

ASEAN 2017

TERMS OF REFERENCE

For the Services of a Production House
Supreme Court- Hosted Welcome Dinner Reception

Schedule and Venue:
26 and 27 October 2017 / Tagaytay City

I. BACKGROUND

The Philippines is playing host to the Association of Southeast Asian Nations (ASEAN) this 2017. As part of the National Organizing Council (NOC) for the Philippines' ASEAN hosting, the Department of Tourism (DOT) has been assigned to Chair the Committee on Tourism Hospitality, Tours, Social Events, and Site Enhancement.

Among the DOT ASEAN Working Groups that the DOT formed, the Working Group on Social Events was tasked to plant, execute, and supervise all cultural presentations for the ASEAN 2017 welcome dinner receptions for the ASEAN 2017 welcome dinner receptions (from the level of Senior Officials to Ministers) and other ASEAN-related events which will take place in various parts of the country.

And to ensure that the Philippine ASEAN dinner shows are proper representations of the many facets of Philippine culture, the ASEAN NOC sought the expertise of the Cultural Center of the Philippines (CCP). In addition, CCP was tasked to weave together the high level ASEAN dinner shows and create a storyline that culminates to the ASEAN Summit in November.

To serve as reference on the general mindset of the delegates during ASEAN meetings, it would be helpful to note that the ASEAN aims to create a rules-based, people-centered and people-oriented community that has the following characteristics:

1. United, resilient and inclusive;
2. Highly integrated and cohesive; competitive, innovative and dynamic; with enhanced connectivity; and integrated with the global economy; and
3. One that engages and benefits the peoples.

In view of the above, the DOT is in need of a PRODUCTION HOUSE to interpret, develop and produce the proposed show concept to be conceptualized by CCP for the Special Meeting of the Council of ASEAN Chief Justices (CACJ) on 26 and 27 October 2017 (concept to be provided during the pre-bid conference).

The Production House will source/ secure the necessary **talents/manpower, administrative, logistical and technical support** to realize and produce the said dinner show that is designed to welcome guests following the theme to be provided, culminating in a

simple dinner cultural showcase of the best we have to offer in instrumental music and dance performances.

II. SCOPE OF SERVICES

The PRODUCTION HOUSE is expected to:

1. Source and contract the preferred artists, designers, technical and production support personnel to put up and manage the program and all that is necessary for the successful conduct of the dinner show production; from arrival honors, to departure of guests, and provide the necessary physical and technical equipment, talents/ manpower.
2. Adhere with the details, as follows:
 - a. Creative direction: *“To create a cumulative net impression that the Philippines is one of the most progressive, youngest and most inclusive societies in the 21st century showcasing contemporary Filipino culture, reflecting soft power, and our modern modes of thinking”*
 - b. *To ensure a holistic approach in presenting the Filipino culture, the production should feature unique elements of the ASEAN meeting destination (e.g. incorporation of local fabrics/ fashion in the costumes, incorporation/ fusion of local dances in the dance presentations, etc.). There should also be a sense of involvement of the community through the feature of local talents/ performers or performers whose roots are from the featured locality; and participation of local youth/ indigenous groups (to welcome the guests).*
 - c. The Philippines’ ASEAN Summit Chairmanship overall theme is “Partnering for change, engaging the world”.

3. Event details:

Event Title	PARTICULARS			ABC
	Tentative Dates	Tentative Venue	Approximate Attendance	Total:
Special Meeting of the Council of ASEAN Chief Justices (CACJ)	26 Oct 2017 and 27 Oct 2017	Taal Vista Hotel, Tagaytay	150	Php 6,000,000.00

Note: Schedule and venue of event subject to change without prior notice in view of security and protocol priorities.

For October 26:

- **Ambient Entertainment during Dinner** (*Length of performance – 2-3 sets / 30 mins.*)
 - * Live Background Performer/s
 - Ex. Lounge Singer with musical accompaniment / String Quartet / Rondalla Ensemble / Vocal Trio

For October 27:

- Simple **Welcome Scenario** in line with the theme (if applicable)
 - **Ambient Entertainment during Cocktails** (*Length of performance – 2-3 sets / 20 mins.*)
 - * Live Background Performer/s
 - Ex. Lounge Singer with musical accompaniment / String Quartet / Vocal Trio
 - **Ambient 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
 - **Cultural Presentation**
 - *simple show which must include, but not be limited to, show elements that will be specified in the Concept to be provided by CCP.
 - **After Dinner Entertainment** (if applicable) - Option of having a show/entertainment program after dinner (*entertainment (e.g. DJ or band for dancing / rock-e-oke) for a minimum of 1 hour.*)
4. 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.
 5. 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.
 6. The Production Management Team shall include/ source and contract the services of the following:
 - (Creative) Director – with an experience of staging/ producing a

- show production. A shortlist of recommended directors will be provided by CCP
- Stage Director (and, Assistant, if need be)
 - Production Management Team
 - Stage Manager and Stage Management Team
 - Musical Director (as needed)
 - 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)
 - 40-piece Chamber Orchestra
 - Orchestra Conductor
 - Multi-Media Arts Designer/ Video Editor (if applicable)
 - Stylist/Make-up Artists/Etc.
 - Writer (script, notes and writeup's)
 - Production Crew
 - Voice Over Talent
 - Others, as may be necessary

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

7. Source and contract the services of preferred artists and other performers (singers, dancers, musician, etc.) as approved by DOT and CCP and negotiate the most reasonable rates.
8. Arrange for and shoulder their team and their performing artists' traveling expenses (air fare, land transfers, accommodation, meals-offsite), logistical expenses (shipment, rentals, etc.) and all necessary permits (for DOLE, LGU) needed for the implementation of the program.
9. Provide the following for the performance (**if applicable/necessary**):
 - A detailed venue set-up and dismantling
 - Identification of materials for event/venue styling
 - Sound system
 - Lighting equipment
 - 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
 - Other technical requirements

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. Prepare the script and detailed program scenario based on the over-all concept as approved by DOT/TPB, in close coordination with the Host Agency and ASEAN 2017 National Organizing Council (NOC).
13. Oversee, coordinate and execute rehearsals of performers and present a final dry-run and technical dress rehearsal of the performance/s for final approval of TPB **at least 2 days before the show date** (for the Oct 27 show).
14. Printing and production of the program, invitations, menu cards, table place cards, and VIP place cards. Quantity of materials to be produced for printing to be advised by DOT/TPB. Schedule of the turnover of printed materials to the Host Agency at meeting destination to be advised.
15. Provision of themed dinner tokens/giveaways to the reception guests, in close coordination and approval with Host Agency and DOT/TPB.
 - At least two dinner token options with proposed gift tag and packaging preferably to be presented during the Opening of Bids.
16. Provision of uniformed ushers/usherettes, from drop-off/pick-up point to the welcome dinner reception venue.
17. Document in photo (.jpeg / .png) video all event and show presentations for submission to TPB using the following formats (saved in an external hard drive):
 - i. HD copy in .MOV
 - ii. 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 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 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 ASEAN, in general) in the form of a pre-show/cocktails/dinner entertainment/show proper;
9. 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
10. Must have a wide network of talent contacts and should be able to negotiate preferential rates and terms;
11. To submit an itemized estimated budget breakdown for the execution of their proposed show/s and logistical requirements.

12. To ensure an above-average execution of the ASEAN 2017 welcome reception, the DOT/TPB 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

1. Company Profile
2. PhilGEPs Certificate of Registration
3. List of large-scale local/international events organized in the past

V. TERMS OF PAYMENTS:

The indicative payment scheme is as follows:

Output/Milestone	% of payment
Upon presentation and approval of preliminary program concept	15%
Upon satisfactory performance of services	85%
Total:	100%

Bid Price Ceiling is **P 6,000,000.00** 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 approved Budget. Deadline for submission of bids should be at the close of Office hours on _____.

For particulars please contact _____ at telephone numbers _____ loc. _____.