



BID BULLETIN NO. 1
For ITB-GS-20170522-02

PROJECT : **One (1) Lot Event Management and Production Services for the Client Appreciation Events**

IMPLEMENTOR : **Procurement Department**

DATE : **June 22, 2017**

This Bid Bulletin is issued to modify, amend or clarify items in the Bid Documents. This shall form an integral part of the Bid Documents.

The modifications, amendments or clarifications are as follows:

- Annex A (Terms of Reference), Section VI (Schedule of Requirements), Section VII (Specifications), Schedule of Prices, and the Checklist of the Bidding Documents (Items 5 & 6 for Technical Component and Item 2 for Financial Component) have been revised. Please see attached revised Annexes A-1 to A-5 and the specified sections of the Bidding Documents.


ALWIN I. REYES
Assistant Vice President
Procurement Department and
HOBAC Secretariat

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Quantity	Item Description	Delivery Period & Destination
10 legs	<p>One (1) Lot Event Management and Production Services for the Client Appreciation Events:</p> <p><u>Event Management:</u></p> <ul style="list-style-type: none"> • Concept and Design • Permit Processing (if needed) • Event Logistics and Venue Layout Management • Booking of Talents (e.g. voice over, host, entertainment) <p><u>Event Production:</u></p> <ul style="list-style-type: none"> • Event Direction • Production Execution Team • Lighting Direction • Audio Direction • Script Writing • Entertainment Production • Stage Design and Fabrication • Photo Wall Design and Fabrication • Venue Styling (e.g. ceiling draping for SMX) <p><u>Provision of Complete Technical Equipment:</u></p> <ul style="list-style-type: none"> • Lighting Systems and Effects • Audio Systems and Playback • LED Video Wall (for live feed & audio video presentations) • Stage • Truss System • Generator Set • Live Video Broadcast (2-cam set-up) • Video and Photography Documentation • Other Equipment as may be required (e.g. additional projector screen for SMX Convention Center) <p>For the following areas:</p> <ul style="list-style-type: none"> • Luzon and NCR (6 legs) • Visayas (2 legs) • Mindadano (2 legs) 	Please refer to Schedule of Events below

Schedule of Events:

Date	Time	Venue	Number of Guests
September 7, 2017 (Thursday)	4:00PM	DM Hall, 10 th Floor, LANDBANK Plaza, Malate, Manila	350 (Government Sector)
September 8, 2017 (Friday)	4:00PM	DM Hall, 10 th Floor, LANDBANK Plaza, Malate, Manila	300 (Private Sector)
September 21, 2017 (Thursday)	4:00PM	Diversion 21 Hotel, Iloilo City ✓	250
October 6, 2017 (Friday)	12:00PM	Marriott Hotel, ✓ Cebu City	250
October 19, 2017 (Thursday)	4:00PM	Limketkai Luxe Hotel, Cagayan de Oro City ✓	250
November 9, 2017 (Thursday)	4:00PM	SMX Convention Center, Davao City ✓	250
November 23, 2017 (Thursday)	4:00PM	Baguio Country Club, Baguio City ✓	250
December 7 or 8, 2017 (Thursday or Friday)	4:00PM (Thu) 12:00PM (Fri)	Widus Convention Center, Clark, ✓ Pampanga	250
January 11 or 12, 2018 (Thursday or Friday)	4:00PM (Thu) 12:00PM (Fri)	Club Balai Isabel, Talisay, Batangas ✓	250
January 25 or 26, 2018 (Thursday or Friday)	4:00PM (Thu) 12:00PM (Fri)	The Oriental, Lagazpi City ✓	250

Conforme:

 Name of Bidder

 Signature over Printed Name of
 Authorized Representative

 Position

Specifications

Specifications	Statement of Compliance
	<p style="text-align: center;">Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each specification.</p> <p>Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii)</p>
<p>One (1) Lot Event Management and Production Services for the Client Appreciation Events (10 legs)</p> <p>1 <u>Event Management:</u></p> <ul style="list-style-type: none"> • Concept and Design • Permit Processing (if needed) • Event Logistics and Venue Layout Management • Booking of Talents (e.g. voice over, host, entertainment) <p>2 <u>Event Production:</u></p> <ul style="list-style-type: none"> • Event Direction • Production Execution Team • Lighting Direction • Audio Direction • Script Writing • Entertainment Production • Stage Design and Fabrication • Photo Wall Design and Fabrication • Venue Styling (e.g. ceiling draping for SMX) <p>3 <u>Provision of Complete Technical Equipment:</u></p> <ul style="list-style-type: none"> • Lighting Systems and Effects • Audio Systems and Playback • LED Video Wall (for live feed and audio video presentations) • Stage • Truss System • Generator Set • Live Video Broadcast (2-cam set-up) • Video and Photography Documentation • Other Equipment as may be required (e.g. additional 	<p>Please state here either “Comply” or “Not Comply”</p>

<p>projector screen for SMX Convention Center)</p> <p>For the following areas:</p> <ul style="list-style-type: none">• Luzon and NCR (6 legs)• Visayas (2 legs)• Mindanao (2 legs)	
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<p>Compliance to the Revised Terms of Reference – Annexes A-1 to A-5.</p> <p>The following documents must be submitted inside the eligibility/technical envelope:</p> <ul style="list-style-type: none">○ Company overview indicating background/profile and number of years in the industry or profile/s of the top executive/s of the agency, indicating their qualifications, background/experiences in the video production business.○ In case of sub-contracting suppliers:<ul style="list-style-type: none">- List of at least three (3) suppliers per service provider who will be tapped to handle LANDBANK requirements, with their brief profiles and portfolios.- List of at least three (3) talents as hosts per area/leg, with their brief profiles and portfolios.- List of at least five (5) talents as entertainment for the whole duration of the event, with their brief profiles and portfolios; may propose different talents per leg.○ List of clients with contact persons and contact numbers (indicating the years when the projects were handled for them); and at least three (3) sample works (in photos & videos).	<p>Please state here either “Comply” or “Not Comply”</p>
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Conforme:

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

Form No. 2

SCHEDULE OF PRICES

1 Item No.	2 Item Description	3 Country of Origin	4 Quantity	5 Unit price EXW per item	6 Cost of local labor, raw material and component	7 Total price EXW per item (cols. 4 x 5)	8 Unit prices per item final destination and unit price of other incidental services	9 Sales and other taxes payable per item if Contract is awarded	10 Total Price delivered Final Destination (cols. 8 + 9) x 4
1	<p>One (1) Lot Event Management and Production Services for the Client Appreciation Events:</p> <p>For LANDBANK Head Office Events</p> <p><u>Event Management:</u></p> <ul style="list-style-type: none"> • Concept and Design • Permit Processing (if needed) • Event Logistics and Venue Layout Management • Booking of Talents (e.g. voice over, host, entertainment) <p><u>Event Production:</u></p> <ul style="list-style-type: none"> • Event Direction • Production Execution Team • Lighting Direction • Audio Direction • Script Writing • Entertainment Production • Stage Design and Fabrication • Photo Wall Design and Fabrication • Venue Styling (e.g. ceiling draping for SMX) 	N/A	2 legs	N/A	N/A	N/A			

2	<p>Provision of Complete Technical Equipment:</p> <ul style="list-style-type: none"> • Lighting Systems and Effects • Audio Systems and Playback • LED Video Wall (for live feed and audio video presentations) • Stage • Truss System • Generator Set • Live Video Broadcast (2-cam set-up) • Video and Photography Documentation • Other Equipment as may be required (e.g. additional projector screen for SMX Convention Center) 	N/A	1 leg	N/A	N/A	N/A			
	<p>For Baguio City Event</p> <p>Event Management:</p> <ul style="list-style-type: none"> • Concept and Design • Permit Processing (if needed) • Event Logistics and Venue Layout Management • Booking of Talents (e.g. voice over, host, entertainment) <p>Event Production:</p> <ul style="list-style-type: none"> • Event Direction • Production Execution Team • Lighting Direction • Audio Direction • Script Writing • Entertainment Production • Stage Design and Fabrication 	N/A	N/A	N/A	N/A	N/A			

	<ul style="list-style-type: none"> • Photo Wall Design and Fabrication • Venue Styling (e.g. ceiling draping for SMX) <p>Provision of Complete Technical Equipment:</p> <ul style="list-style-type: none"> • Lighting Systems and Effects • Audio Systems and Playback • LED Video Wall (for live feed and audio video presentations) • Stage • Truss System • Generator Set • Live Video Broadcast (2-cam set-up) • Video and Photography Documentation • Other Equipment as may be required (e.g. additional projector screen for SMX Convention Center) 								
3	<p>For Clark, Pampanga Event</p> <p>Event Management:</p> <ul style="list-style-type: none"> • Concept and Design • Permit Processing (if needed) • Event Logistics and Venue Layout Management • Booking of Talents (e.g. voice over, host, entertainment) <p>Event Production:</p> <ul style="list-style-type: none"> • Event Direction • Production Execution Team • Lighting Direction 	N/A	1 leg	N/A	N/A	N/A			

	<ul style="list-style-type: none"> • Audio Direction • Script Writing • Entertainment Production • Stage Design and Fabrication • Photo Wall Design and Fabrication • Venue Styling (e.g. ceiling draping for SMX) <p><u>Provision of Complete Technical Equipment:</u></p> <ul style="list-style-type: none"> • Lighting Systems and Effects • Audio Systems and Playback • LED Video Wall (for live feed and audio video presentations) • Stage • Truss System • Generator Set • Live Video Broadcast (2-cam set-up) • Video and Photography Documentation • Other Equipment as may be required (e.g. additional projector screen for SMX Convention Center) 								
4	<p><u>For Talisay, Batangas Event</u></p> <p><u>Event Management:</u></p> <ul style="list-style-type: none"> • Concept and Design • Permit Processing (if needed) • Event Logistics and Venue Layout Management • Booking of Talents (e.g. voice over, host, entertainment) <p><u>Event Production:</u></p> <ul style="list-style-type: none"> • Event Direction 	N/A	1 leg	N/A	N/A	N/A			

5	<ul style="list-style-type: none"> • Production Execution Team • Lighting Direction • Audio Direction • Script Writing • Entertainment Production • Stage Design and Fabrication • Photo Wall Design and Fabrication • Venue Styling (e.g. ceiling draping for SMX) <p>Provision of Complete Technical Equipment:</p> <ul style="list-style-type: none"> • Lighting Systems and Effects • Audio Systems and Playback • LED Video Wall (for live feed and audio video presentations) • Stage • Truss System • Generator Set • Live Video Broadcast (2-cam set-up) • Video and Photography Documentation • Other Equipment as may be required (e.g. additional projector screen for SMX Convention Center) 	N/A	1 leg	N/A	N/A	N/A			
	<p>For Legazpi City Event Event Management:</p> <ul style="list-style-type: none"> • Concept and Design • Permit Processing (if needed) • Event Logistics and Venue Layout Management • Booking of Talents (e.g. voice over, host, entertainment) 								

6	<p><u>Event Production:</u></p> <ul style="list-style-type: none"> • Event Direction • Production Execution Team • Lighting Direction • Audio Direction • Script Writing • Entertainment Production • Stage Design and Fabrication • Photo Wall Design and Fabrication • Venue Styling (e.g. ceiling draping for SMX) <p><u>Provision of Complete Technical Equipment:</u></p> <ul style="list-style-type: none"> • Lighting Systems and Effects • Audio Systems and Playback • LED Video Wall (for live feed and audio video presentations) • Stage • Truss System • Generator Set • Live Video Broadcast (2-cam set-up) • Video and Photography Documentation • Other Equipment as may be required (e.g. additional projector screen for SMX Convention Center) 	N/A	1 leg	N/A	N/A	N/A			
	<p><u>For Iloilo City Event Event Management:</u></p> <ul style="list-style-type: none"> • Concept and Design • Permit Processing (if needed) • Event Logistics and Venue Layout Management 								

7	<ul style="list-style-type: none"> • Booking of Talents (e.g. voice over, host, entertainment) <p>Event Production:</p> <ul style="list-style-type: none"> • Event Direction • Production Execution Team • Lighting Direction • Audio Direction • Script Writing • Entertainment Production • Stage Design and Fabrication • Photo Wall Design and Fabrication • Venue Styling (e.g. ceiling draping for SMX) <p>Provision of Complete Technical Equipment:</p> <ul style="list-style-type: none"> • Lighting Systems and Effects • Audio Systems and Playback • LED Video Wall (for live feed and audio video presentations) • Stage • Truss System • Generator Set • Live Video Broadcast (2-cam set-up) • Video and Photography Documentation • Other Equipment as may be required (e.g. additional projector screen for SMX Convention Center) 	N/A	1 leg	N/A	N/A	N/A			
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<ul style="list-style-type: none"> • Permit Processing (if needed) • Event Logistics and Venue Layout Management • Booking of Talents (e.g. voice over, host, entertainment) <p><u>Event Production:</u></p> <ul style="list-style-type: none"> • Event Direction • Production Execution Team • Lighting Direction • Audio Direction • Script Writing • Entertainment Production • Stage Design and Fabrication • Photo Wall Design and Fabrication • Venue Styling (e.g. ceiling draping for SMX) <p><u>Provision of Complete Technical Equipment:</u></p> <ul style="list-style-type: none"> • Lighting Systems and Effects • Audio Systems and Playback • LED Video Wall (for live feed and audio video presentations) • Stage • Truss System • Generator Set • Live Video Broadcast (2-cam set-up) • Video and Photography Documentation • Other Equipment as may be required (e.g. additional projector screen for SMX Convention Center) 									
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8	<p><u>For Cagayan de Oro City Event</u></p> <p><u>Event Management:</u></p> <ul style="list-style-type: none"> • Concept and Design • Permit Processing (if needed) • Event Logistics and Venue Layout Management • Booking of Talents (e.g. voice over, host, entertainment) <p><u>Event Production:</u></p> <ul style="list-style-type: none"> • Event Direction • Production Execution Team • Lighting Direction • Audio Direction • Script Writing • Entertainment Production • Stage Design and Fabrication • Photo Wall Design and Fabrication • Venue Styling (e.g. ceiling draping for SMX) 	N/A	1 leg	N/A	N/A	N/A			
	<p><u>Provision of Complete Technical Equipment:</u></p> <ul style="list-style-type: none"> • Lighting Systems and Effects • Audio Systems and Playback • LED Video Wall (for live feed and audio video presentations) • Stage • Truss System • Generator Set • Live Video Broadcast (2-cam set-up) • Video and Photography Documentation • Other Equipment as may be required (e.g. additional projector screen for SMX) 								

9	<p>Convention Center)</p> <p>For Davao City Event</p> <p>Event Management:</p> <ul style="list-style-type: none"> • Concept and Design • Permit Processing (if needed) • Event Logistics and Venue Layout Management • Booking of Talents (e.g. voice over, host, entertainment) <p>Event Production:</p> <ul style="list-style-type: none"> • Event Direction • Production Execution Team • Lighting Direction • Audio Direction • Script Writing • Entertainment Production • Stage Design and Fabrication • Photo Wall Design and Fabrication • Venue Styling (e.g. ceiling draping for SMX) <p>Provision of Complete Technical Equipment:</p> <ul style="list-style-type: none"> • Lighting Systems and Effects • Audio Systems and Playback • LED Video Wall (for live feed and audio video presentations) • Stage • Truss System • Generator Set • Live Video Broadcast (2-cam set-up) 	N/A	1 leg	N/A	N/A	N/A	N/A	N/A	N/A																		
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	<ul style="list-style-type: none"> • Video and Photography Documentation • Other Equipment as may be required (e.g. additional projector screen for SMX Convention Center) 						_____ _____	_____ _____	_____ _____
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Note: Detailed breakdown of cost for each cost element must be submitted in separate sheets which must be attached to this Schedule of Prices.

 Name of Bidder

 Signature over Printed Name of
 Authorized Representative

 Position

Checklist of Bidding Documents for Procurement of Goods and Services

Documents should be arranged as per this Checklist. Kindly provide folders or guides, dividers and ear tags with appropriate labels.

The Technical Component (First Envelope) shall contain the following:

1. Duly notarized Secretary's Certificate attesting that the signatory is the duly authorized representative of the prospective bidder and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, if the prospective bidder is a corporation, partnership, cooperative, or joint venture (sample form – Form No. 7).
2. Duly notarized Omnibus Sworn Statement (sample form – Form No.6).
3. Eligibility requirements.
 - **Legal Document**
 - 3.a. PhilGEPS Certificate of Registration (Platinum Membership)
 - **Technical / Financial Documents**
 - 3.b. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB. (sample form - Form No. 3). The duly signed form shall still be submitted even if the bidder has no on-going contract.
 - 3.c. Statement of the prospective bidder identifying its single largest completed contract similar to the contract to be bid, equivalent to at least fifty percent (50%) of the ABC supported with contract/purchase order, end-user's acceptance or official receipt(s) issued for the contract, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB. (sample form - Form No. 4).
 - 3.d. The prospective bidder's computation for its Net Financial Contracting Capacity (sample form - Form No. 5).

- 3.e. Valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance.
- 3.f. Company overview indicating background/profile and number of years in the industry or profile/s of the top executive/s of the agency, indicating their qualifications, background/experiences in the video production business.
- 3.g. In case of sub-contracting suppliers:
 - 3.g.1. List of at least three (3) suppliers per service provider who will be tapped to handle LANDBANK requirements, with their brief profile and portfolio.
 - 3.g.2. List of at least three (3) talents as hosts per area/leg, with their brief profile and portfolio.
 - 3.g.3. List of at least five (5) talents as entertainment for the whole duration of the event, with their brief profile and portfolio; may propose different talents per leg.
- 3.h. List of clients with contact persons and contact numbers (indicating the years when the projects were handled for them); and at least three (3) sample works (in photos & video).
- 4. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);
- 5. Revised Schedule VI - Schedule of Requirements with signature of bidder's authorized representative.**
- 6. Revised Section VII - Specifications with response on compliance and signature of bidder's authorized representative.**
- 7. Post-Qualification Documents – (Non-submission of these documents during the bid opening shall not be a ground for the disqualification of the bidder).
 - 7.a. Business Tax Returns per Revenue Regulations 3-2005 (BIR No. 2550Q) VAT or Percentage Tax Returns for the last two (2) Quarters; and
 - 7.b. Income Tax Return for 2016.

The Financial Component (Second Envelope) shall contain the following:

1. Duly filled out Bid Form signed by the bidder's authorized representative (sample form - Form No.1)
2. Duly filled out Revised Schedule of Prices signed by the bidder's authorized representative (sample form - Form No.2)

**Terms of Reference for the Procurement
of Event Management and Production Services
for the Client Appreciation Events
as of June 16, 2017**

I. Objectives

LANDBANK will be holding a series of Client Appreciation Events.

Main objectives of the event are to introduce the new LANDBANK senior management team and launch new Bank products and services.

II. Scope of Work

Provision of services needed for the implementation of the Client Appreciation Events.

1. Event management
 - Concept and design
 - Permit processing (if needed)
 - Event logistics and venue layout management
 - Booking of talents (e.g. voice over, host, entertainment)
2. Event production
 - Event direction
 - Production execution team
 - Lighting direction
 - Audio direction
 - Script writing
 - Entertainment production
 - Stage design and fabrication
 - Photo wall design and fabrication
 - Venue styling (e.g. ceiling draping for SMX)
3. Provision of complete technical equipment
 - Lighting systems and effects
 - Audio systems and playback
 - LED video wall (for live feed and audio video presentations)
 - Stage
 - Truss system
 - Generator set
 - Live video broadcast (2-cam set-up)
 - Video and photography documentation
 - Other equipment as may be required (e.g. additional projector screen for SMX Convention Center)

Schedule of Events:

Date	Time	Venue	Number of Guests
Sept. 7 (Thursday)	4:00 PM	DM Hall, 10 th floor LANDBANK Plaza Malate, Manila	350 (government sector)
Sept. 8 (Friday)	4:00 PM	DM Hall, 10 th floor LANDBANK Plaza Malate, Manila	300 (private sector)
Sept. 21 (Thursday)	4:00 PM	Diversion 21 Hotel Iloilo City	250
Oct. 6 (Friday)	12:00 PM	Cebu City Marriott Hotel Cebu City	250
Oct. 19 (Thursday)	4:00 PM	Limketkai Luxe Hotel Cagayan de Oro City	250
Nov. 9 (Thursday)	4:00 PM	SMX Convention Center Davao City	250
Nov. 23 (Thursday)	4:00 PM	Baguio Country Club Baguio City	250
Dec. 7 or 8 (Thursday or Friday)	4:00 PM (Thurs) 12:00 PM (Fri)	Widus Convention Center Clark, Pampanga	250
Jan 11 or 12, 2018 (Thursday or Friday)	4:00 PM (Thurs) 12:00 PM (Fri)	Club Balai Isabel Talisay, Batangas	250
Jan. 25 or 26, 2018 (Thursday or Friday)	4:00 PM (Thurs) 12:00 PM (Fri)	The Oriental Legazpi City	250

Schedule is subject to change (e.g. will depend on the availability of LANDBANK senior management team, weather conditions, etc.)

Venues are already tentatively booked, may only be affected if there will be any changes in the schedule and the proposed venue is not available.

III. Approved Budget

The approved budget for the project is **P16,077,600.00** (inclusive of all miscellaneous expenses for the production staff, crew and entertainment e.g. transportation, meals, accommodations, etc.).

Budget for the venue and food is not included in the project.

IV. Project Timetable

Week of July 31	Event Management Company on board Approval of final concept
August	Pre-production meeting
Sept. 7	Event proper - 1 st leg (DM Hall, LANDBANK Plaza)

V. Payment

No down payment shall be made. However, staggered payment per project milestone may be allowed, as follows:

Milestones	Share to Total Payment	Sample computation
After approval of the work plan including the proposed concept, stage design and line-up of artists (e.g. hosts, entertainment)	25% of total contract price	P4,019,400
After completion of each event	75% of total contract price *the remaining 75% will be divided equally among the 10 events	P12,058,200 (or P1,205,820 per event)
Total payment	100%	P16,077,600

VI. Eligibility Criteria

To be eligible to bid, companies must comply with the following criteria, as evidenced by supporting documents, which must be submitted to LANDBANK for evaluation of its Corporate Affairs Department (CAD).

Criteria	Required Supporting Documents
Company must be formally established for at least five (5) years;	Company overview indicating background/profile and number of years in the industry
or	or
Top executive/s of company must have experience in the business for at least five (5) years	Profile/s of the top executive/s of the agency, indicating their qualifications, background/experiences in the business
In case of sub-contracting suppliers (e.g. lights and sound systems, etc.), must contract the services of competent suppliers	List of at least 3 (three) suppliers per service provider who will be tapped to handle LANDBANK requirements, with their brief profiles and portfolio

	<p>List of at least 3 (three) talents as hosts per area/leg, with their brief profile and portfolio</p> <p>List of at least 5 (five) talents as entertainment for the whole duration of the event, with their brief profile and portfolio; may propose different talents per leg</p>
<p>Must have a proven track record in handling corporate events of reputable companies especially universal banks</p>	<p>List of clients with references and contact persons (indicating the years when the projects were handled for them); and at least three sample works (in photos and video). LANDBANK-CAD will use references as basis for background inquiries with previous clients.</p> <p><i>*Organizations belonging to the Top 100 Corporations by Gross Revenue (based on BusinessWorld Top 1000 Corporations in the Philippines Vol. 30, 2016)</i></p>

VII. Technical Proposal

1. Bidders' Qualifications under the Eligibility Criteria will be rated either as "Pass" or "Fail".
2. Eligible bidders shall be required to submit and present their proposed concepts including the stage design and line-up of talents to the members of the Technical Working Group (TWG), which will evaluate them based on the set criteria (see no. 5).
3. The schedule of presentation of proposed concepts will be determined at the pre-bidding conference to be conducted among the prospective bidders.
4. The proposal will be composed of two to three concepts. Should the bidder submit more than three concepts, the TWG will only consider three concepts to be rated. Each concept must include:
 - a. Program flow
 - b. Stage design
 - c. Photo wall design
 - d. Line-up of hosts
 - Recommended hosts:
 - NCR/Luzon – Issa Litton*, Honey Obusan
 - Visayas and Mindanao – local hosts (e.g. Cebu – Christine Fernandez*, CDO – Rodjin Garcia*, Davao – Claudette Centeno*)
 - e. Line-up of entertainment
 - Recommended entertainment – set of 45 minutes; repertoire for the ten (10) areas/legs may consist of same set of songs but must also include

variety of spot numbers (e.g. Christmas songs for Nov. and Dec. shows):

- Bituin Escalante, Frenchie Dy, Radha
- Morissette Amon, Angeline Quinto, Klarisse de Guzman, Jona
- The Company*

**Talents during LANDBANK's 2015 Regional Client Appreciation Events in Manila, Baguio, Iloilo, Cebu, CDO and Davao. May still recommend "The Company" as long as they will have a new repertoire.)*

5. The criteria in rating the concepts are the following:
- | | |
|--|-----------------|
| a. Over-all concept | 30 pts. |
| b. Stage and ambient design | 25 pts. |
| c. Line-up of host and entertainment | 25 pts. |
| d. Program flow | 15 pts. |
| e. Company background and body of work | 5 pts. |
| Total | 100 pts. |
6. Members of the TWG will give ratings on the concepts per set (e.g. a member of the TWG will give three sets of scores for three concepts presented by an agency). The ratings of all members of the TWG will be averaged to arrive at the final score per agency.
7. Companies that will not reach the hurdle rate of 85 average points (in the Technical Proposal) will be automatically eliminated from the bidding.

Composition of the TWG

Lead : Catherine Rowena B. Villanueva
FVP, Corporate Affairs Department

Members : Judy O. Kis-ing
Head, MAU-CAD

Melissa B. Calimag
Head, MCSPU-CAD

Grace B. Redito
Head, CEU-CAD

May D. Arizabal
Corporate Services Sector

Representative, ADLS
Representative, BBS
Representative, TIBS

VIII. Financial Proposal

The most responsive agency (complies with all set criteria and passes the 85-point hurdle rate for the concepts) with the **lowest total financial bid** will clinch the contract. Budget cap/maximum allowable bid = **P16,077,600.00** or the approved budget for the project.

The bidder should submit a breakdown of expenses for the NCR, Luzon, Visayas and Mindanao legs.