

**TERMS OF REFERENCE**  
**Events Management Company for the**  
**Celebration of the Philippine Weaves & Fabrics - June 27, 2024**

**I. Introduction and Objectives**

In the 25th General Assembly of the United Nations World Tourism Organization (UNWTO), The Philippines, represented by Tourism Secretary, Christina Garcia Frasco, was elected Vice-President and Chair of the Commission for East Asia and the Pacific. As the chair of the commission, the country was designated as the host for the UNWTO's 36th Joint Commission Conference, which is expected to be attended by around 300 esteemed delegates from across Asia.

As the organizers of this prestigious event, the Department of Tourism (DOT), aims to showcase the country's rich culture and landscape while highlighting our local tourism products to an international audience. To achieve this, the Department tapped a Filipino fashion designer to create fashion pieces using unique, diverse, and stunning weaves and fabrics from the different regions of the Philippines.

Aligned with the National Tourism Development Plan's (NTDP) goal of equalization of tourism product development and promotion, the event aims to:

1. Create awareness of the country's rich cultural identity heritage through its various traditional Filipino weaves.
2. Showcase the diverse cultural tapestry of the Philippines by presenting the traditional weaves through a contemporary lens, offering a fresh perspective that resonates with its modern audiences.
3. Promote the expertise of Filipinos by highlighting the unique story woven into each fabric, which serves as a testament to the creativity and craftsmanship inspired by the country's vibrant heritage and tradition.

To execute and facilitate the event which is set to be held in Cebu in June 27, 2024, the Department shall engage an Events Management Company (EMC).

**II. Qualifications**

- The procured agency must be a duly registered Philippine-based full-service events management, marketing, creative, or PR agency with a proven track-record in organizing high-profile fashion shows and events;
- The agency must be established in the industry for at least five (5) years and accredited by the Philippine Government Electronic Procurement System (PhilGEPS);
- The procured agency must have proven experience in managing event logistics and technical requirements;
- The procured agency must be amenable to send-bill arrangement/government procedure.
- The procured agency must provide a production director, stage director, technical director, and production staff.
- Bidders must submit their quotation with cost breakdown to differentiate the amount of service fee and the amount to be earmarked for the payment to the third parties or other proprietors. Otherwise, tax withheld will be credited from the total contract price.

### III. Scope of Work and Deliverables

Scope of Work	Deliverables
Professional Fees for Models/Talents	The Agency shall cover the expenses for the professional fees for all sixty (60) models in the fashion show.
Hair and Makeup Package for Model/Talents	The Agency shall cover the expenses for the hair and makeup package for all sixty (60) models in the fashion show.

### IV. Budget

The Approved Budget for the contract is NINE HUNDRED NINETY-EIGHT THOUSAND THREE HUNDRED THIRTY-EIGHT PESOS AND THIRTY-THREE CENTS (PHP 998,338.33) inclusive of all government taxes and charges, chargeable to OTDPRIM-OSEC-UNWTO. The winning bid, however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.


### V. Payment Scheme

Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

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