

Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
OFFICE OF UNITED NATIONS AND INTERNATIONAL ORGANIZATIONS
2330 Roxas Boulevard, Pasay City 1300

TERMS OF REFERENCE
PROCUREMENT TO HIRE EVENT COORDINATOR/MANAGEMENT
FOR THE COMMEMORATION OF INTERNATIONAL HUMANITARIAN LAW
04-05 December 2023, Marawi City

ITEM	PARTICULARS
I.	<p>BACKGROUND</p> <p>As part of this year's commemoration of the International Humanitarian Law (IHL) Day, the Department will install a Filipino-themed mural at Marawi City Ground Zero tentatively scheduled on 04-05 December 2023, to reinforce the role of IHL in maintaining respect for human dignity even during situations of armed conflict.</p>
II.	<p>OBJECTIVE</p> <p>To procure hiring of event coordinator/management for the Commemoration of International Humanitarian Law, including providing artists that will install the mural.</p>
III.	<p>APPROVED BUDGET</p> <p>The Approved Budget for the Contract (ABC) is Two Hundred Nineteen Thousand Pesos only (PhP219,000.00) inclusive of all taxes and service charges.</p>
IV.	<p>GENERAL DESCRIPTION</p> <p>The project shall cover the event coordinator/management which include the following technical specifications:</p>
V.	<p>TECHNICAL SPECIFICATIONS</p> <p><u>Full event coordination and planning</u></p> <ul style="list-style-type: none"> ● Provide overall assistance in the planning, preparation period and actual execution of the event; ● Provision of timeline and overall plan for the event ● Conduct ocular inspection of the venue; ● Coordination with local officials for permits and other logistical arrangements; ● Conduct program planning and execution; ● Implement and manage the event on the actual day; ● Provide staff to assist on the day of the event; ● Coordinate actions of concerned personnel and suppliers for the execution of the event. <p><u>Artist</u></p> <ul style="list-style-type: none"> ● Provide two (2) Filipino visual artists for the murals including their transportation and accommodation expenses, in case necessary. ● At least one of the two Filipino visual artists, who will lead the installation of mural, must possess the following qualifications:

	<ol style="list-style-type: none"> 1. Have extensive experience in installing murals not only in the Philippines but overseas; 2. He/she must be recognized by government institutions not only in the Philippines but other international bodies; and 3. His/her art of style must be cubism.
V.	<p>TERMS OF PAYMENT</p> <p>The Contractor shall be paid within thirty (30) working days upon the submission of the sales invoice, or its equivalent, and other supporting documents examined by the DFA -Office of Financial Management Services-Financial Resource Management Division (DFA-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>
VI.	<p>MINIMUM REQUIREMENTS</p> <ul style="list-style-type: none"> ● Has extensive experience in events management for corporate meetings/event in private and/or government agencies/corporations; ● Possess a valid business permits necessary for the operation of a business; and ● PhilGEPS registered.

Interested entities are invited to submit their quotation together with their valid and current Mayor's Permit, DTI/SEC Registration and PHILGEPS Registration Certificate to:

Department of Foreign Affairs
Office of United Nations and International Organizations (DFA-UNIO)
10th Floor, Department of Foreign Affairs
2330 Roxas Boulevard, Pasay City 1300
Contact No.: 8834-3096
Email Address: unio.div6@dfa.gov.ph

Proposals/quotations higher than the ABC will be automatically disqualified.

DFA-UNIO reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.