

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

**TERMS OF REFERENCE**

**EVENT MANAGEMENT FOR THE DINNER RECEPTION FOR DELEGATES OF  
THE STRATEGIC TRADE MANAGEMENT SUMMIT (STMS)  
09 SEPTEMBER 2024, 7:00 p.m.**

The Office of United Nations and International Organizations (UNIO) intends to procure the services of an Events Management Company, which will manage the welcome reception dinner being hosted by the Department of Foreign Affairs for the delegates participating at the Strategic Trade Management Summit (STMS) from 09 to 12 September 2024. The welcome reception dinner is scheduled on 9 September 2024.

The STM Summit is an annual export control forum among ASEAN member states and countries with leading export control regimes, including the U.S., the European Union, and Japan. It aims to bring together industry leaders and senior-level government officials from various strategic trade agencies. About 350 delegates from various international organizations are expected to participate in the event.

The Approved Budget for the Contract (ABC) is Five Hundred Thousand Pesos (PhP500,000.00) inclusive of all taxes and service charges.

**MINIMUM REQUIREMENTS:**

1. Must be a Philippine organization capable of providing the following services:
  - a. Special events conceptualization and management; and
  - b. Logistical requirements such as sound system, lighting facilities, etc.
2. Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);
3. Must be willing to provide services on send-bill arrangement. Payment will be made at least 30 days after receipt of invoice;
4. Must have at least 2 years of experience in organizing medium to large scale events;
5. Must have experience and expertise in conceptualizing, implementing, and managing major international events of similar magnitude; and

6. Must present a detailed concept plan for the Welcome Dinner Reception.

## **SCOPE AND WORK DELIVERABLES**

The Welcome Dinner reception will be organized for the 350 participants, showcasing the Filipino brand of hospitality and revelry, in a venue, which will be determined by the Department of Foreign Affairs. The Events Management Company is expected to:

1. Conceptualize and manage the program flow, set up and staging requirements, and other highlights of the reception;
2. Provide technical requirements, including sound system, 9x24 LED, stage lay-out, and lighting facilities;
3. Printing and production of the program, invitations, menu cards, table place cards, and VIP place cards. Invitations are for 350 pax to be delivered on or before 6 September 2024;
4. Conceptualize and execute a welcome dinner reception program including:
  - a. Provide musical background to set a festive mood while guests arrive;
  - b. Devise a program that will allow for the DFA Secretary and/or other officials to deliver a speech;
  - c. Provide an emcee/host;
  - d. Provide a minimum of 45-minutes live cultural entertainment show, featuring Filipino culture. The cultural performance must:
    - i. Showcase Philippine cultural/folk dance to the delegates; and
    - ii. Use Philippine folk/culture-inspired costumes.
  - e. Provide a same day edit (SDE) of the highlights of the welcome reception dinner.
5. Present the welcome dinner reception concept plan/program and printed sample of program and invitation on or before 2 September 2024;
6. Handle venue and supplier coordination, as follows:
  - a. Coordinate with selected venue for necessary arrangements (meals and drinks);
  - b. Facilitate ingress to egress and other physical requirements;
  - c. Coordinate logistical arrangements of the production/cultural presentation; and
  - d. Arrange the food and traveling expenses of the group, which will provide the cultural performance, inclusive in the total cost.

**PAYMENT CONDITION/TERMS:** Send bill payments should be made through the List of Due and Demandable Accounts Payable (LDDAP). All payments shall be inclusive of all applicable taxes and other lawful charges.

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

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

Interested entities are invited to submit their quotation together with their PHILGEPS Registration Certificate, BIR Certificate of Registration (Form 2303), valid and current Mayor's Permit and notarized [Omnibus Sworn Statement](#).

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