

## TERMS OF REFERENCE

**OFFICE** : Office of Cultural Diplomacy  
**PROJECT** : ***Heritage Films: A Film Showing Showcase in Celebration of Buwan ng Wika***  
August 12-14, 2025  
Department of Foreign Affairs, Pasay, Philippines

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| <b>I</b>  | <b>BACKGROUND</b> <p>The Department of Foreign Affairs – Office of Cultural Diplomacy (DFA-OCD) is mandated under Department Order 2024-002 to organize and undertake activities on Filipino culture, values, heritage, and creativity, and to organize cultural appreciation programs for DFA personnel.</p> <p>Building on OCD’s continuing efforts to promote cultural appreciation among Department personnel, Heritage Films: A Film Showing Showcase in Celebration of Buwan ng Wika is proposed as a three-day screening of select films that highlight the richness of Philippine culture, heritage, and the diversity of the nation’s languages and dialects. This initiative aims to harness the power of digital media to present narratives from various ethnolinguistic groups, fostering a deeper understanding of Filipino identity through the lens of cinema.</p> <p>DFA-OCD expects to receive around 100 guests from the Department, other national government agencies/offices, local government units and the academe.</p> <p>The DFA-OCD intends to contract an events management and production company to prepare the necessary requirements, to ensure the successful conduct of these activities, and to deliver the required outputs before, during and after completion of these activities.</p> |  |
| <b>II</b> | <b>OBJECTIVES</b> <p>The film showcase Heritage Films: A Film Showing Showcase in Celebration of Buwan ng Wika aims to:</p> <ul style="list-style-type: none"><li>• To deepen cultural appreciation of DFA personnel, cultural stakeholders, and guests from the academe through locally-produced films;</li></ul>   |  |

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|            | <ul style="list-style-type: none"> <li>• To expand cultural literacy by showcasing Filipino culture and language through films;</li> <li>• To support the nationwide celebration of Buwan ng Wika through Filipino films.</li> </ul>   |  |
| <b>III</b> | <p><b>BUDGET</b></p> <p>The Approved Budget for the Contract (ABC) is <b>TWO HUNDRED THOUSAND PESOS</b> only (PhP 200,000.00), inclusive of the following expense items for the duration of the film showcase:</p> <p>Technical Requirements</p> <ul style="list-style-type: none"> <li>• Technical equipment set-up for the film screening</li> <li>• Coordination with rental of LED Screen</li> <li>• Photo documentation</li> </ul> <p>Onsite Coordination and Venue Setup</p> <ul style="list-style-type: none"> <li>• Costs for coordination with partner institutions (if any)</li> <li>• Costs for coordination with and setup of food vendors</li> <li>• Events coordination and management services</li> </ul> <p>Collaterals</p> <ul style="list-style-type: none"> <li>• Service cost and tokens for the resource speakers and simple giveaways for the attendees.</li> <li>• Service costs for the printed materials and other documents needed for the event (e.g., narrative, description, background, and other substantive writeups, if any)</li> </ul> |  |
| <b>IV</b>  | <p><b>SCOPE OF WORK</b></p> <p>The Contractor shall provide the following services:</p> <p>1. Pre-event</p> <ul style="list-style-type: none"> <li>• Submit event plans</li> <li>• Attend and document preparatory meetings</li> <li>• Coordinate with relevant focal persons for administrative, logistical, and other requirements for the activities</li> <li>• Coordinate the hiring of additional human resource, if necessary</li> <li>• Design the event collateral materials (event poster, backdrop, signage)</li> </ul>  |  |

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|           | <ul style="list-style-type: none"> <li>• Conduct ocular inspection of the venue and technical dry run</li> <li>• Coordinate with various suppliers, service providers, and food vendors for the logistical, technical, and other requirements of the film showcase</li> <li>• Coordinate with partner organizations (if any) for the film showcase</li> <li>• Prepare and submit the pre-event image for the activities</li> </ul> <p>2. Event Proper</p> <ul style="list-style-type: none"> <li>• Execute and oversee stage production, which will include events direction/management</li> <li>• Provide design and background design for the stage and other collaterals for the whole event</li> <li>• Provide printed materials and other documents needed for the event (e.g., narrative, description, background, and other substantive writeups, if any)</li> <li>• Provide photo documentation throughout the event</li> <li>• Ensure the provision of logistical support for the resource speakers / panelists, if necessary</li> </ul> <p>3. Post-event</p> <ul style="list-style-type: none"> <li>• Submit the post-event photo documentation in digital format</li> </ul> |  |
| <b>V</b>  | <p><b>EXPECTED OUTPUTS / DELIVERABLES</b></p> <ol style="list-style-type: none"> <li>1. Event plan including program flow, venue set-up plan and food and beverage as well as exhibit arrangements</li> <li>2. Curated list of food and beverage with servers and set-up for the three-day film showcase</li> <li>3. Marketing materials including posters and photo teaser</li> <li>4. Collateral materials including printed programs, registration sheet, registration signage on tabletop stand, directional signage, and themed poster</li> <li>5. Production of tokens</li> <li>6. Venue and stage design, background, and backdrop of the program on the LED screen</li> <li>7. Documentation package including professional photo coverage, to be delivered in digital formats</li> <li>8. Other equipment necessary for the activities</li> <li>9. Other necessary logistical requirements</li> <li>10. Final report summarizing the event, anecdotal feedback from guests and attendees, and financial accounting.</li> </ol>  |  |
| <b>VI</b> | <b>DESIRED QUALIFICATIONS OF SERVICE PROVIDER</b>  |  |

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|             | <ul style="list-style-type: none"> <li>• Type: Production/Events Management Company</li> <li>• Must possess at least ten (10) years of experience as a communication, marketing, creative, media, or public relations agency, and must be duly established in the Philippines;</li> <li>• Must have prior experience in government collaborations and be able to demonstrate successful partnerships with government entities, highlighting experience with cultural projects to ensure familiarity with governmental protocols and expectations;</li> <li>• Must have garnered at least five (5) awards over the past five (5) years from prominent local and international awarding bodies;</li> <li>• Must be a Filipino-owned company that champions nation-building and country branding through its own initiatives, including heritage and advocacy documentaries and cultural promotional content. [Company portfolio and official events posted on the company's official website and social media accounts]</li> </ul> |  |
| <b>VII</b>  | <p><b>TERMS OF PAYMENT / DELIVERY</b></p> <p>100% - Upon release of the Notice to Proceed, signing of the contract, and completion of the following deliverables:</p> <ol style="list-style-type: none"> <li>1. Submission of event plan, including program flow and logistical arrangements.</li> <li>2. Completion of all pre-event coordination, including confirmation with food providers and partner Institutions (if any).</li> <li>3. Submission of marketing and collateral materials</li> <li>4. Successful conduct of the the three-day film showcase</li> <li>5. Delivery of post-event documentation (photo) in digital format</li> </ol> <p>All payments shall be inclusive of all applicable taxes and other lawful charges</p>   |  |
| <b>VIII</b> | <p><b>DOCUMENTARY REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Service Proposal/Quotation</li> <li>2. Contract between Service Provider and DFA</li> <li>3. Copy of Valid PhilGEPS Registration</li> <li>4. Copy of Valid BIR Registration</li> <li>5. Copy of 2024 Income Tax Return (ITR)</li> <li>6. Copy of Company Profile</li> </ol>   |  |

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|  | 7. Copy of Valid Business/Mayor's Permit |  |
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Contact Person/Details: **Mr. Lanz Vincent T. Vaswani / Ms. Megan Heart R. Depusoy**  
[ocd.div1@dfa.gov.ph](mailto:ocd.div1@dfa.gov.ph)

**NOTE:**

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