

# MARITIME AND OCEAN AFFAIRS OFFICE

## TERMS OF REFERENCE

Project Name : Procurement of Events Management Services for the Conduct of  
*"The 2015 Manila Call to Action: Charting PH Ocean Climate Policy  
 Towards The 2025 UNOC3"*

Venue and Date : 27 May 2025/8:00AM-8:00PM

Requirements:

Events Management Services		Statement of Compliance
<b>Technical Specification s/Terms of Reference</b>	<p>The Company should be Philgeps accredited and will provide for the following services:</p> <ol style="list-style-type: none"> <li>At the Convention (National Museum)               <ol style="list-style-type: none"> <li>LCD Wall</li> <li>Low rise platform</li> <li>Audios</li> <li>Microphones (2 mic with standees, 5 wireless microphones)</li> <li>Chairs for 100 pax guests</li> <li>Overflowing coffee</li> </ol> </li> <li>At the Cocktail Reception (Intramuros, Manila)               <ol style="list-style-type: none"> <li>LCD Wall</li> <li>Low rise Platform</li> <li>2 round tables with 10 chairs each</li> <li>20 cocktail tables</li> <li>cocktail foods for 200 pax (arrangements as may be agreed upon)</li> </ol> </li> </ol>	
<b>Terms of payment</b>	<ol style="list-style-type: none"> <li>Send bill arrangement and payment will be done through bank transfer. It is advised that the winning bidder should submit a bank account number and bank branch details included in the List of Participating Bans in Electronic Peso Clearing System to which payment should be credited or transferred               <ol style="list-style-type: none"> <li>Rates should include all necessary taxes and other charges</li> </ol> </li> <li>ABC is PHP 1,000,000.00</li> <li>Payments shall be made within thirty (30) working days upon receipt of required documents and audited by the OFMS-FRMD. Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP). All payments shall be inclusive of all applicable taxes and other lawful charges.</li> </ol>	
<b>Documentary Requirements</b>	<p>The company should submit the following requirements:</p> <ol style="list-style-type: none"> <li>Copy of Valid PhilGEPS Registration</li> <li>Copy of latest Mayor's Permit</li> <li>Copy of latest Income Tax Return (ITR)</li> </ol>	

### NOTE:

*Providers must state compliance to each of the provisions in the Terms of Reference/Technical Specifications. The Statement of Compliance must be signed by the authorized representative of the Provider. This form together with the quotation addressed to Assistant Secretary Marshall Louis M. Alferez, cc: Ms. Sheila H. Solas, Administrative Officer should be submitted on or before the date indicated in the letter.*

Conforme:

[Signature/s]

[Name of the Bidder/Bidder's Authorized Representative/s]

[Position]

[Date]