

TERMS OF REFERENCE
PHILIPPINE E-VISA LAUNCHING
24 August 2023, 4:30PM

I. Background

- The Department intends to procure of Event Management Service Provider for the Launching of Electronic Visa by the Office of Consular Affairs.

II. Objective

1. Formally launch the Philippine e-Visa system in China FSPs;
2. Strengthen the DFA's partnership with relevant government agencies involved in visa policies and regulations;
3. Boost media engagement and public interest on the Philippine e-Visa; and
4. Counter misleading information on the Philippine e-Visa.

III. Technical Specifications

- **Full Event Planning and Coordination**
 - ◆ Uniformed staff to assist on the day of the event;
 - ◆ Over-all assistance in the preparation period up to the event proper
 - ◆ Execution and management of the event
 - ◆ Provision of timeline and over all plan for the event
 - ◆ Program planning and execution
 - ◆ Venue ocular
 - ◆ Assistance in the procurement of other essential services for the event
 - ◆ Coordination with the venue
 - ◆ Coordination with all concerned personnel and suppliers for the execution of the event
 - ◆ Spearheads detailing meetings with the organizers and suppliers
 - ◆ Provision and consolidation of essential visual materials and presentation for the event
- **Lights and Sounds System**
 - ◆ **Audio Equipment:**
 - Monitor Speaker
 - Wireless Microphone
 - Mic Stand
 - ◆ **Light Equipment:**
 - LED Par full color
 - White amber light
 - Moving head 380 light
 - Crank Stand
 - Mini Pearl Clearlites controller
 - 1 lot cable wire
- **LED Wall System**
 - ◆ 1 set 9ft x 24 ft LEDwall
 - ◆ 1 set adjustable riser 2ft-4ft
 - ◆ 1 set video mixer/ switcher roland v4ex
 - ◆ 1 set playback system / laptop/ desktop computer

- ◆ 1 set adjustable riser 2ft-4ft
- ◆ 1 unit power distribution
- ◆ 1 lot cable wire
- **Grazing Table**
 - ◆ Grazing table set-up
 - ◆ Attendants
 - ◆ Food for 200 pax
 - Salad
 - Appetizers
 - Desert
 - Drinks
 - **Juices**
 - **10 bottles of Wine**
 - ◆ **NOTE: Must Schedule food tasting prior to the event.**
- **Event Styling**
 - ◆ Creatives
 - ◆ Floor Lay Out
 - ◆ Full Venue Design
 - ◆ Reveal Set-up
 - ◆ Stage Design
 - ◆ VIP Lounge Set Up
- **Quartet Band**
 - ◆ Singer
 - ◆ Guitarist
 - ◆ Violinist
 - ◆ Keyboardist
 - ◆ Two (2) Sets of 45 minutes
- **Choir**
(Preferably Don Bosco Choir)
- **Twenty (20) Cocktail Tables**

IV. Payment

1. Send Bill
2. The Contractor shall be paid within **thirty (30) working days** upon the submission of the sales invoice, or its equivalent complete with supporting documents examined by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD). Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP).
3. All payments shall be inclusive of all applicable taxes and other lawful charges.