

DEPARTMENT OF FOREIGN AFFAIRS KAGAWARAN NG UGNAYANG PANLABAS



| | | | DEPARTMENT OF | ORDER F FOREIGN AFFAIRS ANILA | | | |
|-------------------------|-------------|-----------------|--|---|--|-----------------------|--------------|
| Supplier: | RED ROOT A | RTISTS AND A | ARTISANS MULTIPURPOSE COOPERATIVE | J.O. No. | 09-001-24 | | |
| Address: | | awanggawa S | t., UP Teachers Village, Diliman, | Date | 4-Sep-24 | | |
| | Quezon City | 052415 | | | | | |
| Contact nos: | M: 0916-423 | 1-0524 E: red | drooideas@gmail.com, mark@redroot.coop | Mode of Procurement | | Small Value 53.9 | |
| Gentlemer Please fun | | fice the follo | owing articles subject to the terms and condit | tions contained herein: | | # | |
| Place of D | elivery: | n/a | | n/a | | | |
| Date of Delivery: | | n/a | 4 | | Payment Term: | Send bill arrangement | |
| Item No. | Limit | I Overetite | Densi | -4: | | 11.10 | |
| item No. | Unit | Quantity | Descri | ` | | Unit Cost | Amount |
| 1 | lot | 1 | Hiring of events management service for the International Con | | | | |
| | 100 | - | Security hosted by the UNIO on 28-30 October 2024 | referce on women, reace, and | | | |
| | | | Conference Management | | | | P 80,000.00 |
| | | | Planning, management, coordination, and execution of all log (indicative program attached); Coordination with other suppliers to ensure effective and time Onsite troubleshooting any issues that arise during the event schedule; Participation in weekly coordination meetings with the DFA UPP Panelisty's peaker Coordination for their presentations, slides, Develop event venue design/physical layout render for approximation of the polyment of event scenario in coordination with DFA UNI Develop and coordinate a post-conference program for the propartment of Tourism Timeline/Duration: | nely delivery of their goods and servent, such as technical difficulties or un UNIO and other suppliers; and tech requirements; youl of DFA UNIO; IO by October 4, 2024 (or earlier, a | rices; rexpected changes in the s necessary); | 4 | , |
| 100 | | | Planning and coordination upon receipt of Notice to Proceed | | | | |
| | | | Actual conference execution on October 28-30, 2024 (indicat Conference Branding | tive dates). | | | P 61,000.00 |
| | | | Develop and refine branding elements for the conference bas Design branded materials and event collaterals such as invita handbook, admin/logistical note, program, banners, signages, Ensure all digital and print materials and event collateral and Basic styling of conference stage and venue, in coordination Develop key visuals for the conference to be shown in screer Design, printing, set-up of photowall/background for the confirmeline: Indicative deadlines: Major branding elements (e.g. logo, colors) - July 30, 2024 Microsite and invitation-related materials - July 30, 2024 Other materials that will be used during the conference prope *Actual deadlines will be decided upon the first coordination the material). | ations, microsite, online registration tarpaulins, ID badges, etc; nere to the established brand guidel with venue supplier; n (e.g. logo loop, segment and nam ference with dimension of approxin | system, conference ines; se bumpers, etc.) nately 8x10 ft | | |
| | | | Conference Collateral Design and Printing | | 1.0 | | P 164,000.00 |
| | | / | Design and printing of ID badges with customized event lany For Day 1 - Design and printing of event program (colored) (5 For Days 2&3 - Design and printing of event folder and progreps of Design and printing of pull-up banners, registration wall, streps of Design and printing of country name plates and provision of Assemble collaterals for the conference kits/bag (containing of Coordinate with the Department of Tourism for possible collaterals of | 300 pieces); ram (colored), notepad, and ballper samers, and posters (as appropriate acrylic name sign holder (300 piece event program, folder, tokens from sterals for the conference kits/bags | e); ss); organizers/partners) | | |
| | | | Development and Management of Online Pre-Registrati | | | | P 20,000.00 |
| | | | Development and management or online registration system officials of UNIO Weekly submission of an updated database of registered parl The design of the online registration system should be aligne On the day of the event, on-site registration of participants a secretariat personnel Updated database of participants who have arrived for attence Timeline: Indicative deadline: Roll-out of online registration system - July 30, 2024 *Actual deadline will be decided upon the first coordination in 75 days before the event. Development of Microsite for the Conference | ticipants (for reference of DFA); ad with the event branding; and distribution of ID badges/over-p dance checking. | basses to delegates and | | P 30.000.00 |
| | | | Design and develop a secure microsite, which will serve as a | renocitory of all undated information | on on the conference: | | . 30,000.00 |
| | | | Design and develop a secure microsite, which will serve as a Regular updating of the microsite based on new information The design of the microsite should be aligned with the event Timeline: Indicative deadline: First launch of microsite - July 30, 2024 *Actual deadline will be decided upon the first coordination in 75 days before the event. | (at least once a week); branding; | | | |



DEPARTMENT OF FOREIGN AFFAIRS KAGAWARAN NG UGNAYANG PANLABAS



| | | | | DEPARTMENT | B ORDER OF FOREIGN AFFAIRS MANILA | | | | | |
|--|--|--|---|--|---|--|-----------------------|---------------|--|--|
| Cumplion | DED BOOT A | DTICTC AND A | DYTEANS MILL TYPE | URPOSE COOPERATIVE | J.O. No. | 00-001-34 | | | | |
| a opposite the control of | | | | | | | 09-001-24 | | | |
| Address: 62B Mapagkawanggawa St., UP Teachers Village, Diliman, Quezon City Date | | | | | | 4-Sep-24 | | | | |
| Contact noc: | | -0524 L E: red | lrooideas@amail co | om, mark@redroot.coop ' | Mode of Procurement | | Small Value 53.9 | | | |
| | | 7-032-1 L. 160 | nooideas@gman.c | | Stilair value 55.9 | | | | | |
| Gentlemer | | | | Literature de la companya del companya del companya de la companya | | | ÷ | | | |
| | | tice the folio | owing articles s | subject to the terms and cor | nditions contained nerein: | Y . | | | | |
| Place of D | | n/a | - | | | Delivery Term: | n/a | | | |
| Date of De | elivery: | n/a | l | | | Payment Term: | Send bill arrangement | | | |
| | | 1 | | | . ,, | | T | | | |
| Item No. | | | | | | | Unit Cost | Amount | | |
| | UNIQ | | | | | | | | | |
| | | | | ation for Participants Arriving from | | | P 20,000.00 | | | |
| | | | Responsible for or Office | ganizing, managing, and coordinating l | the smooth arrival and departure with | n the MIAA Public Affairs | | | | |
| | | | participants (transpo • Create a master li • Assign Liaison Off | oordinating hotel and airport transfer, a ortation to be provided by DFA); st and plan for logistics coordination of icers/Coordinators in airports for the ar sure they are transferred to hotel/airpor | | | | | | |
| | | | Assign Liaison Off | icers/Coordinators to provide hotel che | ck-in/check-out support. | | | | | |
| | Responsible for the coordination and accreditation of hotels near the conference site; | | | | | | | | | |
| | Responsible for negotiating hotel rates with the accredited hotels Conference Stage Management and Participant Management | | | | | | | P 20,000.00 | | |
| | | | | ning, handling and management of part | | | | | | |
| 10. | | | Security personne Assisting Guests v Emergency management | | for Day 1; | 4 | | | | |
| | | | Coordination with | inator for social events within the confe caterer on food and beverages October 28-30, 2024 | | | | | | |
| | | | | ights Set-up with LED Wall | | | | P 400,000.00 | | |
| | | | Hall for Days 2-3) a o Stage set-up with Q&A for 3 days o 2 wireless micropl o 35 gooseneck mic o Back-up micropho Event technicals o Teleprompter/tv s At least 2 small s Event Clicker for s Internet/Connecti Generator Set (Pf Prior planning and | perators and main Control and Technic creen for presenters (on the floor, so p reens for the audience at the back to s peaker vity Set-Up (depending on the event se CC requires conference coordinator to p I technical rehearsals for seamless exec | attached program), including but not rophones for main speakers/podium, cal Booth (Main Audio Mixer and Light presenter can see their slides) see slides (as appropriate) tt up requirements) back-up from ven provide own energy source) | t limited to: 5 panelists per session, t Controller) | | h. | | |
| | Live Feed and Highlights Video | | | | | | | P 80.000.00 | | |
| | Full event photo and video coverage, with at least 3 video cameras/camera system; Video live feed; Production of highlight video to be shown before the program ends; Copies of video coverage – raw coverage and edited coverage; Audio file of coverage; | | | | | | | | | |
| | | _ | Provide a post cor Livestream | nference photo digital album of the con | rerence events | | | P 80,000.00 | | |
| | | - | | event via event microsite and DFA's Yo | out ube or Facebook channel; | | | P 80,000.00 | | |
| | | | Prior planning and Documentary Requires Submit sample lives | estream video, preferably with online pa | cution of live stream and video confer | rencing. | | | | |
| | | | Timeline/Duration: (Emcee | October 28-30, 2024 | | | | P 40,000.00 | | |
| | | | Provide Master of | Ceremonies (Emcee) for the 3-day eve | int | | | 10,000.00 | | |
| | To welcome participants To announce transitions To introduce speakers genelists Peyclop event script in coordination with DFA UNIO by October 4, 2024 (or earlier, as necessary) | | | | | | | | | |
| | | | SELECTION CALLE SEL | | ng Follows xxxxxxxxxxxxx | | | | | |
| (total An | nount in V | Nords) | Nine Hundred Nin | nety-Five Thousand Pesos | | | | P 995,000.00 | | |
| , | | | | | | | | | | |
| | cent for eve | ery day of | delivery within lelay shall be in N VILLARIN inted pame) | | a penalty of one-tenth (1/1 | Very truly yours | ARIA PAZ G. COF | RTES OAMSS | | |
| | | | | All . | A N | 1 | # GOLF | (Op a 00) | | |
| Requisition | la . Tura RIA TERES | Dept: Almoy SA T. ALMO Secretary, Ut | JUELA | Funds Available: MINDARADA Department Ch | Amount: \$\frac{\pi}{295}, \lambda \lam | | | | | |

Oreated on 09/04/2024