 | Manila, Philippines

##### OVERVIEW

The Philippines' ASEAN chairmanship coincides with a historic milestone event—the 50th anniversary of the founding of our Association. It will be an occasion for us to set the tone for the next 50 years.

Founded in 1967, ASEAN has since matured into a community focused on economic integration and growth, and consensus-building. This is the "ASEAN Way" and it has resulted in unprecedented growth. ASEAN is both the world's seventh-largest market and third-largest labor force, and has been projected to become the fourth-largest economic bloc by 2030.

In commemoration of its golden anniversary, the Philippines as the ASEAN chair has aligned number of activities to celebrate this momentous event on 08 August 2017, to wit:

(1) Grand Celebration of the 50th Anniversary of ASEAN;

- (2) ASEAN Landmark Lighting Activity;
- (3) Philippine Nationwide Celebration of the 50th ASEAN Anniversary; and
- (4) ASEAN Pop Festival

The abovementioned activities will be facilitated by the ASEAN National Organizing Council (ASEAN-NOC) and the Inter-agency Coordinating Committee (IACC). The Department of Tourism as a member of the IACC was tasked to assist in the preparation and implementation of the ASEAN Landmark Lighting activity.

The celebration will be comprised of three components: the ASEAN Grand Parade, the Lighting Activity and the ASEAN Pop Festival.

In view of the above, the Department is in need of the services of a production house that will provide and manage 120 street dancers and drum beaters who will take part during the grand parade necessary for the successful conduct of the ASEAN Landmark Lighting activity.

#### I. SCOPE OF SERVICES

The Production House shall:

1. Provide and contract the services of a parade master/leader, 120 street dancers and drum beaters from, university / college dance groups that would preferably showcase the following festivals of the Philippines:

- Ati atihan festival
- Penagbenga Festival
- Higantes Festival
- Kadayawan Festival
- Sinulog Festival
- Maskara Festival
- Dinagyang Festival
- Bangus Festival
- Pintados Kasadyaan Festival
- Pahiyas Festival

Event details:

Event : ASEAN Grand Parade

Date and Time : 08 August 2017 / 03:00 pm – 07:00pm

Venue : Kilometer Zero to CCP Grounds

2. Arrange for and shoulder the performers' land transfers, accommodation (when applicable) meals, costumes\*, technical requirements and all necessary permits (for DOLE, LGU) needed for the implementation of the program.

\* Existing costumes are to be used for selection of DOT, NCCA and PETA; if costumes will not be approved, prod house shall provide new/ rented costumes)

3. Source and contract the services of a Production Manager/ Talent Coordinator to manage, coordinate, oversee the pre-production activities, rehearsals and performances and other requirements of the performers.

4. Source and contract the services of the performers as approved by the DOT and negotiate the most reasonable rates.

5. Oversee, coordinate and execute rehearsals of performers and present a final dry-run and technical dress rehearsal of the performances for final approval of the DOT-TPB, Philippine Educational Theatre Association (PETA) and the National Commission for Culture and the Arts (NCCA) (activity organizers) at least a week before the parade.

6. Coordinate with PETA and NCCA for other performance requirements.

#### II. TECHNICAL ELIGIBILITY REQUIREMENTS

1. Must be a Filipino owned, operated and legally registered Production House 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. 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 demonstrably have good reputation in organizing events utilizing both entertainment and arts management components;

5. Must have the necessary skills and manpower support to implement the project;
6. Must have a wide network of talent contacts and should be able to negotiate preferential rates and terms;
7. To submit an itemized estimated budget breakdown for the execution of proposed show/s requirements.

### III. TECHNICAL ELIGIBILITY DOCUMENTS

1. Company Profile
2. List of large-scale local/international events organized in the past
3. Standard requirements for procurement per the revised IRR of RA 9184

### IV. TERMS OF PAYMENTS: Government Procedure / Send Bill

Bid Price Ceiling is PHP 740,000.00 inclusive of all applicable taxes. Cost of items in bid should be broken down. The winning bid shall be determined based on the most advantageous financial package cost, provided that the amount of bid does not exceed the abovementioned approved Budget.

For particulars please contact:

Mr. Alex Macatuno/Ms. Rochelle Ann Eneria  
Tel.# 459-52-00 loc. 514  
pdot.pfcd@gmail.com/rceneria@tourism.gov.ph

Deadline for the submission of quotation: July 31, 2017 10:00 am

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., Ground 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  
**Date Created** 25-Jul-2017

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