

**TERMS OF REFERENCE  
(Events Management Services)**

**I. PROJECT DETAILS:**

**Title:** *The ANNEXT: (an)other / Sentiment Debris*

**Date:** December 04-11, 2023 (December 05, 2023 – Launch)

**No. of Participants:** 200 pax (During the Launch)

**Venue:** National Museum of Natural History – Shell Philippines Centennial Courtyard

**II. BACKGROUND**

The ANNEXT is an experiential art initiative which aims to conceptualise and curate innovative and ground-breaking contemporary art exhibitions with galleries, design brands, and cultural institutions to help elevate art appreciation and understanding. It will be launched on December 05, 2023, 6:00PM at the National Museum of Natural History – Shell Philippines Centennial Courtyard and will run until December 10, 2023.

**III. OBJECTIVES**

This event is aimed at sparking conversations about the role of art and tourism in our society by offering an engaging and accessible experience to develop interest in contemporary art among both regular museum-goers and individuals who may be new to the art world pursuant to the Department's renewed thrust to promote our culture, heritage, and love for the arts.

**IV. MINIMUM REQUIREMENTS**

- A. Must be accredited by the Philippine Government Electronic Procurement System (PhilGeps) – Must have Platinum accreditation;
- B. Must have experience handling six (6) tourism product specific exhibition, conference, or events between 2020 to 2023 for National Tourism Organization (NTO) preferably the Philippine Department of Tourism and its attached agencies;
- C. Must present a certification from previous projects/ Certificate of Satisfactory Services Rendered as part of the bid;
- D. Must not have pending project deliverables with the Department on or before opening of the Bids.

- E. Must submit a detailed script of the event as part of the technical requirements.

## **V. SCOPE OF WORK AND DELIVERABLES**

The Events Management Company shall provide the following general requirements:

1. Design and provide creative materials including event banner stands, background/backdrop, title card, digital juice, etc. according to the official event poster designs;
2. Prepare a Script and Program Flow Scenario to include Spiels of Voice Over, Speakers' Introduction, and other announcements and event information;
3. Conduct an ocular inspection of the venue prior to the ingress date;
4. Organize and facilitate technical rehearsals with the members of the organizer and DOT representatives;
5. Photo and Video Documentation of the event, including the program launch and exhibition proper to be endorsed to the DOT in an external hard drive;
6. Registration staff, laptop/s, printer, janitors, security personnel, marshalls, cleaners/sweepers during the launch, ingress, and egress, and packed meals (breakfast, lunch, PM snacks, dinner) for 40 staff of the DOT, galleries, and curator during ingress and egress.

The Events Management Company shall provide the following Physical and Technical requirements:

1. Overall venue and production design, execution, and/or construction for the event launch including
  - platform with design and podium;
  - Ribbon cutting props (artificial flower and ribbon)
  - 20 cocktail tables with cover and centerpieces to be set-up at the Hyundai Marble Hall;
  - 2 regular size food tent
  - printing and provision of ID/pass title cards;
  - Registration table including clipboards, markers, notepads, pens, alcohol dispenser, etc.
2. Provision of the following event requirements and/or coordination with the venue, National Museum of Natural History and its technical team for the

setup, installation, and execution of all physical and technical requirements which shall include:

- Audio, Visual, and Lights (FOH, backline, speakers, microphones, lighting controllers, etc.);
- One (1) set of 9ft x 12ft LED wall screen with frame, backdrop, platform, podium;
- Microphones (Goose and Wireless);
- Laptop/s with appropriate connectors;
- Presentation clicker;
- Dedicated cameras for documentation purposes.

#### **VI. BUDGET**

Total approved budget for the contract is **Eight Hundred Thirty-Seven Thousand Five Hundred Pesos Only (Php 837,500.00)** inclusive of all applicable taxes.

#### **VII. PAYMENT TERMS**

Government Procedure – Send bill arrangement and a 60-day payment period upon submission of complete billing and supporting documents including the event documentation. Bill must be addressed to the Department of Tourism.

#### **VIII. CONTACT PERSON**

Project Officer: Stephen Roy F. Argosino  
Office of the Undersecretary, Administration and Finance  
Address: Penthouse, New DOT Building, 351 Sen. Gil Puyat Ave., Bel-Air, Makati City  
Contact Number: 09260332130  
Email Address: sfargosino@tourism.gov.ph

**Prepared by:**



**STEPHEN ROY F. ARGOSINO**

*Senior Administrative Assistant III, OUSEC-AF*

**Approved by:**



**ATTY. SHEREEN GAIL C. YU-PAMINTUAN**

*Undersecretary, Administration and Finance*