

## TERMS OF REFERENCE (TOR)

### PROCUREMENT OF EVENT PLANNING, COORDINATION AND OTHER LOGISTICAL REQUIREMENTS FOR THE 45<sup>TH</sup> MARINA ANNIVERSARY CELEBRATION ON 05 JUNE 2019

#### INTRODUCTION

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 (1974) and attached to the Department of Transportation (DOTr), wishes to engage Event Organizers for the 45<sup>TH</sup> MARINA Anniversary Celebration which will be held on 05 June 2019 at the MARINA Building located at A Bonifacio Drive corner 20<sup>th</sup> Street, Port Area, Manila.

#### APPROVED BUDGET FOR THE CONTRACT

A total guaranteed amount of TWO HUNDRED SEVENTY THOUSAND PESOS (P270,000.00) inclusive of VAT, is available for this undertaking which shall be charged against MARINA Central Office funds.

#### PROFILE PARTICIPANTS

Officials, Executives, Permanent and Job Order Personnel, Guests, Representatives from other government offices shall attend the Anniversary Celebration.

#### REQUIRED QUALIFICATION OF PROSPECTIVE BIDDERS

##### I. Scope and Coverage of Services

Interested persons/entities should be able to produce the following services/requirements:

Requirements	Description/Details
1. Stage Decorations	Full fresh flowers
2. Event Management	<ul style="list-style-type: none"><li>➤ Team of Events Professional</li><li>➤ Coordination, Planning, Meetings</li><li>➤ Management of the whole event</li><li>➤ Venue preparation</li><li>➤ Ocular inspection</li><li>➤ Coordination with vendors</li><li>➤ Tech dry run</li><li>➤ Planning to execution</li><li>➤ One (1) Overall Director</li><li>➤ One (1) Stage Director</li><li>➤ Two (2) Floor Managers</li><li>➤ Two (2) Lights and sound Director</li><li>➤ Two (2) Stage Managers</li></ul>

	<ul style="list-style-type: none"> <li>➤ Four (4) Coordinators</li> <li>➤ Rehearsals</li> <li>➤ Technical dry run</li> </ul>
3. Venue Styling and Decorations	<ul style="list-style-type: none"> <li>➤ Garden wall divider</li> <li>➤ Fresh flowers</li> <li>➤ Lobby decorations</li> <li>➤ Registration (with Staff to assist)</li> <li>➤ Reveal</li> <li>➤ Stairway landscape</li> </ul>
4. Guest Artist	Acoustic singer

**II. Other Requirements**

Event Organizers must have an updated PhilGEPS registration and valid business permit necessary for the operations of business and experienced in planning, organizing and styling events.

**III. Payment of Service Fee**

MARINA shall pay the selected bidder within fifteen (15) days after the receipt of the final billing statement.

**CONTACT PERSON:**

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**APPROVED BY:**



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