



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



08 March 2025

REQUEST FOR QUOTATION

Sir/Madam:

The Department of Foreign Affairs – Office of United Nations and International Organizations will undertake small value procurement for the services of an Events Management Company to manage the regional workshop titled “Southeast Asia and Pacific Regional Workshop on the Convention on Cluster Munitions” and the welcome reception dinner for participants from 18 to 19 March 2025. The welcome reception dinner is scheduled to be held on 18 March 2025.

Name of Project: **Small Value Procurement - Events Management for Southeast Asia and Pacific Regional Workshop on the Convention on Cluster Munitions**

Approved Budget for the Contract: **Php 439,350.00**

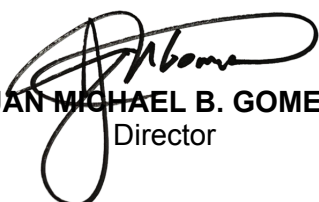
Please submit a signed lowest priced quotation and indicate your acceptance of the attached technical specifications for the procurement, subject to the following conditions:

1. Quotations must be accompanied by a detailed quoted proposal.
2. The Department hereby reserves the right to reject any/all offers; and accept any/all offers it may consider most economical and advantageous to the Government.
3. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
4. The deadline of submission of quotation is on or before **11 March 2025 at 10:00AM** subject to the compliance with the Terms of Conditions provided on this Request for Quotation.

The quotation should not exceed the Approved Budget for the Contract (ABC) of Four Hundred Thirty-Nine Thousand Three Hundred Fifty Pesos (PhP439,350.00).

Should you require further clarification, please contact the Office of United Nations and International Organizations via email: unio.div5@dfa.gov.ph.

Very Truly Yours,


JAN MICHAEL B. GOMEZ
Director

Attachment: Terms of Reference

Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
OFFICE OF UNITED NATIONS AND INTERNATIONAL ORGANIZATIONS
Double Dragon Tower, Meridien Park Avenue, EDSA Extension
Pasay City, Metro Manila, 1302

TERMS OF REFERENCE

**EVENTS MANAGEMENT FOR THE WORKSHOP ON THE UNIVERSALIZATION OF THE
CONVENTION ON CLUSTER MUNITIONS**

18 to 19 March 2025

The Office of United Nations and International Organizations (UNIO) intends to procure an Events Management Company, which will manage the workshop and the welcome reception dinner being hosted by the Department of Foreign Affairs for the delegates participating at the Workshop on the Universalization of the Convention on Cluster Munitions, scheduled on 18 to 19 March 2025. The welcome reception dinner is scheduled to be held on 18 March 2025.

The Approved Budget for the Contract (ABC) is Four Hundred Thirty-Nine Thousand Three Hundred Fifty Pesos (PhP439,350.00) inclusive of all taxes and service charges. Following are the requirements from the supplier:

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 5 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 Regional Workshop and the Welcome Dinner Reception.

SCOPE AND WORK DELIVERABLES

The workshop and the welcome dinner reception will be organized for the 70 participants. The Events Management Company is expected to:

Event Planning and Coordination:

1. Ten professional event staff to assist on the day of the event
2. Over-all assistance in the preparation period up to the event proper
3. Provision of timeline and overall plan for the event
4. Program planning and execution
5. Ocular at the venue
6. Logistics planning

Workshop:

1. Provide colored printer/scanner (unlimited printing);
2. 5 lapel microphones;
3. Printing and production of the collaterals: Program, name cards, name card holder, Philippine weave document bag (Philippine Authentic Tnalak Fabric);
4. Collaterals are for 70 pax to be delivered on or before 16 March 2025;
5. Provide gifts for the participants (70 pax): Acrylic Jeepney Cellphone Stand (design to be provided)

Reception dinner:

1. Conceptualize and manage the program flow, set up and staging requirements, and other highlights of the reception;
2. 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 officials to deliver a speech;
3. Present the welcome dinner reception concept plan/program on or before 12 March 2025;
4. Handle venue and supplier coordination, as follows:
 - a. Coordinate with selected venue for necessary arrangements (meals and drinks); and
 - b. Facilitate ingress to egress and other physical requirements.

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), latest Income Tax Return with the screenshot of the eFPS Filing Reference Number or proof of payment via eFPS or stamp of the RDO on the bottom-right of the ITR, valid and current Mayor's Permit, and notarized [Omnibus Sworn Statement](#).

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