



**DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS**



**Republic of the Philippines  
DEPARTMENT OF FOREIGN AFFAIRS  
OFFICE OF UNITED NATIONS AND INTERNATIONAL ORGANIZATIONS**  
Double Dragon Towers, Pasay City

**REQUEST FOR QUOTATION**

**Date : 18 June 2025**

**PROCUREMENT OF EVENTS MANAGEMENT SERVICES FOR THE LAUNCH  
OF UN80 COMMEMORATIVE STAMPS**

**25 June 2025, 10:00AM - 12:00NN**

The Office of United Nations and International Organizations (UNIO) kindly requests for a quotation for the procurement of Events Management Services for the Launch of UN80 Commemorative Stamps on 25 June 2025 in Old Session Hall, National Museum of Fine Arts, Manila.

**A. Events Management**

- Full Event Coordination
- Six (6) professional event staff to assist on the day of the event
- Over-all assistance in the preparation period up to the event proper
- Provision of timeline and over all plan for the event
- Program planning and execution
- Venue ocular
- Conceptualization and management of the program flow, set up and staging requirements and other highlights of the event;
- Handle venue and supplier coordination
- Facilitate ingress to egress and other physical requirements.
- Logistics planning
- Provision and consolidation of essentials and materials for the event
- Event host / Emcee

**B. Food**

- Sweet and savory Filipino kakanin and pastries
- Filipino Hot chocolate, coffee, and tea station
- Buffet and cocktail tables
- Glassware, silverware, and other utensils
- Preferably Via Mare

### **C. Events Styling (Filipino themed)**

- Stage Design
- Creatives
- Venue Design
- Furniture and decorative architecture

### **D. Audio-Visual Requirements**

#### **VIDEO SYSTEM**

- 1 set LED Wall System w/ Processor+Video Scaler  
Dimension: 2.5 x 4 meters
- 1 rack LED Controller
- 1 lot SDI/ HDMI Signal Cables & Connectors
- 2 units 55" Smart Digital Brand TV Monitors
- 2 units TV Monitors TV Stands
- 2 units Data/ Interface Connectors
- 1 unit Laptop for Presentation & Data Feed Signal
- 1 lot Main Signal Video Cables & Connectors
- 1 set Video Camera w/ Universal Tripod Stands w/ Recorder & Essential Cables & Connectors

#### **AUDIO SYSTEM**

- 4 units Columnar Speakers
- 4 units Sub-woofer Speakers w/ Pole Stands
- 1 unit 12-16 Channel Digital Audio Mixing Console
- 2 units Stage Monitors c/w Power Supply
- 1 unit Music Files c/w Power Supply
- 1 unit Main AC / Speakers & Microphone Signal Cables
- 1 unit Gooseneck Podium Microphones w/ Delegate Microphone Stands
- 2 units Wireless Handheld Microphones c/w Transmitter & Receiver

#### **PORTABLE STAGE & LED PLATFORMS w/ ESSENTIAL ACCESSORIES**

- 1 set Stage Platforms with cross-braces and 3/4 Thickness Plywood w/ overlay industrial carpet in grey  
Dimension: 12ft (L) x 8 ft (D) x 1.5ft (H)
- 1 set LED Platforms with cross-braces & steel scaffoldings support backing and sidings on both Left & Right + Center cladding LED wall in black & frames fabric  
Dimension: 12ft (L) x 4ft (D) x 3ft (H ) w/ sidings 10-12ft (H) x 4ft
- 1 set Technical Control - 3ft x 12ft size cladding fabric & frames

#### **OTHER ACCESSORIES AND REQUIREMENTS**

- 1 set Wood Type Easel Stand

- 1 unit Podium w/ DFA Logo
- 1 piece Sintra Board Print for the Stamps  
FOC ONLY
- 08-10 pieces Cushion Beige Armchairs
- 10 pieces Center or Side Tables w/ Glass

**Note:** MISCELLANEOUS Fees, VAT and other applicable taxes should be included in the quotation.

The supplier should have the following minimum requirements:

1. Has extensive experience in handling any government events or handled DFA events;
2. With history of working closely with the Department of Foreign Affairs, including high-level summits and conference; and
3. PhilGEPS registered.


**Approved Budget of the Contract (ABC):** PhP297,500.00

**Payment condition/terms:** Send bill arrangement/Within 30 days upon receipt of the billing invoice and complete documentary requirements.

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 Events Management Services are invited to submit their quotation until **23 June 2025, 9:00 AM** together with their PHILGEPS Registration Certificate and valid and current Mayor's Permit.

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