

**TECHNICAL SPECIFICATIONS/ TERMS OF REFERENCE (TOR) FOR  
SUPPLEMENTARY CONFERENCE MANAGEMENT SERVICES**

**DFA - OFFICE OF UNITED NATIONS AND INTERNATIONAL ORGANIZATIONS**

**2025 ASIA AND THE PACIFIC REGIONAL CONFERENCE ON IHL:  
*GALVANISING COMMITMENT TO INTERNATIONAL HUMANITARIAN LAW: CHALLENGES AND OPPORTUNITIES  
IN THE ASIA PACIFIC REGION***

**11-14 AUGUST 2025, MANILA**

**Procurement Title**

"Procurement of Event Management Services for the 2025 Asia and the Pacific Regional Conference on IHL"

**Office**

Office of United Nations and International Organizations

**Conference Title and Dates**

2025 ASIA AND THE PACIFIC REGIONAL CONFERENCE ON IHL (11-14 August 2025)

**Introduction**

This document provides the Terms of Reference for engaging a service provider to manage the 2025 Asia and the Pacific Regional Conference on IHL: Galvanising Commitment to International Humanitarian Law: Challenges and Opportunities in the Asia Pacific Region. The objective is to ensure a well-organized and successful set of activities that meets international standards and the expectations of all stakeholders.

**Background**

The Philippines, together with the International Committee of the Red Cross (ICRC), will be hosting the Regional Conference on International Humanitarian Law (IHL) on 11-14 August 2025 in Manila. Based on institutional and regional priorities, the main focus of the 2025 Regional Conference on IHL will be on the follow-up to the 34th International Conference of the Red Cross and Red Crescent Movement (IC34) and the importance of the Geneva Conventions. Potential topics include dignified management of the dead and humanitarian forensics, accounting for protected persons, detention, naval warfare law, information and new technology in

armed conflict, humanitarian disarmament, and the intersection of IHL and peace. Discussions will also address the gendered impacts of armed conflict and disability inclusion.

The selected service provider is only expected to support a specific portion of the Regional Conference, in close coordination with the Office of United Nations and International Organizations (UNIO) of the Department of Foreign Affairs.

### **Objectives:**

The 2025 Regional Conference on IHL aims to produce a report summarizing key points from both the plenary and breakout group discussions (non-attributable). Additionally, an internal document will be created, including contact information of key interlocutors for networking, outlining next steps, and exploring potential collaboration opportunities.

### **Scope of Services/Responsibilities:**

The Contractor shall provide the following services:

COMPONENT	DETAILS	Statement of Compliance/ Acceptance
Approved Budget	<ul style="list-style-type: none"> <li>The approved budget for this service amounts to One Million Pesos only (<b>PhP1,000,000.00</b>), inclusive of all applicable taxes, fees, and costs.</li> </ul>	
Dinner Reception	<p>Assist DFA-UNIO and the International Committee of the Red Cross (ICRC) in the coordination of the venue below for the purpose of the <b>Dinner Reception on 11 August 2025</b> as part of the 2025 Asia and the Pacific Regional Conference on IHL, including the following services:</p> <ul style="list-style-type: none"> <li>Reservation, booking, and preparation of the event space;</li> <li>Design of the space fitting for a dinner reception for officials;</li> <li>Reservation, coordination and organization of a 10-minute cultural performance (<i>to be approved by DFA-UNIO</i>)</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Ensure performers are briefed on schedule, venue setup, and audience preferences;</li> <li>○ Assist the performers during the day of the event;</li> <li>○ Coordinate technical needs for performances (sound, lighting, rehearsal schedule, <i>if necessary</i>);</li> <li>○ Supervise and troubleshoot the performance to ensure seamless execution.</li> <li>● Coordination with the hotel for the dinner menu: sit-down dinner buffet (<i>to be approved by DFA-UNIO</i>)</li> <li>● Responsible for negotiating hotel rates with the selected hotel</li> </ul> <p><b>Venue: New World Makati Hotel (150 pax)</b></p>	
Cultural Tour: Intramuros	<p>Plan, coordinate, and ensure the seamless and quality provision of a cultural tour at Intramuros for 70 international delegates, including:</p> <ul style="list-style-type: none"> <li>● Selection of and payment for a reputable tour agency with expertise on Philippine history and heritage, particularly Intramuros;</li> <li>● Provision of a curated itinerary for key heritage sites;</li> <li>● Provision of small souvenir items;</li> <li>● Provision of clean and well-maintained vehicles (bus/es) for the transport of the participants;</li> <li>● Provision of Filipino snacks for the participants that will adequately showcase Philippine culinary heritage;</li> <li>● Assign a coordinator/s to manage logistics, provide assistance, and ensure a smooth flow of activities.</li> </ul> <p>Documentary Requirements:</p> <ul style="list-style-type: none"> <li>- Submit sample cultural tour plan, including proposed itinerary, guide profiles, snack list, and souvenir items for approval by DFA-UNIO</li> </ul>	
Transportation	<p>Ensuring the seamless and efficient transportation arrangements during the Conference for the airport transfer of the participants (est. 70 international delegates):</p> <ul style="list-style-type: none"> <li>● Arrange three (3) vans (model year 2020 or later) suitable for the</li> </ul>	

	<p>official transport of the international delegates to and from the airport for two (2) days on 10 August 2025 and 15 August 2025 (fuel fees, toll fees, overtime, driver fees, parking fees, insurance, and optional snacks included)</p> <ul style="list-style-type: none"> <li>• Ensure vehicles are well-maintained and clean</li> <li>• On-call vehicle dispatch and replacement in case of breakdown</li> <li>• Assign professional and courteous drivers with knowledge of Metro Manila's routes and traffic conditions</li> <li>• Assist DFA UNIO in coordinating with the MMDA and PNP to facilitate smooth transport logistics and security arrangements</li> <li>• Ensure back-up drivers are available for unforeseen circumstances</li> <li>• Secure permits, as necessary</li> <li>• Assign Liaison Officers/Coordinators in airports for the arrival and departure of participants and ensure they are transferred to hotel/airport</li> </ul>	
Conference Tokens	<ul style="list-style-type: none"> <li>• Design and production of the token souvenirs for the Conference speakers and participants (150 pieces) - <i>to be coordinated with and approved by DFA UNIO</i></li> </ul> <p>Timeline:</p> <ul style="list-style-type: none"> <li>• The actual deadline for designs will be decided upon the first coordination meeting with the conference coordinator (depending on the material).</li> </ul> <p>Documentary Requirements:</p> <ul style="list-style-type: none"> <li>- Submit sample of token designs for speakers and participants</li> </ul>	
Summary of Documentary requirements:	<ul style="list-style-type: none"> <li>• PhilGEPS Red Membership</li> </ul>	
	<ul style="list-style-type: none"> <li>• Proof of experience in planning and executing international conferences hosted by the Philippine government (e.g. signed agreement/contract and event collaterals and documentation)</li> </ul>	

	<ul style="list-style-type: none"> <li>• Proof of experience in planning and executing <i>other</i> international conferences and events (e.g. signed contract and event collaterals and documentation)</li> </ul>	
	<ul style="list-style-type: none"> <li>• List of proposed sound and lights equipment specifications</li> </ul>	
	<ul style="list-style-type: none"> <li>• Duly notarized Omnibus Sworn Statement</li> </ul> <p>*If signatory is NOT the owner/head/president of the business entity: Notarized copy of Secretary's Certificate for corporations OR Notarized Special Power of Attorney for single proprietorships / partnerships</p>	
	<ul style="list-style-type: none"> <li>• Professional License/C.V.</li> </ul>	
<p>Desired Qualifications of Service Provider</p> <p>Type: Production / Events Management Company</p>	<ul style="list-style-type: none"> <li>• Must be a duly-registered sole proprietorship, partnership, or corporation that has been in existence for at least five (5) years as a registered entity.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Must have prior experience in government collaborations with a demonstrated track record of successful partnerships, familiarity with diplomatic and governmental protocols; prior work with the DFA and in handling international organizations and international conferences is preferred.</li> </ul>	
	<ul style="list-style-type: none"> <li>• With sufficient financial capital to ensure the reservation of the selected venue/s and to complete the project</li> </ul>	
Liability	<ul style="list-style-type: none"> <li>• The Contractor shall shoulder any and all damages (as defined in the Civil Code), fines, penalties, or charges incurred, including those not covered by an insurance policy, due to any violation of applicable laws, rules and regulations.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The Contractor shall submit to UNIO a request for approval, at least 10 days, before any changes are made to the implementation of the</li> </ul>	

	Technical Specifications. The Contractor undertakes to comply with the terms and conditions of the Contract, including the provisions of these Terms of Reference, despite such changes.	
	<ul style="list-style-type: none"> <li>Any change not approved or authorized by UNIO in writing, shall not be paid by the DFA.</li> </ul>	
Payment condition/terms:	<ul style="list-style-type: none"> <li>Send Bill/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. All payments shall be in accordance with the pertinent government accounting, auditing, budgeting, and procurement laws, rules and regulations.</li> </ul>	
	<ul style="list-style-type: none"> <li>The Contractor shall issue an official receipt to DFA-UNIO for the payment made, as proof and acknowledgement of receipt of such payment.</li> </ul>	
Reservation Clause and Force Majeure UNIO reserves the right to:	<ul style="list-style-type: none"> <li>Accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.</li> </ul>	
	<ul style="list-style-type: none"> <li>Neither the Hotel nor the Client shall be held liable for any failure or delay in performing their obligations under this agreement if such failure or delay is caused by events beyond their reasonable control, including but not limited to acts of God, natural disasters (such as floods, earthquakes, typhoons, war, terrorism, government regulations or restrictions, epidemics or pandemics, labor strikes, utility failures, or any other unforeseen circumstances that render it impossible or illegal to fulfill the terms of the agreement.</li> </ul>	
	<ul style="list-style-type: none"> <li>Interested service providers are invited to submit their quotation including samples together with their PHILGEPS Red Membership,</li> </ul>	

	2025 Mayor's Permit, Duly Notarized Omnibus Sworn Statement, Latest Income Tax Return including EFPS at the following address <b>on or before 28 July 2025, 12:00NN</b>	
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Note:

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

Conformé:

[Signature/s]

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

[Position]

[Date]