



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

## REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the *"Provision of Event Management Services for the ASEAN Roundtable Discussion on Open Government"* in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project** : *"Provision of Event Management Services for the ASEAN Roundtable Discussion on Open Government"*
- Approved Budget** : Nine Hundred Sixty Nine Thousand Eight Hundred Sixty Four Pesos  
**(Php969,864.00)**
- for the Contract**
- Terms of Reference** : See the attached Annex "A" for Terms of Reference
- Location** : Philippine International Convention Center (PICC)
- Delivery Term** : Please see attached Annex "A" for Schedule of Deliverables

Interested suppliers are required to submit their valid and current Mayor's Permit, Income/Business Tax Return, PhilGEPS Registration Number, Omnibus Sworn Statement, and price quotation form (Annex "C") during submission of quotation.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialled by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 3:00 p.m. of **July 18, 2017** at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-1957.

For inquiry, you may contact us at tel. nos. 735-4902 or 657-3300 local 3115.

Very truly yours,

  
**ATTY. ANDREA CELENE M. MAGTALAS**  
Director IV, Administrative Service

Terms of Reference

**Events Organizer for the ASEAN Roundtable Discussion  
on Open Government**

August 14-15, 2017 | Philippine International Convention Center, Pasay City, Philippines

**I. Background:**

The Philippines is one of the founding members of the Open Government Partnership, a unique international initiative aimed at securing concrete commitments from governments to promote transparency, increase civic participation, fight corruption, and harness new technologies that strengthen governance.

In October 2016, the Philippine Open Government Partnership (PH-OGP) Steering Committee held its first assembly under the administration of President Rodrigo Duterte. From the meeting, the Steering Committee has set the direction of the Philippine OGP in the next few years.

Aside from the continued implementation of the 2015-2017 PH-OGP National Action Plan, the Steering Committee envisions to have a new country action plan that will be more responsive to the needs of the Filipino people. Anchored on this vision, the PH-OGP Steering Committee is now facilitating a series of regional consultations for the development of the 4th Co-Created Philippine OGP National Action Plan with various stakeholders. **The culminating activity of the consultation series will be a national launch event for the final version of the Action Plan.**

The 2017-2019 PH-OGP National Action Plan Launch shall also be held in PICC on August 2017 as part of the ASEAN Roundtable Discussion (RTD) on Open Government, one of the commemorative events of the on-going ASEAN Summits in the country. This activity will highlight the role that the Philippines can play as an open government champion in the region. In partnership with other national government agencies that have a significant role in promoting transparency, accountability and participation in the public sector, the launch event will also aim to showcase the Philippines' leadership role and involvement in the OGP and inspire fellow ASEAN Members to join this global movement. To date, the Philippines and Indonesia are the only ASEAN member countries in the OGP. Separate session/s during the event may also be held to discuss and share best practices, particularly the Philippine experience in implementing initiatives on transparency, accountability, and public participation.

The specific objectives of the regional forum are:

- 1) To promote/ disseminate information on the OGP platform and other participatory governance initiatives of the Duterte Administration
- 2) To discuss, recognize and share best practices in implementing initiatives on transparency, accountability, and public participation with other ASEAN members
- 3) To enjoin fellow ASEAN member countries to join the Open Government Partnership

## II. Objective:

Given the extensive scope of work required to prepare and hold this ASEAN event, there is a need to identify someone who can facilitate and ensure the smooth conduct of necessary pre-event, event proper, and post-event related activities. This TOR aims to hire an events organizer to manage the conduct of the ASEAN RTD on Open Government

## III. Participants:

For this activity, around **400 participants** are expected from the national government agencies, civil society organizations (NGOs, POs, and Academe), business groups, international development partners, and media. Representatives from the embassies and/or relevant ministries, and civil society organizations from the members of the Association of Southeast Asian Nations (ASEAN) will also be invited to participate in the event.

## IV. Provisional Program:

Time	Activity
<i>DAY 0- Welcome reception for ASEAN delegates Wine, cocktails and dinner shall be served</i>	
18:00 – 18:30 PM	Arrival of ASEAN delegates
18:30 – 18:45 PM	Welcome Message from Secretary Benjamin Diokno
6:45 – 6:55 PM	Message from USAID
6:55 – 7:05 PM	Message from the OGP Support Unit
7:05 – onwards	Networking/ Socials
<i>EVENT PROPER</i>	
8:30 – 9:00	Delegation Arrival
9:00 – 9:30	ASEAN Hymn  Welcome Remarks and Keynote Speech by Budget Secretary Benjamin Diokno  Special Message from Ms. Natalie Christine Jorge, Non-Government Chair of the PH-OGP Steering Committee, Budget Advocacy Group  Messages of Support <ul style="list-style-type: none"><li>• OGP Support Unit</li><li>• Government of Indonesia</li><li>• USAID</li></ul>
9:30 – 9:45	Snacks Official Event Photo
9:45 – 10:00	Philippine OGP Star Awards (1 <sup>st</sup> half)
10:00 – 10:15	Ceremonial launch of the Action Plan AVP Presentation on the 2017-2019 Philippine OGP Commitments
10:15 – 12:00	ASEAN Roundtable Discussion on Open Government

	<ul style="list-style-type: none"> <li>• Presentation from the Philippines</li> <li>• Presentation from Indonesia</li> <li>• Presentation from Other Countries (presenter TBD)</li> <li>• Q and A (Facilitated by the OGP Support Unit)</li> </ul> <p>ASEAN Unity Photo</p>
12:00 NN – 13:00 PM	Lunch
13:00 – 14:00	<p>Press Conference</p> <ul style="list-style-type: none"> <li>• Secretary Benjamin Diokno, DBM</li> <li>• Ms. Natalie Christine Jorge, BAG</li> <li>• USAID Representative</li> <li>• OGP Support Unit Representative</li> </ul>
14:00 – 16:00	<p>Panel Discussion on the PH-OGP Plan 2017-2019</p> <ul style="list-style-type: none"> <li>• Usec. Laura Pascua, DBM</li> <li>• Usec. Gloria Mercado, OCS</li> <li>• Usec. Austere Panadero, DILG</li> <li>• Ms. Natalie Christine Jorge, Budget Advocacy Groups</li> <li>• Atty. Marlon Manuel, Alternative Law Groups</li> <li>• Ms. Annie Enriquez Geron</li> </ul> <p>Moderator: Ms. Joy Aceron, OGP IRM Researcher - Philippines</p>
16:00 – 16:15	Philippine OGP Star Awards (2 <sup>nd</sup> half)
16:10 – 16:15	Closing Remarks by PH-OGP CSO Co-Chair, Ms. Natalie Christine Jorge, BAG
16:15 – onwards	Networking / Socials

## V. Scope of Work

The events' organizer shall perform the following before, during, and after the event:

### A. Before the Event: July 1- August 13, 2017

- a. Submit event plans for the Welcome Reception and ASEAN RTD on Open Government
- b. Attends and documents preparatory meetings of the inter-agency organizing committee of the event, and validate DBM's requirements for the whole duration of the event.
- c. Coordinate with relevant focal persons with regard to the logistical and accommodation requirements of foreign and local delegates.
- d. Hire graphic artist to design all materials for the event
- e. Hire performers for the cultural presentation and entertainment during the Welcome Reception and ASEAN RTD on Open Government
- f. Coordination for the hiring/identification of additional human resource needed (i.e. receptionists, usherettes, liaison officers, conference officers, host, facilitator, etc)

- g. Orient/brief all members of the organizing team on their roles (ie. Registration, Liaison Officer, Conference Officers, Usher/ettes, Security, Logistics Personnel, etc)
- h. Draft the script for the emcee of the event, for approval of the Inter-Agency Organizing Committee (IOC) or DBM
- i. Conduct ocular inspection of venues and technical and program dry run with members of the organizers
- j. Coordinate with various suppliers and service providers for the logistical, technical, and other requirements of the event

**B. During the event: August 14-15, 2017**

- a. Executes and oversees stage production that will include events direction/management
- b. Invites local attendees of the ASEAN RTD on Open Government and confirms their participation to the event
- c. Invites and coordinates with identified government partner agencies and confirm their participation and involvement in the 2-day event
- d. Provides stage design and backdrop, including banners and tarpaulins for the whole event
- e. Provides the printed materials and other documents needed throughout the event
- f. Sets up stage complete with lighting, sound system for the events, video screens, LED backdrop, photobooth, photowalls, tarpaulins, banners, and other appropriate designs
- g. Provides logistics and other necessary assistance during the whole event, as needed
- h. Conducts promotional activities on tri-media, social media, blogs for this event, in coordination with PCOO and the interagency organizing committee
- i. Provides professional documenter, photographer and videographer for the event
- j. Provide certificates of Recognition/Appreciation and tokens for Speakers and other resource persons during the event
- k. Provides usherettes/receptionists to ensure crowd control and smooth flow of participants to the ASEAN RTD on Open Government on August 15, 2017.
- l. Ensures the provision of logistical support and accommodation requirements of selected delegates.

**C. After the event: August 16-30, 2017**

- a. Submits the following to DBM:
  - 1. Five (5) copies of electronic and printed narrative documentation and financial reports with all the necessary attachments as required by DBM
  - 2. Three (3) copies of video and photo documentation in external hard drive
- b. Copies of the approved ASEAN RTD on Open Government proceedings
- c. Copies of videos (at least 3 copies) and photo documentation compiled in an external hard drive
- d. Attends post-activity meetings

## **VI. Expected Output/Deliverables of the Event Organizer**

- A. Inception Report
- B. Event Plan (Program, Audio-Visual Presentation)
- C. Venue and Stage Design and Backdrop (e.g. LED Walls, stage backdrop, and other necessary stage and venue designs)
- D. Professional documenter, photographer, videographer, host, facilitator, cultural performers, and graphic artist
- E. Functional Photo booth with printout designs subject to approval of end-user
- F. Banners, tarps, and other design materials
- G. Lighting and sound equipment appropriate for the event
- H. Set up of layout, design, print, installation and panels/frames
- I. Certifications of Recognition/Appreciation and tokens for all resource persons
- J. Summit items (i.e. pens, notebook, conference bag, pins, T-shirt, trophies/placques, etc)
- K. Laptop computers, projectors, digital audio recorders, as needed (recordings to be turned over to DBM) and office supplies and other necessary logistics provision
- L. Media Promotions (as approved by PCOO and the interagency organizing committee)
- M. Progress and final reports (Technical and Financial)

## **VII. Implementing Arrangement**

The DBM, together with the Interagency Organizing Committee for this event, shall be the focal point for this endeavor. After the event, all deliverables will be submitted both in printed and digital copies, if applicable through:

### **ROLANDO U. TOLEDO**

Director IV, Fiscal Planning and Reforms Bureau  
Department of Budget and Management

### **A. Roles and responsibilities of the Event Organizer**

- a. Delivery and submission of all the required outputs as agreed upon in this TOR
- b. Secure the approval of the DBM and/or interagency organizing committee before initiating any activity relative to the objectives of the ASEAN RTD on Open Government and should work closely with the representatives in the organizing committees
- c. The event organizer shall abide by the terms and conditions stipulated in the work contract

### **B. Roles and Responsibilities of the DBM**

- a. Finalize Terms of Reference (TOR) and submit to BAC and/or USAID for review and approval
- b. Work closely and oversee the work of the events organizer

- c. Provide certificates of recognition/appreciation to all resource persons
- d. Draft the certificate of attendance for all attendees
- e. Provide full support to the conduct of the whole event
- f. Guide and work closely with the event organizer in the finalization/execution of the program for the event
- g. Secure additional funds to support the event on fees and services needed
- h. Provide technical (integration of concepts and principles) assistance and administrative support to the event organizers and staff
- i. Issue Certificate of Acceptance based on the approved quality and timeliness of the submission of deliverables
- j. Together with USAID, ensure the release of payment based on agreed scheme.
- k. Monitor and supervise the effective implementation of the event.
- l. Provide feedback to the Interagency Organizing Committee and evaluate compliance to recommendations
- m. Convene and document coordination consultative, and emergency meetings and related administrative preparations
- n. Ensure timely completion of the event based on quality standards

**C. Responsibilities of other technical offices involved**

- a. Provide technical (integration of Technical Program concepts and principles) assistance in the conceptualization of the FDA anniversary celebration
- b. Attend the event proper

**D. Responsibilities of the Inter-agency Organizing Committee**

The ASEAN RTD on OGP interagency organizing committee (IOC), composed of government and non-government partners, shall lead in the conduct of the event, ensuring the quality of the output of the event organizer and making sure that the event is within the timeline and budget. They shall lead in the conceptualization, planning, implementation and monitoring of this event. They shall be involved in the decision-making process for major decisions. Specifically, the IOC, in collaboration with other relevant offices shall:

- a. Conceptualize and develop the substantive program of the event;
- b. Secure financial resources and process disbursement of expenses related to the Event
- c. Provide the final list of participants to the Event Organizer
- d. Review and approve concepts, programs, scripts, and spiels as well as media releases initiated by the events organizer
- e. Provide technical inputs to enhance the conduct of the event;
- f. Assign staff to work as additional secretariat (registration, usherettes, liaison officers, conference officers, etc)
- g. Review and approve articles, advertisements and coverage to be undertaken by the event organizer as to accuracy of information, degree of disclosure and consistency with the standards of the DBM and PCOO in media coverage

- h. Supervise the accommodation arrangement, transfers, and other logistical support to be provided to selected participants
- i. Supervise the development (particularly the content) of the souvenir program, and other concept art and design materials to be used in the event
- j. Collect additional materials (photos/videos/presentations, etc) for AVP and other presentations
- k. Process payment to the Event Organizer

**VIII. Desired Qualifications of Event Organizer**

- A. Type: Production/Events Organizer Company
- B. Desired qualifications
- C. At least (2) two years experience in Event Organizing, Promotion and similar types of activities/program and projects, preferably on staging very large event with 1000 participants
- D. With appropriate number of production staff and crew
- E. With sufficient financial resources to carry out the required activities
- F. At least two (2) Positive feedbacks from previous clients

**IX. Proposed Terms of Payment by Major Output**

For and in consideration of the full and satisfactory execution and performance by the Contractor of the Obligations under Agreement, the FDA shall pay the Event Organizer the amount of \_\_\_\_\_ **Philippine Pesos (Php \_\_\_\_\_)** inclusive of taxes, payable in the following manner:

<b>15%</b>	Upon submission of inception report, event plan, time line & approval of contract
<b>40%</b>	Upon submission of signed contract with venue and hotel; designs of stage backdrop, souvenir program, invitation, trophy, plaque, banner, formal attires (for ushers, usherettes, secretariat); prototype of token
<b>25%</b>	After the conduct of the convention and awarding ceremonies
<b>20%</b>	Upon submission of all documentation and technical and financial reports (hard & soft copies)

**X. Please see attached Annex "B" for specific requirements that should be provided by the event organizer.**



**ANNEX 6**

<b>SPECIFIC REQUIREMENTS OF THE EVENT FOR QUOTE</b>	<b>QUOTATION</b>
<b>PRE-EVENT LOGISTICAL EXPENSE</b>	
Venue (PICC) - (Plenary Hall and Banquet Hall) - c/o client	
Event Venue and Meals - c/o client	
Event Concept/Creative Designs	
Coordination Expense (Meeting and Representation, Communication)	
Vehicle Rental	
Allowance for Internet Connection / Communication	
Parking Fee for the Genset	
Video Juices /OBB	
Trucking / Delivery Service (ingress/egress hauling)	
<b>EVENT EXPENSES (TALENTS, EVENT PERSONNEL, PERFORMERS, HOSTS)</b>	
Project Manager	
Director	
Technical Director	
Lights Director	
Floor Director	
Stage Manager	
Celebrity Host	
Scriptwriter	
Production Assistants	
Event Assistants	
Ingress/Egress Personnel	
Video Playback	
Spinner	
Voice Over Talent	
Photographer / Videographer	
Meals for Production, Talents, Event and Suppliers (ingress and event proper)	
<b>MANAGEMENT FEE</b>	
<b>CONTINGENCY FUND</b>	

**PRICE QUOTATION FORM**

Date: \_\_\_\_\_

The Administrative Service  
 Department of Budget and Management  
 Ground Floor, DBM Bldg. III, Gen. Solano St.,  
 San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

<b>Description</b>	<b>Specification</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>Provision of Event Management Services for the ASEAN Roundtable Discussion on Open Government</b>	Provision of Event Management Services for the ASEAN Roundtable Discussion on Open Government  (Please see attached Annex "A" for Terms of Reference)	<b>1 lot</b>		
Total (inclusive of VAT)				

(Amount in Words) \_\_\_\_\_  
 \_\_\_\_\_

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
 Name/Signature of Representative

\_\_\_\_\_  
 Name of Company

\_\_\_\_\_  
 Contact No.

## Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of

*execution*], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No.02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her \_\_\_\_\_ No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, *[date issued]*, *[place issued]*

IBP No. \_\_, *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_

Page No. \_\_\_\_

Book No. \_\_\_\_

Series of \_\_\_\_