

## TERMS OF REFERENCE

**OFFICE:** Office of Protocol

**PROJECT:** Mesmerizing Manila: A Cultural Immersion Activity for Non-Resident Ambassadors (NRAs)

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This project requires the service of an Events Management Company/service provider that can create a tour package that will not exceed the approved budget of Php 300,000 and shall comply with the enumerated Terms of Reference below:

- a. Date of Event: 1<sup>st</sup> Batch – 09 August 2023  
2<sup>nd</sup> Batch – 16 August 2023
- b. No of pax per batch  
Ambassadors Max. of 35 Pax (including the Non-Resident  
with Spouses, and other delegates from DFA)
- c. Program:

0900H	Pick up
0920H	Assembly at the National Museum
0930H – 1100H	Tour at the Fine Arts and Anthropology Museum
1145H – 1330H	Lunch at Goldenberg Mansion/ Bayleaf Hotel/ Rizal Park Hotel
1340H – 1500H	Museo de Intramuros
1500H – 1600H	Afternoon snack at Barbara's Restaurant
1600H – 1730H	Fort Santiago
1740H	Return to the Hotel

- d. To provide the service vehicle to pick-up VIPs from Hotel to venues and vice versa
- Coaster with chauffer
  - Cover gas, parking fees and chauffer meal
  - Destination within Manila only.
  - Provide Alcohol/ Sanitizer
- e. To arrange the tours at National Museum, Museo Filipino Intramuros and Intramuros Tour
- Guided tour for the 4 NRA's with Spouse and other delegates from DFA
  - Exclusive tour guide in each of the three establishment
  - Shoulder the required fees i.e. entrance fees, tour guide fees, if any
- f. To handles arrangement and payment of lunch and snacks at the chosen venues
- f.1 Lunch at Goldenberg Mansion/ Bayleaf Hotel/ Rizal Park Hotel with caterer that can serve an excellent Filipino cuisine.
- Shoulder venue and facility fees
  - 3- course meal of the chosen caterer, subject for the approval of the DFA- OP
  - Seat plan/ table arrangement will be handled by DFA- OP, Socials Division
  - Dietary restrictions will be provided by DFA- OP, Socials Division, if any.

- f.2 Snack at Barbara's Restaurant
- Secure reservation at Barbara's Restaurant
  - Menu subject for the approval of the DFA- OP
  - Seat plan/ table arrangement will be handled by DFA- OP, Socials Division
  - Dietary restrictions will be provided by DFA- OP, Socials Division, if any.
- g. Quoted price should be in Philippine Peso and should include all taxes, duties and/or levies payable.
- h. Bidders should accept a **send-bill payment arrangement**.
- i. Authorized Signatory: **Francisco Noel R. Fernandez III**  
Assistant Secretary  
Office of Protocol
- j. Must be **PHILGEPS member** and provide the following documentary requirements in compliance of BAC (Sec.53.9) 2016 IRR of RA 1984:
- Proof of valid PhilGEPS registration;
  - Copy of current Mayor's Permit;
  - Copy of BIR Certificate of Registration;
  - Copy of latest Income Tax Return

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