

## TECHNICAL SPECIFICATIONS / TERMS OF REFERENCE

OFFICE:	Office of Cultural Diplomacy
PROCUREMENT FOR:	<b>Events Management Services</b>
EVENT TITLE:	<b>Book Launch of “From the Philippines to the World”</b>
DATE & VENUE:	25 July 2025 (Friday), Centro de Turismo, Intramuros, Manila
ABC:	<b>One Million Pesos Only (PHP 1,000,000.00)</b>

### **I. BACKGROUND**

The Philippine Studies Program is a cultural diplomacy initiative of the Department of Foreign Affairs to foster interest in Philippine culture, history, and heritage in the field of academia. It serves as a bridge, connecting the Philippines to academic institutions and scholars around the globe. In line with its mission to promote awareness and collaboration, the program has produced a comprehensive publication, ***From the Philippines to the World – A Global Catalogue of Philippine Studies Programs Abroad Promoting Academic Excellence and Cultural Diplomacy***, which documents and highlights Philippine Studies programs across the globe. The publication not only serves as an academic resource but also underscores the Philippines' commitment to cultural diplomacy and academic engagement.

### **II. OBJECTIVES**

The book launching event aims to:

1. Introduce “*From the Philippines to the World*” as an academic resource to the global academic and diplomatic community;
2. Enhance visibility and recognition of Philippine Studies programs worldwide;
3. Encourage further engagement, partnerships, and collaboration between Philippine institutions and international academic communities to support the expansion and sustainability of Philippine Studies programs; and
4. Increase interest in Philippine culture and history.

### **III. SCOPE OF WORK**

#### **Pre-Event**

1. Submit event plans
2. Attend preparatory meetings
3. Coordinate with relevant focal persons for administrative, logistical, and other requirements for the activities
4. Provide design proposals for the venue, as well as for the collateral materials
5. Coordinate with various suppliers and service providers for the logistical, technical, and other requirements of the event

6. Produce one (1) launch video, a short documentary on the history and relevance of the Philippine Studies Program and the relevance of the new book, to be played during the day of the launch
7. Curate and procure cultural tokens for the event

#### **Event Proper**

1. Execute and oversee stage production, which will include events direction/management
2. Provide design of collaterals for the whole event
3. Set up the technical and stage requirements for the event
4. Ensure provision of logistical support of the speakers/ performers, if necessary.

#### **IV. EXPECTED OUTPUTS/ DELIVERABLES**

1. Event plan including program flow, and venue set-up plan
2. Production of a short audiovisual presentation on the Philippine Studies Program
3. Design event digital and printed collaterals
4. Production of tokens/souvenirs for the event
5. Venue and stage design and background
6. Other necessary logistical requirements

#### **V. DESIRED QUALIFICATION OF SERVICE PROVIDER**

1. Type: Production/Events Management Company
2. At least five (5) years experience in event organizing and similar types of activities or projects
3. Preferably with experience staging a large event with at least 500 participants
4. Preferably with experience staging an event with a national government agency
5. With sufficient financial capital to complete the project
6. With at least three (3) positive feedback or commendations from past clients

#### **VI. TERMS OF PAYMENT**

1. **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 Banks in Electronic Peso Clearing System to which payment should be credited or transferred. Rates should include all necessary taxes and other charges.
2. Payment shall be made within thirty (30) working days upon receipt of required documents and audited by the OFMS-FRMD. Payments shall 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.

#### **VI. DOCUMENTARY REQUIREMENTS**

The Contractor should submit the following requirements:

1. Service Quotation

2. Contract between Supplier and DFA
3. Copy of Valid PhilGEPS Registration
4. Copy of BIR Registration
5. Copy of most recent Income Tax Return (ITR)
6. Company of Company Profile
7. Copy of Mayor's Permit

**NOTE:**

1. Providers must state compliance to each of the provisions in the Terms of Reference/Technical Specifications. Non-compliance of the interested service providers to the 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: \_\_\_\_\_