

TERMS OF REFERENCE

Launch of UN80 Commemorative Stamps
Old Session Hall, National Museum of Fine Arts, Manila
25 June 2025, 10:00AM - 12:00NN

I. BACKGROUND

The launch of the UN80 commemorative stamps at the Old Session hall of the National Museum of Fine Arts marks the start of the Philippines' celebration of the 80th anniversary of the founding of the United Nations, as well as the country's membership in the UN. As a founding member of the UN and an active participant in shaping a just, equitable, and sustainable world, the Philippines honors eight decades of shaping multilateral cooperation through the UN.

The commemorative stamps, designed through the collaboration with the Philippine Postal Corporation and the Department of Foreign Affairs, serve as symbolic representations of the country's enduring commitment to the UN's ideals. The launch at the Old Senate Session Hall of the National Museum of Fine Arts—home to Botong Francisco's iconic mural Filipino Struggles Through History—underscores the powerful convergence of diplomacy, culture, and national identity, amplifying the event's message of collective resilience, global solidarity, and the Philippines' enduring commitment to peace and human dignity through the lens of history and heritage.

II. OBJECTIVES

- Celebrate the 80th founding anniversary of the United Nations (UN) and the Philippines' membership in the UN through the unveiling of commemorative stamps that highlight the organization's legacy and the Philippines' role in multilateralism and global peace.
- Promote public awareness and engagement with the values and achievements of the UN through a culturally significant and accessible platform.
- Strengthen partnerships among government agencies, international institutions, and cultural agencies in advancing shared goals of peace, development, and diplomacy through art and philately.

III. TECHNICAL SPECIFICATIONS

	REQUIREMENTS
1. Events Management	<ul style="list-style-type: none"> ● 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
2. Food	<ul style="list-style-type: none"> ● 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
3. Events Styling	<ul style="list-style-type: none"> ● Filipino themed ● Stage Design ● Creatives ● Venue Design ● Furniture and decorative architecture
4. Audio-Visual	<p>VIDEO SYSTEM</p> <ul style="list-style-type: none"> ● 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

	<ul style="list-style-type: none"> ● 1 set Technical Control - 3ft x 12ft size cladding fabric & frames <p>OTHER ACCESSORIES AND REQUIREMENTS</p> <ul style="list-style-type: none"> ● 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 <p>Note: MISCELLANEOUS Fees, VAT and other applicable taxes should be included in the quotation.</p>
ABC:	PhP297,500.00

IV. 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 together with their PHILGEPS Registration Certificate and valid and current Mayor’s Permit.

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