

TERMS OF REFERENCE

PROJECT TITLE **EVENTS COORDINATION SERVICES
PACKAGE PROVIDER FOR THE 2018 PRA
BAGUIO SATELLITE ANNIVERSARY
CELEBRATION FOR RETIREE - MEMBERS**

PROJECT DATE **27 JULY 2017, 5:00pm to 10:00mn**

BUDGET FOR THE CONTRACT **PHP 300,000.00** (GATT INCLUSIVE) ✓

BASIC QUALIFICATIONS

An Event Coordinator that will be able to provide the following services, (a) venue with buffet food and drinks, (b) photo booth with souvenir, (c) physical arrangement (should include but is not limited to) stage set with banner, lay-out c/o Marketing – up, music – sounds and lighting; (d) entertainment (Cordillera Cultural Show and Live Band – Oldies Music); (e) photo and video coverage; (f) games and raffle and dessert bar; and (g) events management coordination including hosting.

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

The Event Coordinator must be able to present a very accessible and presentable venue located within one of the hotel establishments in Baguio City with spacious parking area and that could easily accommodate 200 persons.

OBJECTIVES

- To engage with an Event Coordinator that would coordinate and facilitate proper planning and execution of activities related to the 2018 PRA Baguio Satellite Anniversary Celebration for retiree-members.
- The event coordinator must satisfy the requirements of the PRA Satellite Office and must provide complete documentation and official receipts for payment and liquidation purposes;
- To provide the PRA Satellite Office its required venue and related services necessary for the success of the activity;

- To have an Events Coordinator that is flexible to respond to additional event services that the Authority may require; and
- The Event coordinator must agree on the date and scope of services;

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 and 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 living within Northern Luzon area. Other invitees may include regional officials of the DOT and other partner – agencies, accredited marketers and merchant partners and stakeholders.

OTHER REQUIREMENTS:

EVENT Coordinator should provide the following:

1. Food and Drinks – good for 200 pax
Buffet, overflowing coffee, 1 round of iced tea and 20 pcs red wine.
2. Venue & Physical Arrangement
3. Entertainment, Photo Souvenir Package Requirements, Cordillera Cultural Show and Band (oldies songs)
Games and Raffle
4. Event Management/Coordination including hosting

A. Venue Inclusions

- Suitable ambiance for PRA retiree – members & guests
- Six (6) hours rental or use of the venue with Air Conditioning
- Two (2) hours Ingress, One (1) hour Egress
- Sound system

- Stage and supply and installation of backdrop setting
- Venue styling
- Electricity and water utilities
- Back-up generator
- Appropriate Parking Spaces for VIPs and guests
- Valet Services (if available)
- Complete Facilities & Event Amenities (usherette of guests, registration area, caterer's area, customer's lounge, clean restrooms)
- In-house security, engineering and maintenance personnel available during the event.

- **Entertainment requirement**

- Photo Booth with customized backdrop and template and photo souvenir
- Host and other entertainment requirements
- Cordillera Cultural Show with Usherette of guests
- Band – oldies songs
- Games, Dessert Bar with chocolate fountain
- Hosting and event coordination
- Video coverage
- Raffle assorted Baguio souvenirs (including awardees).

- **Food and Beverages package**

- Dinner Course Menu requirement: soup, salad, main course & dessert
- One round Iced Tea, free flowing coffee
- Purified Water and Ice for drinks
- Complete buffet set-up
- Basic Floral Centrepiece on each Table
- Drinking glasses, plates & cutleries
- Tables and chairs
- Registration Table
- Well-trained waiters in uniform
- Receptionist and Activity assistants
- Food: Dinner
- Available coffee, tea & purified water and ice
- Mobile bar with cocktail drinks (good for 200 pax)

Bar set-up with Bartender

TERMS OF PAYMENT:

50% days before the events, 50% full-payment after the EVENT but upon completion of
The documentary requirements.

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