



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

## TECHNICAL SPECIFICATIONS

### PROCUREMENT OF EVENTS ORGANIZER FOR THE HOSTING OF THE INTERNATIONAL CONFERENCE ON SEAFARERS' HUMAN RIGHTS, SAFETY AND WELL-BEING ON 01 TO 03 SEPTEMBER 2025

#### I. BACKGROUND

The **Maritime Industry Authority (MARINA)**, created pursuant to Presidential Decree No. 474 (1974) and an attached agency of the Department of Transportation (DOTr), wishes to invite quotations from interested persons and entities to provide the needed logistical requirements for the **Hosting of the International Conference on Seafarers' Human Rights, Safety and Well-being on 01 to 03 September 2025**

#### II. RATIONALE AND OBJECTIVES

The Philippines will host the International Conference on Seafarers' Human Rights, Safety and Well-being to be conducted on 01 to 03 September 2025. This landmark event is a joint initiative of the Maritime Industry Authority (MARINA) and the Department of Foreign Affairs – United Nations and International Organizations (DFA UNIO). This undertaking's source of funding is through the Fiscal Year 2024 General Appropriations Act (GAA) (Continuing Appropriations).

The conference will serve as a platform to address critical issues affecting seafarers, with thematic discussions on:

1. Mainstreaming human rights due diligence (HRDD) in the maritime industry, especially during crisis situations;
2. Upholding seafarers' rights in crisis situations;
3. Promoting gender equality and inclusivity in the maritime industry;
4. The future of seafarers and maritime education and training in the context of new technologies.

This hosting also supports the Philippines' campaign for **IMO Council Category membership** for the **2026–2027 biennium**, reinforcing its commitment to global maritime leadership and advocacy for seafarers' welfare.

#### III. APPROVED BUDGET FOR THE CONTRACT (ABC)

The total cost for the procurement of services and facilities needed for this activity shall be **Four Million Five Hundred Thousand Pesos (P4,500,000.00)**, inclusive all applicable government taxes, against Fiscal Year 2024 General Appropriations Act (GAA) (Continuing Appropriations).



#### IV. PROFILE OF PARTICIPANTS

An estimated number of 200 High Level Profile (International and National) participants consisting of representatives from IMO Member States, Diplomatic Corps, DOTr, MARINA, DFA, DOLE, DMW officials and employees, national government agencies, business groups, stakeholders and IMO, ILO and UNHRC representatives are expected to attend this activity.

#### V. SCOPE OF SERVICES

The Contractor shall provide the following services:

COMPONENT	DETAILS
Transportation	<p>Ensuring seamless and efficient transportation arrangements during the Conference:</p> <ul style="list-style-type: none"><li>● Arrange fifteen (15) dedicated late-model standard sedan (model year 2020 or later), suitable for official transport, quality vehicles for attending heads of delegation and speakers for 30 August - 04 September 2025 (fuel fees, toll fees, overtime, parking fees, and optional snacks included)</li><li>● Arrange two (2) vans for shuttling participants and organizing team personnel for 30 August - 04 September 2025 from and to the venue and vice versa</li><li>● Transportation for Cultural Visit</li><li>● Ensure vehicles are well-maintained and clean</li><li>● On-call vehicle dispatch and replacement in case of breakdown</li><li>● Assign professional, and courteous drivers in proper uniform and identification cards with knowledge of Metro Manila's routes and traffic conditions</li><li>● Ensure back-up drivers are available for unforeseen circumstances</li><li>● Secure permits, as necessary</li></ul>
Conference Management	<ul style="list-style-type: none"><li>● Planning, management, coordination, and execution of all logistical and administrative aspects of the conference (indicative program attached);</li><li>● Coordination with other suppliers to ensure effective and timely delivery of their goods and services;</li><li>● Onsite troubleshooting any issues that arise during the event, such as technical difficulties or unexpected changes in the schedule.</li><li>● Arrangement with the necessary partners and the selected venue for the provision of security and mechanisms in place to ensure the safety of the participants and the smooth implementation of the program;</li><li>● Participation in regular coordination meetings with the MARINA and other suppliers;</li><li>● Panelist/speaker coordination for their presentations, slides, and tech requirements;</li><li>● Development of event venue design/physical layout render for approval of MARINA ;</li><li>● Development of event scenario in coordination with MARINA;</li></ul>



	<ul style="list-style-type: none"> <li>● Provision of a Transcriptionist;</li> <li>● Develop and coordinate a post-conference program for the participants to visit local sites/tourist spots with the Department of Tourism (to be approved by MARINA)</li> </ul> <p>Timeline/Duration:</p> <ul style="list-style-type: none"> <li>● Planning and coordination upon receipt of Notice to Proceed until conference proper;</li> <li>● Actual conference execution on 01-03 September 2025 (indicative dates).</li> </ul> <p>Required experience:</p> <ul style="list-style-type: none"> <li>● Must have experience planning and executing international conferences hosted by the Philippine government;</li> <li>● Must have experience executing international conferences</li> </ul> <p>Documentary Requirements: (In coordination with the committee in charge)</p> <ul style="list-style-type: none"> <li>- Submit proof of experience in planning and executing international conferences hosted by the Philippine government (e.g., signed agreement/contract and event collaterals and documentation)</li> <li>- Submit proof of experience in planning and executing other international conferences and events (e.g. signed contract and event collaterals and documentation)</li> </ul>
Conference Branding	<ul style="list-style-type: none"> <li>● Develop and refine branding elements for the conference with approval from MARINA;</li> <li>● Design branded materials and event collaterals such as invitations, microsite, online registration system (with data to be made accessible to MARINA), conference handbook, admin/logistical note, program, banners, signages, folders, tarpaulins, ID badges, etc;</li> <li>● Facilitation and assistance to MARINA for the credentialing system (pre-conference and during the conference);</li> <li>● Readily available printer for the facilitation of on-site credentials;</li> <li>● Ensure all digital and print materials and event collateral adhere to the approved branding elements for the conference.</li> <li>● Basic styling of conference stage and venue, in coordination with the venue supplier;</li> <li>● Develop key visuals for the conference to be shown on screen (e.g. logo loop, segment, name bumpers, etc.)</li> <li>● Design, printing, set-up of photowall/background with lighting for the conference with dimensions of approximately 8x10 ft</li> </ul> <p>Timeline:</p> <ul style="list-style-type: none"> <li>● Indicative deliverables: <ul style="list-style-type: none"> <li>○ Major branding elements (e.g. logo, colors)</li> <li>○ Microsite and invitation-related materials</li> <li>○ Other materials that will be used during the conference proper - TBD</li> </ul> </li> <li>● *Actual deadlines will be decided upon the first coordination meeting with the conference coordinator (depending on the material).</li> </ul>



	<p>Documentary Requirements: Submit sample event branding folio and sample event collateral designs</p>
Conference Collateral Design and Printing	<ul style="list-style-type: none"> <li>• Design and production of conference kit bags reflective of the conference's branding and theme (220 pieces) with the approval of MARINA;</li> <li>• Design and printing of ID badges with customized event lanyards (300 pieces) with the approval of MARINA;</li> <li>• Design and printing of event program (colored), folder, notepad, and ballpen (220 pieces) with the approval of MARINA;</li> <li>• Design and printing of pull-up banners, registration wall, streamers, and posters (as appropriate) with the approval of MARINA;</li> <li>• Design and printing of country name plates and provision of acrylic name sign holder (220 pieces) with the approval of MARINA;</li> <li>• Assemble collaterals for the conference kits/bag (containing event program, folder, tokens from organizers/partners) with the approval of MARINA;</li> <li>• Design and production of the token souvenirs for speakers with the approval of MARINA;</li> <li>• Provision of conference uniform to event facilitators (60 pieces) with the approval of MARINA; and</li> <li>• All Collateral Designs shall be in accordance with the approved Conference branding and theme.</li> </ul> <p>Timeline:</p> <ul style="list-style-type: none"> <li>• The actual deadline for designs will be decided upon the first coordination meeting with the conference coordinator (depending on the material).</li> </ul> <p>Documentary Requirements: Submit a sample of event collateral designs</p>
Development and Management of Online Pre-Registration and Onsite Registration	<ul style="list-style-type: none"> <li>• Development and management of an online registration system with electronic confirmation, with access to designated key officials of MARINA</li> <li>• Weekly submission of an updated database of registered participants (for reference of MARINA);</li> <li>• The design of the online registration system should be aligned with the event branding.</li> <li>• On the day of the event, on-site registration of participants and distribution of ID badges/over-passes to delegates and secretariat personnel</li> <li>• Updated register of participants who have arrived for attendance checking.</li> </ul> <p>Timeline:</p> <ul style="list-style-type: none"> <li>• Indicative deliverables: <ul style="list-style-type: none"> <li>○ Roll-out of online registration system</li> </ul> </li> <li>• *The actual deadline will be decided upon the first coordination meeting with the conference coordinator.</li> </ul>



	<p>Documentary Requirements:</p> <ul style="list-style-type: none"> <li>- Submit a description/proposal and samples of the online and on-site registration system</li> <li>- Requirement of physical signature</li> </ul>
Development of a Microsite for the Conference	<ul style="list-style-type: none"> <li>• Design and develop a secure microsite available for one year, which will serve as a repository of all updated information on the conference, including post-conference reports, links, and updates.</li> <li>• Regular updating of the microsite based on new information (at least once a week);</li> <li>• The design of the microsite should be aligned with the event branding;</li> </ul> <p>Timeline:</p> <ul style="list-style-type: none"> <li>• Indicative deliverable: <ul style="list-style-type: none"> <li>◦ First launch of the microsite</li> </ul> </li> <li>• *The actual deadline will be decided upon the first coordination meeting with the conference coordinator.</li> </ul> <p>Documentary Requirements: Submit sample event microsites developed</p>
Logistics Coordination for Participants Arriving from Abroad	<ul style="list-style-type: none"> <li>• Responsible for organizing, managing, and coordinating the smooth arrival and departure with the MIAA Public Affairs Office</li> <li>• Responsible for coordinating hotel and airport transfer, and hotel check-in/check-out of VIPs, speakers, and sponsored participants;</li> <li>• Create a master list and plan for logistics coordination of arrivals/departures.</li> <li>• Assign Liaison Officers/Coordinators in airports for the arrival and departure of VIPs, speakers, and sponsored participants, and ensure they are transferred to the hotel/airport;</li> <li>• Assign Liaison Officers/Coordinators to provide hotel check-in/check-out support.</li> <li>• Responsible for the coordination with accredited hotels near the conference site;</li> </ul>
Conference Stage Management and Participant Management	<ul style="list-style-type: none"> <li>• Ushers for welcoming, handling, and managing participants;</li> <li>• Floor Direction and Stage Management for Speakers and Panelists;</li> <li>• Security personnel and checking that only registered participants are in attendance;</li> <li>• Assisting Guests with Special Needs;</li> <li>• Emergency management;</li> <li>• Ensure venue cleanliness in coordination with the venue supplier;</li> <li>• Assign a lead coordinator for social events/reception within the conference; and</li> <li>• Coordination with the caterer on the management of provision of food and beverages.</li> </ul> <p>Timeline/Duration: September 01-02, 2025</p>
Full Sounds and Lights	<ul style="list-style-type: none"> <li>• Stage set-up with backdrop and LED Wall in the main meeting room (conference room), the second meeting room (bilateral/press</li> </ul>



Set-up with LED Wall	<p>briefing room), and the venue for the dinner reception;</p> <ul style="list-style-type: none"> <li>• Minimum of seven (7) sets of LED Wall plus support LED banner, as needed, size will be variable to the selected venue;</li> <li>• Photo wall and conference signage in the foyer;</li> <li>• Lights and Audio set-up appropriate for the conference and approximately 200 participants (see attached program), including but not limited to: <ul style="list-style-type: none"> <li>○ Stage set-up with wired, wireless, and headset/lapel microphones for main speakers/podium, 5 panelists per session, Q&amp;A, <u>2 days for the main meeting room</u></li> <li>○ 2 wireless microphones for emcees <u>for 2 days</u></li> <li>○ 12 wireless microphones with a stand for the audience (Q&amp;A) <u>for 2 days</u></li> <li>○ Back-up microphones</li> <li>○ Extra batteries for the wireless microphones</li> </ul> </li> <li>• Event technical operators and the main Control and Technical Booth (Main Audio Mixer and Light Controller)</li> <li>• Teleprompter/TV screen for presenters (on the floor, so presenters can see their slides)</li> <li>• At least two (2) - 60 inches screens for the audience at the back to see slides (as appropriate)</li> <li>• Wireless Presentation Clicker for the speaker</li> <li>• Internet/Connectivity Set-Up (depending on the event set up requirements), back-up from venue (at least 50mbps or more)</li> <li>• Prior planning and technical rehearsals for seamless execution of the program, especially for presentations.</li> </ul> <p>Timeline/Duration: September 01-02, 2025</p> <p>Documentary Requirement: Submit proposed sound and lights equipment specifications</p>
Live Feed and Highlights Video	<ul style="list-style-type: none"> <li>• Full event photo and video coverage, with at least 3 video cameras/camera systems;</li> <li>• Video live feed;</li> <li>• Production of a highlight video to be shown before the program ends.</li> <li>• Copies of video coverage – raw coverage and edited coverage;</li> <li>• Audio file of coverage.</li> <li>• Provide a post-conference photo digital album of the conference events</li> </ul> <p>Documentary Requirements: Submit sample video coverage and video highlights produced.</p>
Livestream	<ul style="list-style-type: none"> <li>• Livestream of the event via event microsite and MARINA's YouTube and/or Facebook channel;</li> <li>• Video conference set-up for speakers and participants participating online.</li> <li>• Prior planning and technical rehearsals for seamless execution of live stream and video conferencing.</li> </ul> <p>Documentary Requirements: - Submit a sample livestream video, preferably with online</p>



	<p>participation/video conferencing;</p> <ul style="list-style-type: none"> <li>● Timeline/Duration: September 01-02, 2025</li> </ul>
Emcee	<ul style="list-style-type: none"> <li>● Provide a Master of Ceremonies (Emcee) for the 2-day event <ul style="list-style-type: none"> <li>○ To welcome participants</li> <li>○ To announce transitions</li> <li>○ To introduce speakers &amp; panelists</li> <li>○ To set the tone and establish the energy to ensure continued audience engagement for the reception</li> </ul> </li> <li>● Develop the event script in coordination with MARINA</li> </ul>
Sourcing of Performers	<ul style="list-style-type: none"> <li>● Identify, coordinate, and manage a group of cultural performers for the dinner reception on 01 September 2025;</li> <li>● Provide options of performers preferably Quartet to MARINA for approval.</li> <li>● Ensure performers are briefed on schedule, venue setup, and audience preferences;</li> <li>● Assist the performers on the day of the event;</li> <li>● Coordinate technical needs for performances (sound, lighting, rehearsal schedule, <i>if necessary</i>); and</li> <li>● Supervise and troubleshoot the performance to ensure seamless execution.</li> </ul>
Compensation	<ul style="list-style-type: none"> <li>● Provide for and facilitate the processing of the payment of compensation for the performers, the emcee, security personnel, and other agents, as necessary.</li> </ul>

## VI. BIDDER'S QUALIFICATION

Must comply with the legal, technical, and other requirements of RA 9184 and its Revised IRR specifically and must submit the following documents:

- a. Copy of PhilGEPS Platinum Registration
- b. Mayor's / Business Permit
- c. Copy of Business/Latest Income Tax Return (ITR)
- d. Omnibus Sworn Statement (OSS)

## VII. BILLING ARRANGEMENT

1. Send Bill Arrangement;
2. Payment shall be within fifteen to thirty (15-30) calendar days upon receipt of the billing invoice/Statement of Account;
3. Payment shall be made through the List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA); and
4. The supplier shall provide the bank Account where payment will be credited. Preferably, Landbank Account; otherwise, bank charges shall be borne by the supplier.
5. With respect to the payment of Microsite requirement, equivalent to 7% of the total contract price, payment shall be made in twelve (12) equal monthly installments over the duration of the contract. Each monthly payment shall be equivalent to one-twelfth (1/12) of the 7% of the total contract price, subject to the submission of inspection and acceptance report and/or certificate of satisfactory performance, and subject to applicable government accounting and auditing rules.



## VIII. CONTACT PERSON

**MELLANIE BALIN**

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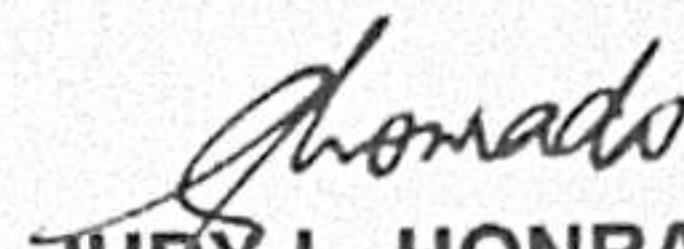
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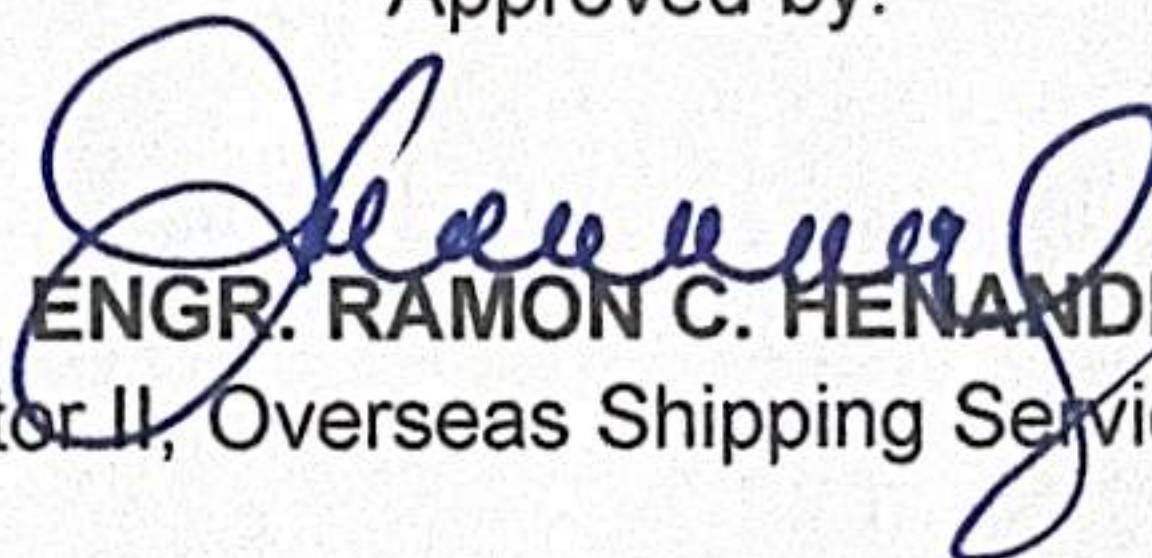
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