Republika ng Pilipinas
Lalawigan ng Zambales
BAYAN NG SAN MARCELINO

Invitation for Negotiated Procurement

PROCUREMENT OF ENTERTAINMENT SERVICES

1. The LGU of San Marcelino Bids and Awards Committee (BAC) invites interested consultants to participate in the negotiation for the Project: "**Procurement of Entertainment Services**", in accordance with Section 53.6 of the Implementing Rules and Regulations (IRR) of republic Act (R.A.) No. 9184 otherwise known as the "Government Procurement Act". The Approved Budget for the Contract is **FOUR MILLION FIVE HUNDRED THOUSAND PESOS (Php4,500,000.00)** under **Appropriation Ordinance No. 77, Annual Executive Budget FY 2025**.

   Detailed service requirements are indicated in the Terms of reference (TOR) for the project.

2. The following Eligibility Documents, Technical proposal, and Best and Final offer stated in the checklist shall be submitted in one (1) original and two (2) copies on or before January 30, 2025 at 9:00AM at BAC Office San Marcelino, Zambales.

3. The interested consultant whose submission is determined as the successful offer shall be required to submit the following documents within three (3) calendar days from notice:

   (a) CY 2023 Income Tax return with proof of payment and VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment; and

   (b) Philippine Government Electronic Procurement System (PhilGeps) Registration Number.

4. The opening of the best and final offer will be on January 30, 2025 at 9:00AM at BAC Office San Marcelino, Zambales. Best and Final Offers received in excess of the ABC shall be automatically rejected.

5. For further information, you may ask the LGU San Marcelino-Head BAC Secretariat, Ms. Janis C. Noble at the BAC Office from 9:00am to 4:00pm.

For further information, please refer to:
BIDS AND AWARDS COMMITTEE SECRETARIAT
BAC Office, Municipality of San Marcelino
ZAMBALES 2207
(047)-602-2123

ENGR. ARMIDA FABELINIA
Municipal Engineer
Chairperson, Bids and Awards Committee

TERMS OF REFERENCE

I. BACKGROUND

The town of San Marcelino celebrates its bounty harvest of their delectable globe shaped white freshly rhizomes we locally call as SINGKAMAS. A favorite snack during the afternoon and a healthy ingredient to different Filipino dishes. Singkamas almost ubiquitous in the town during the season. The festival is celebrated yearly every last week of February.

We particularly covered the street dance parade and competition as this is one of the most colorful and grandest part of the festival.

To serve as reference on the general mindset of our very own Marcelineans it would be helpful to note that the Marcelineans aims to create rules based on people centered and people-oriented community that has the following characteristic.

1. United, Resilient & Inclusive
2. Highly integrated and cohesive, competitive, innovative, dynamic with enhanced connectivity and integrated with the global economy and
3. One that engages and benefits the people.

In view of the above, LGU San Marcelino is in need of entertainment services (Variety Show). The entertainment services will source/ secure the necessary talents/ manpower/ logistics/technical support that will provide an entertaining and lively Variety Show that is designed to welcome guests/ serenade them with the proper lights and sounds.

II. SCOPE OF SERVICES

1. Source & Contract of the preferred artist, designer, technical and production support personnel (Please see Annex A) (Artist Production Listing) among others as may necessary for the successful conduct of the variety show.
2. Adhere with the details as follows: Creative Direction
3. Event Details:

SINGKAMAS FESTIVAL 2025
SINGKAMAS FESTIVAL CONCERT

1) 1 Local Band
2) 1 Male Artist
3) 1 Female Artist
4) 3 Stand-up Comedians
5) 1 Female Group Performer
6) 1 Male Group Performer
7) 1 Male Singer
8) 1 Female Singer

4. Create a production Management Team to manage, coordinate, oversee the pre-during & post productions, audio visual requirements, stage set up, physical and technical requirements program, flow, artist content and other elements and requirement of the show for pre-production activities, rehearsals, and performances.

5. Submit an initial / complete manpower list that would include the name of all members of the production management team, artist performer and other suppliers / providers that will be assigned onsite during the show.

6. The Production Management Team include / source and contract the services of the following:

   - Director with experience on staging / producing a show production
   - Stage director and assistant
   - Proposed entertainment program / concept to include list of proposed performer
   - Proposed over all venue set up and stage design

III. TECHNICAL ELIGIBILITY REQUIREMENTS

1. Must be a Filipino-owned and legally registered Production Entertainment Services.
2. Must be registered in the Philippine Government Electronic Procurement System (PHILGEPS)
3. Must have the expertise in the conceptualization and in the direction of performances
4. Must demonstrably have good reputation in organizing events utilizing on entertainments
5. Must have the necessary skills and manpower support to implement the project
6. To submit an itemized estimated budget breakdown for the execution of their proposed show and logistic requirements.

IV. TECHNICAL ELIGIBILITY DOCUMENTS

1. Company Profile
2. PHILGEPS Certificate of Registration
3. List of local events organized in the past three (3) years

V. TERM OF PAYMENT

The Indication of Payment Scheme is as follows:

Output	**% Payment**
Upon Presentation and approval of preliminary program concept	15%
Upon submission and approval of program script & venue stage design	35%
Upon final submission of complete list of artist (to include their individual)	35%
Upon satisfactory performance of services	15%
	Total 100%

Bid Price Ceiling is **FOUR MILLION FIVE HUNDRED THOUSAND PESOS (Php4,500,000.00)** 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 proposal with the most advantageous financial package cost provided that the amount of BID does not exceed the above-mentioned approved budget. Deadline for the submission of BID should be on or January 30, 2025 at 9:00AM at BAC Office San Marcelino, Zambales.

Approved by:

HON. ELMER R. SORIA
Municipal Mayor