

TERMS OF REFERENCE

- I. PROJECT TITLE **EVENTS CONSULTING SERVICES
PACKAGE PROVIDER FOR THE 2018 PRA
CLARK/SUBIC SATELLITE ANNIVERSARY
CELEBRATION FOR RETIREE - MEMBERS**
- II. PROJECT DATE **30 July 2018**
- III. BUDGET FOR THE CONTRACT **PHP 350,000.00 (vat inclusive)**

IV. BASIC QUALIFICATIONS

An Event Coordinator that will be able to provide basic requirements in full package. The said package shall include venue rental, food and drinks, venue and physical arrangement, photo video souvenir, entertainment, performers & guest speakers, plaques & awards, raffle items, tokens & give aways. The reliable event consultant shall be able to present business permits and related documents proving their track record on successful events handling particularly with government entities.

They shall be able to work with a very accessible and presentable venue located within one of the hotels in Angeles City - Pampanga, Balibago area that could accommodate up to 200 persons.

V. OBJECTIVES

- To engage with an Event Consultancy Services that would coordinate and facilitate proper planning and execution of activities related to the 2018 PRA Clark/Subic Satellite Anniversary Celebration for retiree-members.
- The event coordinator must satisfy the required specifications of the committee who could provide documentations and official receipts to support payment and liquidation; Must be a PHILGEPS registered.
- To cater and provide the Authority its required best venue and related event services necessary for the success of the 2018 PRA Clark/Subic Anniversary celebration;
- To have an event provider that is flexible enough to respond immediately to all additional event services that the Authority may further require; and
- The Event coordinator must be available and shall be able to arrange for venue near the PRA Satellite Office on July 30, 2018.



VI. PROJECT BACKGROUND

PRA shall organize and host the 2018 Anniversary Celebration for retiree-members and its Industry partners.

This event will be an opportune time to make our retirees feel their importance as part of the community as they choose the Philippines as a preferred retirement haven. Other activities may include such as brief presentation of reputable speakers to share important current issues that will make their stay in the Philippines more worthwhile and valuable.

Invitees shall include PRA retiree-members preferably living within Central Luzon area. 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 Services that would provide the following with budget that shall not exceed as allotted amounting to Php350,000.00 which includes:

Food and Drinks good for 150 pax

Photo Souvenir Package

Full video coverage

Venue & Physical Arrangement

Entertainment

Plaques and awards

Token, Giveaways & raffle prizes

Event Consulting Services

VIII. SPECIFICATIONS/REQUIREMENTS

EVENT Consultancy Services that would provide the following detailed requirements:


- **Venue Package Inclusions**

- Suitable ambiance for PRA retiree – members & guests
- Four (4) VIP Tables
- Four (4) hours rental or use of the venue with Air Conditioning
- Two (2) hours Ingress, One (1) hour Egress
- Sound system
- Stage and backdrop
- Venue styling
- Electricity
- Back-up generator
- Parking Spaces for VIPs and guests
- Complete Facilities & Event Amenities (registration area, caterer's area, customer's lounge, clean restrooms)
- Security, Engineering and Maintenance Staff during the event

- **Entertainment & Program Package**

- Lights and Sounds with Band Equipment Set-up
- Live Band
- Venue Styling (Ceiling and Stage Décor)
- Photo Booth with customized backdrop and template
- DJ, Emcee, speakers and other entertainers
- Plaques & awards
- Raffle, tokens & give aways

- **Food and Beverages package**

- Course Menu requirement: soup, salad, main course & dessert
 - Free Flowing soda or Iced Tea
 - Drinking Water and Ice for drinks
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- Mobile Bar with cocktail drinks
- Dessert Kakanin Bar
- Complete buffet set-up
- Basic Floral Centrepiece on each Table
- Drinking glasses, plates & cutleries
- Tables and chairs
- Registration Table
- Well-trained waiters in uniform
- Free Flowing coffee

IX. 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 AMELIO TRIA
HEAD - Satellite Office