

Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
OFFICE OF AMERICAN AFFAIRS
2330 Roxas Boulevard, Pasay City

TERMS OF REFERENCE
PROCUREMENT OF HIRING OF EVENTS MANAGEMENT SERVICE
FOR THE PHILIPPINES-CANADA EXHIBIT IN COMMEMORATION OF THE 75th
ANNIVERSARY OF THE ESTABLISHMENT OF DIPLOMATIC RELATIONS BETWEEN THE
PHILIPPINES AND CANADA
19-21 November 2024

| ITEM | PARTICULARS | | |
|--------------------------------|---|--------------------------------|--|
| I. | BACKGROUND This year, the Department will organize a Philippine-Canada Exhibit to commemorate the 75th anniversary of the establishment of diplomatic relations between the Philippines and Canada on 19-21 November 2024. | | |
| II. | OBJECTIVE To procure an event specialist firm for the organization and implementation of the Philippines-Canada Exhibit to commemorate the 75th Anniversary of diplomatic relations between the Philippines and Canada. | | |
| III. | GENERAL DESCRIPTION The project shall cover the event specialists which include the following technical specification: | | |
| IV. | TECHNICAL SPECIFICATIONS <table border="1" data-bbox="334 1413 1417 1549"><tr><td data-bbox="334 1413 1417 1482">Full event coordination</td></tr><tr><td data-bbox="334 1482 1417 1549"></td></tr></table> | Full event coordination | |
| Full event coordination | | | |
| | | | |

- Three (3) uniformed staff to assist on ingress, opening ceremony, and e-gress of the event
- Execution and management of the event
- Program execution
- Venue ocular
- Assistance in the procurement of other essential services for the event
- Coordination with the venue
- Coordination with all concerned personnel and suppliers for the execution of the event
- Provision and Consolidation of essential visual materials and presentation for the event
- Provision of photographer for the Opening Ceremony
- Print out of exhibit posters, including x-stands/standees for the entrances of Ayala Malls Manila Bay and for the glass wall (1m high) display of the Level 2 exhibit area, and
- Payment for all suppliers, including incidental fees (e.g. manpower and electricity of the venue, permits (including utilities and etc.)

Lights and Sound System

Audio Equipment (19 November 2024, 1:30 p.m. – 4:30 p.m.):

- 1 unit digital sound console
- 1 unit laptop with technical specifications sufficient to control the settings of the audio equipment
- 2 units speaker and subwoofer
- 1 lot cable wire
- 1 wireless mic
- 1 lot mic with mic stand

Lighting Equipment (19 November 2024, 1:30 p.m. – 4:30 p.m.) for the exhibit design and the opening ceremony area:

- 8 units Rgbw LED par full color
- 2 units White amber light
- 2 units crank stand
- 1 unit light controller
- 1 lot cable wire

3 50-inch LED Smart TV (center piece for whole duration of the exhibit)

- with adjustable stable stand
- with 2 HDMI/2 AV IN/ 2 USB Port
- all necessary cables and extension cords

Interactive Activities

Mechanical Bull - 3 days (Day 1 (6 hours), Day 2 & 3 (8hours))

- Fully operational mechanical bull for all days of the event
- Operator who will also require participants to sign waivers prior to riding the bull
- Safety materials - surrounding foam, enclosure, Size: 9 inch

Photo Booth - 3 Days (Day 1 (6 hours), Day 2 & 3 (8 hours))

- Under operation for entire duration of the event
- Customized Print out of the props (names of provinces in Canada and the Philippines to use for photo booth; design will be provided by the DFA)
- Magnetic sheets for photos

Painting

- 220 pcs Canvas (20cm x 25cm)
- 20 sets of paintbrushes (set of 3 paintbrushes in large, medium and small sizes)
- Oil canvas paints (to last the entire duration of the event)
- 2 long tables with 5 chairs each
- 220 pcs. Plastic cups

Events Styling

- Creatives
- Floor layout
- Full venue design inclusive of backdrop, registration table and chairs (7 monoblock chairs)
- Ribbon cutting set up
- Stage design

Exhibit Styling and Collaterals

- Exhibit layout
- Exhibit designs and accents
- Carpet for the exhibit
- Colored Printing and installation (mounting) of the exhibit collaterals (includes exhibit photos with border frame (approx. 100 photos), posters, and banners)
- Exhibit Panels (Modular Walls / pillars) sufficient for all exhibit collaterals
- Exhibit panel lights for the exhibit collaterals

Food and Catering Services for 100 pax (Filipino cocktail snacks)

- Cocktail Set Up
- Attendants
- Food and Drinks (no alcohol)

| | |
|-------------------|--|
| <p>V.</p> | <p>TERMS OF PAYMENT</p> <p>Payment terms shall be made only upon the delivery of goods and services that have been rendered in accordance with the Terms of Reference. No payment shall be made for goods or services not yet delivered or rendered.</p> <p>The Contractor shall be paid based on the terms of government procurement, on a "Send Bill Arrangement", within thirty (30) working days, but in no case later than 60 working days upon the submission of the Provisional Receipt, Statement of Account, a Sales Invoice, or its equivalent, and other supporting documents examined by the Office of Financial Management Services-Financial Resource Management Division (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> |
| <p>VI.</p> | <p>MINIMUM REQUIREMENTS</p> <ul style="list-style-type: none"> ● Has extensive experience and a proven track record in events management for corporate meetings in private and/or government agencies/corporations; ● With history of working closely with the other government agencies, including high-level summits and conferences ● Possess valid business permits necessary for the operation of a business providing catering services; and ● Valid PhilGEPS registration; |
| <p>VII</p> | <p>DOCUMENTARY REQUIREMENTS</p> <ul style="list-style-type: none"> ● Proposal including quotation, inclusive of all applicable taxes and other lawful charges (Nett) ● Company profile ● Valid PhilGEPS registration ● Valid BIR registration ● Mayor's / Business Permit (FY 2024) |

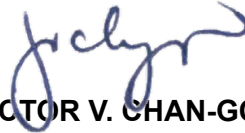
Interested entities are invited to submit their quotation together with their valid and current Mayor's/Business Permit, DTI/SEC Registration and PHILGEPS Registration Certificate to:

Office of American Affairs (OAA)
7th Floor, Department of Foreign Affairs
2330 Roxas Boulevard, Pasay City
Contact No. : 8834-3976 (Div 2)/ 8834-4378 (Admin)
Email Address: oaa.div2@dfa.gov.ph

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

NOTE:

1. Proposals/quotations higher than the ABC will be automatically disqualified or deemed failed;
2. The Service provider must submit a certificate/statement of compliance for each of the provisions in the Terms of Reference. Non-compliance of the interested service providers will be automatically disqualified or deemed failed. The Statement of Compliance must be signed by an authorized representative of the service provider.



JOSÉ VICTOR V. CHAN-GONZAGA
Assistant Secretary

CONFORME:

Signature over printed name