

## TECHNICAL SPECIFICATIONS / TERMS OF REFERENCE

**OFFICE** : Office of Public and Cultural Diplomacy  
**PROJECT** : **OPCD Year-End Networking Event**  
December 18, 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), will conduct a Year-End Networking Event to acknowledge its various stakeholders who have contributed to the milestones achieved by the Department in the field of public and cultural diplomacy.  The event will also be a valuable opportunity for OPCD to network with the diplomatic corps based in Manila and cultural institutions, the media, and other cultural stakeholders which can lead to potential partnerships and collaborations in the Department's cultural diplomacy projects and efforts. The event will also showcase cultural performers who are local talents and further promote Philippine pop (P-pop) culture and music.	
<b>II</b>	<b>OBJECTIVES</b>  The Year-End Networking Event will foster bilateral relations, highlight and promote Philippine culture and artistry, and underscore the importance of camaraderie, close dialogue, and festivity for international relations and global engagement. The theme is developed by:  1. Discussing the current programs and projects of different Embassies, cultural stakeholders, and the media and how they can promote peaceful international relations.	

	<ol style="list-style-type: none"> <li>2. Inviting cultural performers to showcase their talent and artistry to a wider international audience.</li> <li>3. Highlighting the DFA OPCD’s cultural diplomacy efforts at the home office and through the 94 Foreign Service Posts abroad.</li> </ol> <p><b>Objectives:</b></p> <ol style="list-style-type: none"> <li>A. Raise awareness about Philippine history and culture among the DFA’s cultural and media counterparts in the country;</li> <li>B. Build rapport and networks with the DFA’s cultural and media counterparts;</li> <li>C. Enhance information-sharing through close dialogue and festivity;</li> <li>D. Promote Philippine cultural performers, with focus on Filipino songs and dances;</li> <li>E. Elevate the DFA’s envisioned fourth pillar of cultural diplomacy.</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 of the hotel</b> including the preparation of the event space, design of the space, and the technical requirements (lighting, audio, and sound system) needed.</li> <li>2. Assist the Department in the <b>coordination with two (2) the cultural performers/groups identified by DFA-OPCD for the event</b> including the processing of the payment of the honoraria for the identified performers;</li> </ol>	

	<ol style="list-style-type: none"> <li>3. <b>Facilitate the event management</b> of the OPCD Year-End Networking Event to ensure a smooth program;</li> <li>4. Handle <b>photo and video documentation</b> of the event;</li> <li>5. Provide tokens to the guests</li> <li>6. Other necessary logistics for the event</li> </ol> <p>The Contractor shall have the following qualifications:</p> <ol style="list-style-type: none"> <li>1. Has organized major cultural and public diplomacy events with government agencies</li> <li>2. Has BIR and PhilGEPS registrations</li> <li>3. Provides 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 of the abovementioned event to include, but not limited to: <ol style="list-style-type: none"> <li>a. Stage design (using existing stage of the venue)</li> <li>b. Registration counter</li> <li>c. Photo booth</li> </ol> </li> <li>2. The events management company has PhilGEPS and BIR registrations.</li> <li>3. Coordination of the hotel</li> <li>4. Coordination of the identified cultural performers</li> <li>5. The events management company will produce photography and audiovisual documentation of the event.</li> <li>6. The events management company will provide tokens for the guests</li> </ol>	<p><b>Statement of Compliance</b></p>

VI.	<p><b>Terms of Payment / Delivery</b></p> <p>1. The Contractor shall deliver the events management service within the approved number of days from the receipt of the Purchase Order.</p> <p>2. Payments shall be made within thirty (30) 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).</p> <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>	
------	--	--

Contact Persons/Details: **Ms. Royce Lyssah M. Malabonga / Ms. Shania Darla V. Soriano / (02) 8834-4026 / [opcd.div3@dfa.gov.ph](mailto:opcd.div3@dfa.gov.ph)**

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: \_\_\_\_\_