

**TERMS OF REFERENCE FOR THE PROCUREMENT OF EXHIBIT MANAGEMENT FOR THE INTERNATIONAL CONFERENCE ON WOMEN, PEACE, AND SECURITY, 29-30 OCTOBER 2024**

**I. BACKGROUND**

The Philippines will host an International Conference on Women, Peace, and Security on 28-30 October 2024 in Manila with the theme, "***Forging Collaboration and Convergence for Advancing Women, Peace, and Security***".

The conference is to serve as an international stocktaking on the implementation of the women, peace, and security (WPS) agenda ahead of the 25th anniversary of UN Security Council Resolution 1325 (UNSCR 1325).

It aims to contribute to efforts to carve pathways and develop collaborative strategies for overcoming barriers to women’s full and meaningful participation in peacemaking and the mainstreaming of gender in the promotion of peace and security.

**II. OBJECTIVE**

To procure exhibit implementation and management services for the International Conference on Women, Peace, and Security from 28 to 30 October 2024.

- To mount, deliver, and execute a professionally managed exhibit during the conference that meets the highest standards of quality and efficiency.
- To facilitate a seamless exhibit experience for all participants, speakers, stakeholders, and sponsors.
- To showcase international and national women, peace, and security efforts;
- To ensure effective coordination and communication among all exhibitors.
- To coordinate with the conference secretariat and other suppliers to ensure the quality and timely delivery of their goods and services

**III. TECHNICAL SPECIFICATIONS**

**Scope of Services/Responsibilities:**

<b><u>Component</u></b>	<b><u>Details</u></b>	<b><u>Statement of Compliance</u></b>
<b><u>Exhibit Management</u></b>	<ul style="list-style-type: none"><li>● Planning, coordination, and execution of exhibits during the conference;</li></ul>	

	<ul style="list-style-type: none"><li>● Provision of at least 7 staff to assist during set-up and implementation;</li><li>● Creation of floor plan and curation of the exhibit, in coordination with Conference Secretariat and exhibitors;</li><li>● Develop Exhibit Guidelines for exhibitors;</li><li>● Coordination with the exhibitors and all logistical and administrative aspects of the exhibit;</li><li>● Provide exhibit materials such as exhibit booths, panels, lighting, tables and chair</li><li>● Plan and execute Exhibit Opening/Ribbon-Cutting on Oct 28, 8:00-8:20 AM (including ribbon, basic PA system and wireless microphones, etc.)</li></ul> <p>Exhibit requirements:</p> <ul style="list-style-type: none"><li>● 15 exhibit booths (octanorm shell system, aluminum posts and framing)</li><li>● 6 pcs. wooden panels 1m x 2m</li><li>● Customized signage for each exhibit booth (name of exhibitor using Conference branding)</li><li>● Other exhibit materials/decor/design within the Conference Branding</li></ul> <p>Inclusions of per booth:</p> <ul style="list-style-type: none"><li>● One (1) Convenience outlet</li><li>● Booth carpet</li><li>● One (1) Reception table</li><li>● Two (2) chairs w/ cover</li><li>● One (1) Fluorescent lamp</li></ul> <p><b>Floor Lay Out</b></p> <ul style="list-style-type: none"><li>● Floor Layout</li><li>● 3D Modelling and Rendering</li></ul>	
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	<ul style="list-style-type: none"> <li>● Implementation of branding/logo/graphics in 3D Render and 4 Views</li> </ul> <p>The initial design and layout/floor plan of the exhibit should be presented as part of the Request for Quote proposal. UNIO will approve final design and layout before production.</p> <p><b>Exhibit Schedule:</b></p> <p>Set-up: 28 October 2024, 9am-5pm</p> <p>Opening/Ribbon Cutting: 29 October 2024 from 8:00AM-8:20AM</p> <p>Actual Exhibit: 29 to 30 October 2024, 8:00am-6:00pm</p> <p>Venue: PICC 3rd Floor Lobby</p>	
<p><b><u>Equipment</u></b></p>	<ul style="list-style-type: none"> <li>● Basic audio system for October 29, 2024 (and inclusion of PICC electricity charge for use of audio system)</li> </ul> <p>Audio Equipment:</p> <ul style="list-style-type: none"> <li>● 1 unit digital mixer</li> <li>● 1 unit of laptop</li> <li>● 2 units of subwoofer speaker</li> <li>● 2 units of wireless microphone</li> <li>● 2 units mic with stand</li> <li>● 1 lot cable wire</li> <li>● Ten (10) gooseneck microphones for October 29, 2024</li> <li>● 1 unit LED TV, at least 40 inches, with TV stand, cables, connectors and technician <ul style="list-style-type: none"> <li>- 1 Unit Floor Stand – 63.5 (Base) x 67 (W) x 159 (H) in cm</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>- 1 Lot Cables and Connectors</li> </ul> <p><b>PROJECTOR AND SCREEN</b></p> <ul style="list-style-type: none"> <li>● Projector 3,800 ansi Lumens</li> <li>● Tripod 70x70 or 84x 84</li> </ul>	
<p><b><u>Printing of conference/exhibit collaterals</u></b></p>	<p>Printing of collaterals for the conference and exhibit, breakdown are as follows:</p> <ul style="list-style-type: none"> <li>● <b>Conference Folders - 150 pieces</b> (design based on conference branding) <ul style="list-style-type: none"> <li>- 250gsm Glossy Laminated Folder</li> <li>- One Side Print</li> <li>- One inside holder</li> <li>- A4 Size</li> </ul> </li> <li>● <b>Conference Lanyard - 250 pieces</b> (design based on conference branding) <ul style="list-style-type: none"> <li>- Full color print</li> <li>- 1 inch lanyard</li> </ul> </li> <li>● <b>Conference Program - 150 pieces</b> (design based on conference branding) <ul style="list-style-type: none"> <li>- Full color print</li> <li>- 200 GSM special paper</li> </ul> </li> <li>● <b>Customized Ballpens - 450 Pieces</b> with Official Logo</li> </ul>	

	<ul style="list-style-type: none"> <li>- Push Button Customized Black Ink Ballpens</li> <li>- Silver</li> <li>- UV Print Logo</li> </ul> <ul style="list-style-type: none"> <li>● <b>Enamel Pins (magnet type) - 50 pieces</b> (Based on Official Logo of the Conference) <ul style="list-style-type: none"> <li>- 1.25 inch magnetic enamel pins</li> <li>- 20 pcs gold plated</li> <li>- 30 pcs silver plated</li> </ul> </li> <li>● Inclusion of delivery to address below:</li> </ul> <p>The following collaterals shall be delivered to <b>DFA, 2330 Roxas Boulevard, Pasay by 24 October 2024.</b></p> <p><b>Note:</b></p> <p>UNIO will provide the official branding and logo for the collaterals.</p>	
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#### IV. PAYMENT TERMS

- Send Bill/Payments shall 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.
- UNIO reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.