

TERMS OF REFERENCE

OFFICE : Office of Middle East and African Affairs
PROJECT : ***Africa Day 2025***
 04 June 2025 / 3:00-5:00 PM
 Department of Foreign Affairs, Pasay, Philippines

I	<p>BACKGROUND</p> <p>Following the successful inaugural celebration of Philippines-Africa ties in 2024, the Department of Foreign Affairs (DFA), through its Office of Middle East and African Affairs (OMEAA), will hold a diplomatic reception that highlights the contemporary cultural, and artistic connections between the Philippines and the African continent.</p> <p>OMEAA will also organize an art exhibit that will feature artworks by contemporary artists from each participating resident African embassies in the Philippines.</p> <p>This commemorative event to be held at the DFA Building, Double Dragon Tower, Pasay City, seeks to strengthen goodwill, showcase the cultural dynamism of both the African region and the Philippines, and emphasize the importance of fostering greater collaboration.</p> <p>OMEAA expects to receive around 150 guests from the Department, the diplomatic corps accredited to the Republic of the Philippines and the African Honorary Consuls in the country.</p> <p>OMEAA intends to contract an events management company to prepare the necessary requirements, to ensure the successful conduct of the event, and to deliver the required outputs before, during and after the event's completion.</p>	
II	<p>OBJECTIVES</p> <p>The event aims to:</p> <ol style="list-style-type: none"> 1. Celebrate the growing partnership between the Philippines and African nations. 2. Highlight cultural and people to people exchanges as a medium for mutual understanding and respect. 3. Provide a platform for dialogue and the recognition of ongoing diplomatic efforts between the Philippines and African countries. 	
III	<p>BUDGET</p> <p>The Approved Budget for the Contract (ABC) is TWO HUNDRED NINETY FOUR THOUSAND FIVE HUNDRED PESOS only (PhP</p>	

	<p>294,500.00), inclusive of the following expense items for both the reception and the exhibit:</p> <ul style="list-style-type: none"> • Events Planning, Coordination and Management Services; • Catering services, set-up and design for a cocktail event; • Art Exhibit essentials (mounting of artworks and provision of printed materials containing narrative/description/background of the artworks; • Stage Styling and Decoration; • Booking and Confirmation of Performers/Artists for the Event 	
IV	<p>SCOPE OF WORK</p> <p>The Contractor shall provide the following services:</p> <p>1. Full Event Planning and Coordination:</p> <ul style="list-style-type: none"> • Over-all assistance in the preparation period up to the event proper; • Provision of timeline and over all plan for the event ; • Attend and document preparatory meetings; • Program planning and execution ; • Conduct ocular inspection of the venue and technical dry run; • Conceptualization and management of the program flow, set up and staging requirements and other highlights of the event; • Provision of five (5) professional event staff to assist on the day of the event ; • Handle venue and supplier coordination, as follows: <ul style="list-style-type: none"> • Facilitate ingress to egress and other physical requirements; • Coordinate with various suppliers and service providers, for the food and beverage, logistical, technical, and other requirements of the event; • Logistics planning; • Provision and consolidation of essentials and materials for the event; • Coordination of the set up of the stage lighting, sound system, and other stage requirements for the event • Provision of logistical support for the performers/artists contracted for the event, if necessary <p>2. Catering Services</p> <ul style="list-style-type: none"> • Provision of catering services for the event (150 pax) with a combination of local, African and international food menu; • Provision of twenty (20) cocktail tables; • Provision and set-up of 2 grazing tables and 2 stand-alone beverage stations with waiters and food attendants; 	

	<p>3. Decoration, Styling and Stage Backdrop</p> <ul style="list-style-type: none"> • Provision of decoration and stage design; • Provision of a led wall which will serve as the stage backdrop; • Provision of printed materials and other documents needed for the art exhibit (e.g., narrative/description/background of the artworks); • Mounting of artworks; <p>4. Performers/Artists</p> <ul style="list-style-type: none"> • A classical guitar performance composed of two solo performances, one in Filipino, one in African Arabic, and will also provide the background music during the cocktail reception for 1 ½ hours; • A song presentation by a chorale (8 pax) showcasing a repertoire that bridges Filipino and African musical tradition - One African song, one Filipino song, and one well-known international song; 	
V	<p>EXPECTED OUTPUTS / DELIVERABLES</p> <ol style="list-style-type: none"> 1. Event plan including venue set-up plan, food and beverage set-up as well as ribbon-cutting set-up and exhibit arrangements 2. Curated food and beverages with food attendants and set-up 3. Venue and stage design, background, and backdrop 4. Other equipment necessary for the activities 5. Other necessary logistical requirements 6. Financial accounting 	
VI	<p>DESIRED QUALIFICATIONS OF SERVICE PROVIDER</p> <ul style="list-style-type: none"> • Type: Production/Events Management Company <ol style="list-style-type: none"> 1. Must be a Philippine organization capable of providing the following services: <ol style="list-style-type: none"> a. Special events conceptualization and management; b. Must be able to provide five (5) professional event staff to assist on the day of the event c. Conceptualization and management of the program flow, set up and staging requirements and other highlights of the event; d. Logistical requirements such as stage set up, styling, etc. 	

	<p>2. Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);</p> <p>3. Must have prior experience in government collaborations and be able to demonstrate successful partnerships with government entities to ensure familiarity with governmental protocols and expectations;</p> <p>4. Must be willing to provide services on send-bill arrangement. Payment will be made at least 30 days after receipt of invoice;</p> <p>5. Must have at least 5 years of experience in organizing medium to large scale events;</p> <p>6. Must have experience and expertise in managing major international events of similar magnitude; and</p> <p>7. Must have experience in handling events with the Department of Foreign Affairs;</p> <p>8. Must have at least one (1) recognition from an award giving body in the events industry;</p>	
VII	<p>TERMS OF PAYMENT / DELIVERY</p> <p>100% - Upon submission/sending of bill/invoice after the event's completion (send bill arrangement)</p>	
VIII	<p>DOCUMENTARY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Service Proposal/Quotation 2. Contract between Service Provider and DFA 3. Copy of Valid PhilGEPS Registration 4. Copy of Valid BIR Registration 5. Copy of 2024 Income Tax Return (ITR) 6. Copy of Company Profile 7. Copy of Valid Business/Mayor's Permit 	

Contact Person/Details: **Ms. Ma. Aurora P. Real** / (0915) 625 5016 / aurora.real@dfa.gov.ph

NOTE:

1. Providers must state compliance with each of the provisions in the Terms of Reference/Technical Specifications. Non-compliance of the interested service providers with above-stated technical specifications will automatically deem their submission **FAILED**.
2. The Statement of Compliance must be signed by an authorized representative of the Provider.
3. Quotations with incomplete documentary requirements will be tagged as **FAILED**.

Conforme:

[Signature/s]**[Name of the Bidder/Bidder's Authorized Representative/s]****[Position]****Date:** _____