



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



OFFICE OF AMERICAN AFFAIRS

TECHNICAL SPECIFICATIONS

**Office/End-User** : Office of American Affairs, DFA

**Project Title** : Negotiated Procurement - Small Value Procurement (Sec. 53.9) for an Events Management Service for the Reception of the Book Launch of “Ang Paglalakbay ni Galo”

**Venue** : City of Manila

**Date and Time of Project** : 7 May 2025, 1:30 PM - 4:30 PM

**Approved Budget for the Contract** : PHP 375,000.00

PARTICULARS	REMARKS
<p><b>I. Background</b></p> <p>On 07 March 2025, the Department of Foreign Affairs - Office of American Affairs (DFA-OAA), in collaboration with the Office of Cultural Diplomacy, completed the publication of a children’s book on the Manila-Acapulco Galleon Trade entitled “Ang Paglalakbay ni Galo” as part of its initiatives to celebrate the shared rich and long history between the Philippines and Mexico.</p> <p>The 28-page storybook features the main character, a galleon ship named Galo, narrating his experience as he navigates the distance between the Philippines and Mexico and how it shaped the history and culture of the two countries.</p> <p>The Museo Pambata is deemed as the suitable venue for the event as it provides a learning and entertainment venue for school-aged children. Museo Pambata is a children’s interactive museum that features several exhibits, including Habi, Karagatan, Pamayanan, and Kalikasan, among others.</p> <p>Of particular interest to the project is the Pamayanan Exhibit of the Museum which features art installations in local history, including the Manila Galleon Trade, the subject of the book. The exhibit also features a replica of a galleon ship that can stir the imagination of children on the relevance of the book.</p>	
<p><b>II. Objective</b></p> <p>OAA intends to introduce the book to its intended audience target, the</p>	

<p>schoolchildren in the country, to inspire greater appreciation and understanding and encourage interest among them on the shared culture between the Philippines and Mexico. Also, OAA aims to share the book with its key partners on culture and education to widen its audience and reach.</p>	
<p><b>III. Budget</b></p> <p>The Approved Budget for the Contract is <b>Three Hundred Seventy Five Thousand Pesos</b> only (PHP375,000.00), inclusive of all expenses for the event.</p>	
<p><b>IV. Scope of Work</b></p> <p>The Contractor shall provide the following services:</p> <p>A. Pre-event</p> <ol style="list-style-type: none"> <li>1. Coordinate with the venue and ensure the use of the ground floor of the main museum building for the event, including applicable fees, if any</li> <li>2. Ensure equipment, technical requirements and other materials and for the execution of the approved detailed scenario for the event</li> <li>3. Provide the required administrative, logistical, technical and other requirements for the activities - storytelling, book signing, arts and crafts activities of the children, museum tour of the children, and venue layout and design</li> <li>4. Print the approved collateral materials for the event - invitation, event banner, loot bags for the children, shirt for the children, arts and crafts materials of the children</li> <li>5. Conduct ocular inspection and technical dry run at the venue and food tasting for the approved menu</li> <li>6. Provide photos and/or samples of table linens at least one (1) week before the event</li> <li>7. Make arrangements and ensure invitation for schoolchildren as guests during the event, including transportation</li> <li>8. Ensure parking spaces for the guests during the event</li> </ol> <p>B. Event Proper</p> <ol style="list-style-type: none"> <li>1. Execute and oversee the implementation of the approved detailed scenario</li> <li>2. Set up lighting, sound system, other equipment for the execution of the formal program</li> <li>3. Cocktail tables and buffet set up for 70 pax (adults) of the approved menu with clean and spotless black and white linen covering and 30 children's packed meal</li> <li>4. Provide attendants for set up and well-trained waiters with clean and smart uniforms</li> <li>5. Full food catering managed buffet service including meals and transportation package</li> <li>6. Provide bar service for the drinks, with one (1) waiter always on standby</li> </ol>	

<ol style="list-style-type: none"> <li>7. Provide sufficient number of clean and spotless plates, glasses and utensils</li> <li>8. Provide logistical support for the speakers, storyteller and the master of ceremonies</li> </ol> <p>C. Post-event</p> <ol style="list-style-type: none"> <li>1. Clean up and wrap up at the event venue</li> </ol>	
<p><b>V. Terms of Payment</b></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>Neither the supplier and its partner nor the client shall be held liable for any failure or delay in performing their obligations under this agreement is such failure or delay is caused by event beyond reasonable control, including, but not limited to, acts of God, natural disasters, or any other unforeseen circumstances that render it impossible or illegal to fulfill the terms of this agreement.</p>	
<p><b>VI. Desired Qualifications of Service Provider</b></p> <ol style="list-style-type: none"> <li>1. An events management service or production events management company with extensive experience and a proven track record in events management for corporate meetings in private and/or government agencies/corporations</li> <li>2. Must have prior experience of successful government collaborations, highlighting experience with cultural projects to ensure familiarity with government protocols and expectations; prior work experience with the DFA is preferred</li> <li>3. Must have received at least one (1) recognition/commendation for their work as an events management company</li> <li>4. Must be able to comply with any changes in the details (venue, date, quantity, etc) of the event which will be conveyed by the End-user at least five (5) days before the event</li> <li>5. Possess valid business permits necessary for the operation of a business</li> <li>6. Must be able to provide documentary requirements as required</li> </ol>	

<p><b>VII. Documentary Requirements</b></p> <ol style="list-style-type: none"> <li>1. Proposal including quotation, inclusive of all applicable taxes and other lawful charges</li> <li>2. Terms of Payment: Send Bill Arrangement</li> <li>3. Company profile</li> <li>4. Valid PhilGEPS registration</li> <li>5. Valid BIR registration</li> <li>6. Valid Mayor's / Business Permit (FY 2025)</li> <li>7. Contract between service provider and DFA</li> </ol>	
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Interested entities must state compliance to each of the provisions in the Technical Specification and submit their proposal/quotation together with their valid and current Mayor's/Business Permit, DTI/SEC Registration and PHILGEPS Registration Certificate to:

Office of American Affairs (OAA)  
9th Floor, Department of Foreign Affairs  
Double Dragon Tower, DD Meridian Park  
Cor EDSA Extension, Pasay City 1302  
Email Address: [aaa@dfa.gov.ph](mailto:aaa@dfa.gov.ph); sydney.devera@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.

  
**JOSE VICTOR V CHAN-GONZAGA**  
Assistant Secretary

Pasay City, 29 April 2025