

TERMS OF REFERENCE

I. PROJECT TITLE

EVENTS CONSULTING SERVICE PACKAGE FOR THE 2018 PRA ANNIVERSARY CELEBRATION FOR RETIREE-MEMBERS AND PARTNERS

II. **PROJECT DATE:** 03 AUGUST 2018 , 5:00 TO 10:00.00

III. **BUDGET FOR THE CONTRACT:** PHP 350,000.00 (vat inclusive)

IV. BASIC QUALIFICATIONS

An event coordinator that will be able to provide all the requirements in the Event Organizing Package . This will include Food and Drinks for 150 pax, Photo Wall Souvenir Package , complete photo coverage, Venue & Physical Arrangement, Entertainment, Token/Giveaways & raffle prizes , program hosting and management , other event consulting services.

The event coordinator should be able to comply with basic government documentary requirements e.g. business permits, PHILGEPS registration certificate, and business name registration, tax doc and other related documents . They should be able present as well a proof of their track record in events handling particularly with government entities and the legitimacy of their business.

The Event coordinator should also be able to schedule meetings prior to the event proper to closely monitor and give updates on the progress of the preparation.

V. OBJECTIVES

- To engage an Event Consultancy Service provider that will coordinate and facilitate the proper execution of activities related to 2018 PRA Anniversary Celebration for retiree-members and partners;
- To ensure that that the requirements of the event contract are met and proper documentation is provided;
- To cater and provide the Authority its required venue and other services necessary for the success of the 2018 PRA Anniversary Celebration.
- To provide PRA a smooth and hassle free event that is in accordance COA rules and regulation

VI. PROJECT BACKGROUND

PRA shall organize and host a PRA Anniversary Celebration for its retiree-members and industry partners.

This event will be an opportune time to show our retirees recognition and appreciation of their support to PRA programs. The event will have a variety of activities , buffet dinner , dancing and singing , entertainment (live band , dance instructors) , raffle prizes and other surprises.

Invitees shall include retiree-members preferably living within Region VII. Other invitees are members of the PRA Board of Trustees, Officials of the Department of Tourism and attached agencies, Accredited Marketer's and Merchant partners, other stakeholders, eg. bank officials, accredited facilities and service providers, etc.

VII. PROJECT REQUIREMENTS

Event Consultancy Service Package that would provide the following;

- Food and Drinks for 150 pax
- Photo Coverage soft copy only
- Mobile Bar
- Photo Wall
- Venue & Physical Arrangement (backdrop)
- Entertainment (Live band and dance instructors)
- Tokens/Giveaways & raffle prizes
- Hosting and program management
- Event Consulting Services

VIII. SPECIFICATIONS/REQUIREMENTS

Events Consultancy Services that would provide the following detailed requirements:

Venue package Inclusions

- Suitable ambiance for PRA retiree- members and guests
- Four hours rental or use of the venue with air conditioning
- Two hours ingress and one hour egress
- Stage and backdrop
- Electricity
- Parking space for VIPs and guests – First Come First Serve Basis
- Complete facilities and Events Amenities (registration area, caterer's area, customer lounge, clean restrooms)

- Directional Signages
- Designated VIP tables

Entertainment Package


- Live Band
- Lights and Sounds with Band Equipment Set-up
- Photo soft copy only
- DJ, Emcee, DI's, & other entertainers

Food and Beverage package

- Course menu requirement: International Buffet
- Mobile Bar with unlimited cocktail drinks/beverages, ice , and water
- Complete Buffet set-up
- Basic Floral Centrepiece on each table
- Drinking glasses, plates and cutleries
- Tables and chairs
- Registration Table
- Well-trained waiters in uniform

IX. TERMS OF PAYMENT-

50% upon signing of contract and 50% two days before the event.


CAMILO AMELIO TRIA
HEAD- SATELLITE OFFICES