

TECHNICAL SPECIFICATIONS / TERMS OF REFERENCE

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| OFFICE: | Office of Cultural Diplomacy |
| PROCUREMENT FOR: | Events Management Services |
| EVENT TITLE: | Book Launch of “From the Philippines to the World” |
| DATE & VENUE: | 25 June 2025 (Wednesday), 3-5 PM, Centro de Turismo |
| ABC: | One Million Pesos Only (PHP 1,000,000.00) |

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. TERMS OF REFERENCE

The Contractor shall be responsible for the following:

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| 1 | <p>Compliance with pre-event requirements</p> <ul style="list-style-type: none">• Submission of event plans and production timelines• Attendance in preparatory meetings with the DFA• Coordination with relevant DFA focal persons for administrative, logistical, and other requirements for the activities• Provision of design proposals for the venue layout and collaterals• Coordination with various suppliers and service providers for the logistical, technical, and other requirements of the event | |
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| | <ul style="list-style-type: none"> • Coordination with venue to ensure the reservation, booking, and preparation of the event space, design of the space, and the technical requirements (use of LED screen, audio, and sound system) and technical operators/personnel needed • Curation and procurement of cultural tokens for the event | |
| 2 | Design and production of all collaterals and presentation materials, including: <ol style="list-style-type: none"> a. Backgrounds to be used on the LED screens for each phase of the program b. Printed posters, banners, and venue signages c. Social media cards and other online collaterals | |
| 3 | Provision of a full production team for the successful implementation of the event, including but not limited to: <ol style="list-style-type: none"> a. One (1) Project Manager b. One (1) Floor Director c. One (1) Script Writer d. One (1) Project Coordinator e. Four (4) Production Assistants f. One (1) Creative Producer for Video g. One (1) Creative Writer for Video h. One (1) Production Coordinator for Video i. Two (2) Production Assistants for Video j. One (1) DOP k. One (1) CAM OP l. One (1) AC m. One (1) Gaffer n. Four (4) Lightman/Technical Person | |
| 4 | Provision of the following: <ol style="list-style-type: none"> a. Lights and sound b. Stage design c. Key visuals d. Collaterals and printed materials e. Venue Signages on sintra board with stand (3-4 sintra print out) f. Single Stand Wall Panels (8x8 ft) g. 200 tote bags with print h. 200 foldable tote bags i. 200 sticker packs j. 200 custom gift wrappers k. 200 woven bookmarks | |
| 5 | Production of one (1) short format cinematic documentary video, at least 3-minutes long on the history and relevance of the Philippine Studies Program <u>before 25 June 2025 (Wednesday)</u> . The video will be played during the day of the launch. | |
| 6 | Production of the book reveal sub-event, including materials and collaterals that may be required to execute the book reveal | |
| 7 | Meals and transportation of the production team | |
| 8 | Provision of a reliable string quartet who will perform at the event | |

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| 9 | <p>During event proper,</p> <ul style="list-style-type: none"> • Execution of overall stage production, which will include events direction and management • Provision of collaterals for the whole event • Provision of logistical support of the speakers/ performers, if necessary. | |
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IV. DESIRED QUALIFICATIONS OF SERVICE PROVIDER

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| 1 | Must be a duly-registered Production or Events Management Company offering end-to-end event execution, content production, and logistical support for cultural and academic events. [BIR Certificate of Registration, DTI Registration, Mayor's Permit, or SEC Registration] | |
| 2 | Must have at least ten (10) years of demonstrated experience in event organizing and execution, including similar types of cultural, educational, or institutional projects. [SEC Registration with Articles of Incorporation or similar documents such as CDA or DTI Registration] | |
| 3 | Must have proven experience in producing high-quality documentaries, short films, and strategic video content, with a strong emphasis on creative storytelling and purposeful messaging. [Portfolio, samples of work, etc.] | |
| 4 | Must have held events related to Philippine Studies or similar scholarly events and conferences. [Contract] | |
| 5 | Must have experience in staging an event for government agencies. [Contract] | |
| 6 | Must have proven capacity, manpower, and logistical readiness to deliver all required outputs (including a <u>final edit</u> of the video documentary on the Philippine Studies Program), event components, and deliverables <u>before 25 June 2025 (Wednesday)</u> . [Compliance with III. Technical Specifications no. 3] | |
| 7 | Must have sufficient financial capital and operational infrastructure to deliver the project from inception to completion without disruption, as evidenced by audited financial statements with proof of submission to BIR. | |

V. DELIVERY PERIOD

25 June 2025

Note: DFA-OCD may change the schedule of implementation without penalty.

VI. CONFIDENTIALITY AND LIABILITY CLAUSE

Except as required by law or pursuant to prior written consent, the Contractor agrees to keep confidential and not disclose any information or document of the Procuring Entity or which the Procuring Entity designated the information as confidential. The Contractor shall take all reasonable steps to ensure its employees, contractors, agents and advisers comply with this clause. This clause shall survive the termination of this Contract.

The Contractor shall assume full responsibility for any and all liabilities, claims, damages, or expenses that may arise in connection with the execution of its duties under this agreement. This encompasses, but is not limited to, damages to property, injuries or harm to participants, attendees, or third parties, and any losses or damages resulting from negligence, misconduct, or failure to fulfill its obligations.

The Contractor agrees to indemnify, defend, and hold harmless the Department of Foreign Affairs, including its officers, employees, agents, and affiliates, from any and all claims, liabilities, damages, or expenses (including reasonable legal fees) resulting from the company's performance or non-performance of its services.

However, this liability does not extend to situations resulting from force majeure, unforeseen circumstances, or any willful misconduct by the Department of Foreign Affairs or its representatives.

VII. 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.

VIII. 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: _____