

TECHNICAL SPECIFICATIONS / TERMS OF REFERENCE

OFFICE:	Office of Public Diplomacy
PROCUREMENT FOR:	Events Management
EVENT TITLE:	DFA OPD MEDIA AND INFORMATION LITERACY PROGRAM
DATE & VENUE:	Q3-Q4 2025, DFA Temporary Headquarters (DD Tower)
ABC:	One Million Pesos (PHP 1,000,000.00) Only

I. BACKGROUND

In today’s rapidly evolving information landscape, the role of the Department of Foreign Affairs (DFA) Office of Public Diplomacy (OPD) has become more crucial than ever in identifying and combating fake news, misinformation, and disinformation, particularly across digital platforms. These issues challenge not only the integrity of public discourse but also the work of the Department.

In line with the preparation for the creation of a Public Diplomacy Officer (PDO) position in Foreign Service Posts, OPD aims to equip these future PDOs with the capability to critically assess media content, strategically communicate, and responsibly engage with the stakeholders, as these skills are essential in advancing our national interest, maintaining international credibility, and fostering public trust as well as transparency and accountability.

The Media and Information Literacy Program (MILP) aims to equip DFA personnel with practical tools, skills and resources to ably navigate today’s media environment and perform public diplomacy tasks effectively.

II. OBJECTIVES

1. Enhance awareness of current trends and threats in the media landscape, including identifying fake news and disinformation.
2. Develop communication skills in media engagement, including on-camera interview techniques and message framing.
3. Equip OPD personnel and future PDOs with the necessary tools to plan, implement, and evaluate communications strategies aligned with institutional goals.
4. Introduce AI applications and other emerging trends relevant to public diplomacy, public relations, and counter-disinformation efforts.
5. Production of recorded lectures/seminars that will be used in the long run as training materials for future PDOs and OPD personnel.

III. TERMS OF REFERENCE

The Contractor shall be responsible for the following:

1	Compliance with pre-event requirements <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 collaterals• Identification and engagement of appropriate speakers who are experts in the field, subject to the approval of the end user
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	<ul style="list-style-type: none"> • Coordination with institution experts, resource speakers, and service providers for the logistical, technical, and other requirements of the event • Curation and procurement of printed collaterals/giveaways • Coordination and sending out invitations to the speakers (as specified by the Department), as well as confirming their attendance;
2	<p>Design and production of all collaterals, including:</p> <ol style="list-style-type: none"> a. Background/Posters to be used on the LED TV screens for each phase of the program b. Logo for the Media Information Literacy Program Series c. Certificates for speakers <p>Soft copy and an editable version will be shared with the end-user.</p>
3	<p>Provision of a production team for the successful implementation of the program series, including but not limited to:</p> <ol style="list-style-type: none"> a. One (1) Project Coordinator b. Three (3) Production Assistants c. Two (2) Camera Operators d. One (1) Mixer and Audio Operator <p>The production team should document, record the program series (see attached file for the tentative dates of the program series to be covered)</p>
4	<p>Provision of the following:</p> <ol style="list-style-type: none"> a. Token Certificate for Speakers b. Honoraria/Fees/Riders for Speakers c. Collaterals and printed materials d. Token/Giveaway for Participants (Seminar IDs and notepads)
5	<p>During the program proper:</p> <ul style="list-style-type: none"> • Execution of documentation and recording of the lectures • Provision/printing of collaterals for the program series • Provision of minor logistical support for the DFA OPD team and speakers, if necessary. • Provision of a Zoom account with event branding/customization, and assistance for livestreaming of the seminar. • Provision of food for the participants for the training series (packed meals, snacks, and beverages) for at least 50 participants.
6	<p>Post-event:</p> <ul style="list-style-type: none"> • Provision of a Post-production team who will focus on the editing and production of two (2) lecture videos to be covered/documented • Production of a 30-60 second Omnibus teaser from the recorded materials
7	Meals and transportation for the production team

IV. DESIRED QUALIFICATIONS OF SERVICE PROVIDER

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	The service provider must have demonstrated experience in producing high-quality video content specifically for the Department of Foreign Affairs (DFA), including but not limited to event coverage, promotional materials, documentary-style features, and public diplomacy campaigns. Prior work with the DFA should reflect a clear understanding of the Department's mandate, communication style, and target audiences. [Portfolio, samples of work, etc.]
5	Must have a proven track record of managing events, experience in staging events and programs for government agencies, particularly with the Department of Foreign Affairs. [Contract]
6	Must have proven capacity, manpower, and logistical readiness to deliver all required outputs (including a <u>final edit</u> of the lecture series), event components, and deliverables. [Compliance with III. Technical Specifications]
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.
8	Must have been awarded and recognized by the creative industry for their work and portfolios.

V. DELIVERY PERIOD

Within Q3-Q4 of 2025
Note: DFA-OPD 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. Payments shall be made within thirty (30) working days in accordance with the agreed contract and upon receipt of the required documents and after being audited by the OFMS-FRMD. Payments shall be made through the List of Due and Demandable Accounts Payable (LDDAP).
3. 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. Copy of Valid PhilGEPS Registration
3. Copy of BIR Registration
4. Copy of most recent Income Tax Return (ITR)
5. Copy Company Profile
6. Copy of Mayor's Permit
7. Duly accomplished and notarized Secretary's Certificate
8. Duly accomplished and notarized Omnibus Sworn Statement (kindly request format of the document)

Contact Person/Details: Mr. Alexis Jerahmeel Tecson / (0917) 329 3118 / opd.div1@dfa.gov.ph and copy furnish opd@dfa.gov.ph

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: _____

ANNEX

Schedule of Programs (Tentative)

The event will be conducted at the Function Hall of the Temporary Headquarters of the DFA, schedule to be determined, and depending on the availability of resource speakers.

Seminar	Schedule/Time
Seminar 1	20 August 2025, Half Day
Seminar 2	8 October 2025, Whole Day

Tentative schedule, program series will be done within Q3-Q4, depending on the availability of partner experts and speakers.