

## TECHNICAL SPECIFICATIONS / TERMS OF REFERENCE

**OFFICE** : Office of Public and Cultural Diplomacy  
**PROJECT** : **2nd Cultural Officers Retooling Program**  
November 20-25, 2023  
Department of Foreign Affairs, Pasay, Philippines

<b>I</b>	<b>BACKGROUND</b>  The Department of Foreign Affairs (DFA) through its Office of Public and Cultural Diplomacy (OPCD), is partnering with the Cultural Center of the Philippines for the conduct of training for their Cultural Retooling Course for Cultural Officers.  This year's training is geared towards equipping the participants with adequate knowledge and skills to efficiently and effectively conduct cultural diplomacy work through approaches to planning and implementing cultural diplomacy initiatives in Philippine culture, creative industry, and cultural heritage.	
<b>II</b>	<b>OBJECTIVES</b>  An Arts Management Training for Cultural Officers in the PH Post that will highlight the intersection of arts, culture, and creative industry and underscore the importance of leveraging cultural resources for international relations and global engagement. The theme is developed by:  <ol style="list-style-type: none"><li>1. Discussing how arts, culture, and creative industry can be powerful tools in building bridges, fostering understanding, and promoting peaceful international relations.</li><li>2. Exploring how preserving and promoting arts, culture, and creative industry can be a form of diplomacy, highlighting the importance of</li></ol>	

	<p>protecting and showcasing a nation’s rich history and tradition.</p> <ol style="list-style-type: none"> <li>3. Equipping cultural officers with practical skills in managing arts and cultural programs, including planning, budgeting, marketing, and logistics for diplomatic mission</li> <li>4. Experts from various agencies will be invited to as resource persons and lecturers for the six days training. This will include lectures, workshops, arts immersion, interaction with artists and industry experts, and presentation of program/project ideas as their culminating activity.</li> </ol> <p><b>Objectives:</b></p> <ol style="list-style-type: none"> <li>A. Learn and be aware of the Philippine culture, heritage, and cultural industry.</li> <li>B. Obtain practical knowledge and be equipped with conceptualizing, planning, promoting, implementing, and post-evaluating of cultural diplomacy initiatives.</li> <li>C. Understand and anchor cultural diplomacy initiatives in the DFA Cultural Diplomacy Framework and DFA Strategic Plan.</li> </ol>	
<p><b>III</b></p>	<p><b>BUDGET</b></p> <p>The Approved Budget for the Contract (ABC) is Nine Hundred Ninety-Nine Thousand, Nine Hundred Ninety-Nine Pesos Only (Php 999,999.00) for the professional fee of the events management company</p>	
<p><b>IV</b></p>	<p><b>SCOPE OF WORK</b></p> <p>The Contractor shall provide the following:</p> <ol style="list-style-type: none"> <li>1. Assist the Department in the <b>coordination with all the resource persons</b> for the 2nd Cultural Officers Retooling Program including the processing of the payment of the honoraria for eleven (11) identified speakers;</li> </ol>	

	<ol style="list-style-type: none"> <li>2. Arrange the <b>transportation requirements</b> from Manila for the identified resource persons for the 2nd Cultural Officers Retooling Program;</li> <li>3. Arrange the <b>hotel reservations</b> for nine (9) nights at a hotel in Baguio City in coordination with and approval of the end-user, for the five (5) identified speakers;</li> <li>4. Coordinate with the identified resource persons from La Union for the session in La Union and facilitate the arrangements and payments for the La Union session;</li> <li>5. Coordinate tour at BenCab Museum;</li> <li>6. <b>Facilitate the event management</b> of the 2nd Cultural Officers Retooling Program to ensure a smooth program;</li> <li>7. Handle photo and video documentation of the Course, from Day 1 to Day 5;</li> <li>8. Arrange and coordinate the 2nd Cultural Retooling Program based on the attached logistical requirements (see attached matrix).</li> </ol> <p>The Contractor shall have the following qualifications:</p> <ol style="list-style-type: none"> <li>1. Has organized cultural diplomacy events and capacity-building workshops</li> <li>2. Has BIR and PhilGEPS registrations</li> <li>3. Has worked with government particularly cultural agencies</li> <li>4. Provides training and education on strategy, management and leadership and events management services</li> </ol>	
<p><b>V.</b></p>	<p><b>Technical Specifications</b></p> <ol style="list-style-type: none"> <li>1. Overall execution and construction for the abovementioned event to include, but not be limited to: <ol style="list-style-type: none"> <li>a. Stage design (using existing stage of the venue)</li> <li>b. Registration counter</li> </ol> </li> <li>2. The events management company has PhilGEPS</li> </ol>	<p><b>Statement of Compliance</b></p>

	<p>and BIR registrations;</p> <ol style="list-style-type: none"> <li>3. Coordination of the session in La Union on 25 November 2023;</li> <li>4. The events management company will produce photography and audiovisual documentation of the event.</li> </ol>	
VI.	<p><b>Terms of Payment / Delivery</b></p> <ol style="list-style-type: none"> <li>1. The Contractor shall deliver the events management service within the approved number of days from the receipt of the Purchase Order.</li> <li>2. Payments shall be made within sixty (60) working days upon receipt of required documents and audited by the OFMS-FRMD. Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP).</li> </ol> <p>All payments shall be inclusive of all applicable taxes and other lawful charges.</p>	

VII.	<p><b>Documentary Requirements</b></p> <p>The Contractor should submit the following requirements:</p> <ol style="list-style-type: none"> <li>1. Service Quotation</li> <li>2. Contract between Supplier and DFA</li> <li>3. Copy of Valid PhilGEPS Registration</li> <li>4. Copy of BIR Registration</li> <li>5. Copy of 2022 Income Tax Return (ITR)</li> <li>6. Copy of Company Profile</li> <li>7. Copy of Mayor's Permit</li> </ol>	
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Contact Persons/Details: **Ms. Emmylou B. Felimer / (02) 8834-3983/**  
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**NOTE:**

1. Providers must state compliance to each of the provisions in the Terms of Reference/Technical Specifications. Non-compliance of the interested service providers to above-stated technical specifications will automatically deem their submission **FAILED.**
2. The Statement of Compliance must be signed by an authorized representative of the Provider.
3. Quotations with incomplete documentary requirements will be tagged as **FAILED.**

**Conforme:**

\_\_\_\_\_

**[Signature/s]**

**[Name of the Bidder/Bidder's Authorized Representative/s]**

**[Position]**

**Date:** \_\_\_\_\_