

**TERMS OF REFERENCE**  
For the Services of a Production House

**I. SPECIFICATIONS:**

Proposed Title : DOT @ 45 - A NIGHT TO REMEMBER  
Date : 11 May 2018, 1800H  
Venue : Marriott Grand Ballroom  
Proposed Theme : TBA  
Exp No of Guests : 1,500

**II. SCOPE OF SERVICES**

1. Create a Production Management Team to manage, coordinate, oversee the pre- and post-production operations, audiovisual requirements, 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.
2. The Production Management Team shall source and contract the services of the following:
  - Executive Producer
  - Creative Director
  - Stage Manager and Stage Management Team
  - Musical Director (as needed)
  - Technical Director
  - Stage Designer and Stylist
  - Choreographer (as needed)
  - Lighting Director (as needed)
  - Technical Suppliers
  - Sound Engineer (as needed)
  - Multi-Media Arts Designer/ Video Editor (as needed)
  - Script Writer
  - Production Crew
  - Voice Over Talent
  - Others as may be necessary
3. Source and contract the services of preferred/known local artists and other performers (singer, dancer, musician, etc.) as approved by DOT and negotiate the most reasonable rates.
4. Arrange for and shoulder their team and their performing artists' traveling expenses (air fare [when applicable] / land transfers, accommodation, meals), logistical expenses (shipment, rentals, etc.) and all necessary permits needed for the implementation of the program.
5. Provide the following (if applicable/necessary):
  - Venue set-up and dismantling
  - Materials for venue styling
  - Sound system
  - Lighting equipment
  - LED Screen 1 ½
  - 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
  - Photowall (3D)
  - Red Carpet
  - Registration Design/Production
  - 4 Mobile photobooth
  - Honoraria/Plaques of Appreciation for the DOT Got Talent Judges
  - Trophy for the Grand Prize Winner of DOT Got Talent
  - Trophies and Sashes for the DOT Stars of the Night (Male/Female)
  - Other technical requirements
6. Produce and execute necessary and appropriate video presentations, or graphical designs to complement the whole performance in consultation with the end-user.
  7. 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 venue to be used for future events.*
  8. Prepare the script and detailed program scenario based on the over-all concept as approved by DOT.
  9. Oversee, coordinate, and execute rehearsals of performers and present a final dry-run and technical dress rehearsal of the performances for final approval of DOT at least a week before the show date.
  10. Document in video all event and show presentations for submission to DOT using the following formats (saved in an external hard drive):
    - a. HD copy in .MOV
    - b. 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 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 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 venue destination) in the form of a dinner entertainment/ show;
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 Gala Night; and 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

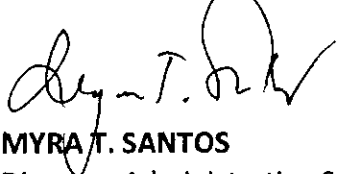
**IV. PROPOSED BUDGET** : P2,500,000.00

**V. TERMS OF PAYMENT** : Government Procedure

**VI. CONTACT PERSONS** :

- Juvy A. Abaroa 459.52.00 Loc 408
- Jennifer O. Factora 459.52.00 Loc 101
- May Mandoza-Ramos 459.52.00 Loc 223

**RECOMMENDING APPROVAL:**



**MYRA T. SANTOS**  
Director, Administrative Service

**APPROVED/DISAPPROVED**

**ROLANDO CAÑIZAL**  
Undersecretary, Administration and  
Special Concerns