

TERMS OF REFERENCE

PROJECT TITLE : **EVENTS COORDINATION SERVICES AND PACKAGE PROVIDER FOR THE 2018 PRA ANNIVERSARY CELEBRATION FOR RETIREE-MEMBERS AND PARTNERS**

PROJECT DATE : **25 JULY 2018**

BUDGET : **PHP 300,000.00 (INCLUSIVE OF VAT)**

I. BASIC QUALIFICATIONS

An Event Coordinator that will be able to provide the following services:

- a. Venue with food and drinks (complete with banquet set-up and pica-pica/finger food/cocktail fruits with free-flowing coffee/juice/iced tea before the program proper);
- b. Photo souvenir booth package;
- c. Video coverage;
- d. Physical arrangement that should include but is not limited to stage set-up with banner (layout c/o Marketing Department);
- e. Music/sounds and lighting;
- f. Entertainment (live band or singer);
- g. Events management/coordination
- h. Tokens/giveaways, and raffle prizes for guests and participants.

The Event Coordinator must be able to present the appropriate business permits, accreditations, and other related documents such as, but not limited to, a track record on successful events handling with government entities and must be PHILGEPS registered.

The Event Coordinator must be able to present a very accessible and presentable venue located within one of the hotel establishments in Davao City that could easily accommodate 150 persons.

II. OBJECTIVES

- a. To engage with an Event Coordinator that would coordinate and facilitate proper planning and execution of activities related to the **2018 PRA ANNIVERSARY CELEBRATION** for retiree-members;
- b. To hire an Event Coordinator that can satisfy the requirements of the PRA Satellite Office, provide complete documentation, and official receipts for payment and liquidation purposes;
- c. To provide the PRA Satellite Office its required venue and related services necessary for the success of the activity;
- d. To have an Event Coordinator that is flexible to respond to additional event services that the Authority may require and must agree on the date and scope of services.

III. PROJECT BACKGROUND

PRA Satellite Offices are authorized to organize and host the 2018 Anniversary Celebration for retiree-members and its industry partners. This event will be an opportune time to gather PRA retiree-members as we celebrate the creation and existence of PRA as well as recognize the contribution of each member in the growth of the Authority. We also honor the contribution of the PRA retiree-members in the socio-economic development of the country.

Invitees shall include PRA retiree-members, preferably those living within the Mindanao area. Other invitees may include regional officials of the Department of Tourism (DOT), partner-agencies, accredited marketers, merchant partners, and other stakeholders.

IV. OTHER REQUIREMENTS

The Event Coordinator must provide the following:

- a. Food and drinks good for 150 pax;
- b. Photo souvenir package requirements;
- c. Video coverage;
- d. Venue and physical arrangement with banner/backdrop, stage set-up, sounds and lighting; 3 VIP tables
- e. Entertainment and talents;
- f. Event management/coordination;
- g. Tokens/giveaways, and raffle prizes.

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- A. Food and Drinks – Buffet for 150 pax
 1. Buffet table and free-flowing iced tea with utensils, glasses, and plates
 2. 30 bottles wine
 3. Purified water
 4. Chairs and tables
 5. Table for registration
 6. Dessert/Fruit bar
 7. Available parking spaces
 8. Uniformed trained waiters/assistants
 9. Pica-pica/finger food/cocktail fruits with free-flowing coffee/juice/iced tea before the program proper
 - B. Photo souvenirs
 1. Photo in CD
 2. Photo booth
 - C. Video coverage

D. Physical arrangements

1. Stage/Event styling/set-up
2. Tarpaulin/banner
3. With three (3) VIP tables

E. Entertainment and talents

1. Singer/Pianist/Music
2. Host/Emcee
3. Lights and sounds
4. Dance instructor
5. Tribal dance/presenter

F. Tokens/giveaways, raffle/game prizes

1. Souvenir for guests and participants
2. Token for speaker
3. Raffle items and game prizes

V. TERMS OF PAYMENT

50% upon signing of contract and 50% after the event upon submission of all required documents and billing

Or

Send billing to PRA (PRA will issue Certificate of Availability of Funds)


CAMILO AMELLO TRIÁ
HEAD - SATELLITE OFFICES