



Appendix 60

**PURCHASE REQUEST**

24-0079

Entity Name: \_\_\_\_\_

Fund Cluster: \_\_\_\_\_

Office/Section : CSO		PR No.: _____ Responsibility Center Code : _____		Date: 21 October 2024	
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	LOT	Event Management Services for the GCG Awards Ceremony	1	750,000.00	₱750,000.00
		1. Project Management			
		1.1. Over-all Coordination and Consultancy			
		1.2. Executive time for presentations & client-agency coordination			
		1.3. Supervision during production			
		2. Creative Management			
		2.1. Manpower			
		2.1.1. Graphic Designer			
		2.1.2. Multimedia Artist			
		2.1.3. Layout Artist			
		2.2. Initial Requirements			
		2.2.1. Presentation Decks			
		3. Production Team			
		3.1. Production Manager/Head			
		3.2. Event Director			
		3.3. Technical Director			
		3.4. Assistant Director			
		3.5. Stage Manager			
		3.6. Lighting Director			
		3.7. Music Spinner			
		3.8. Production Assistant			
		3.9. Registration Team - atleast 10 personnel			
		4. Talents			
		4.1. Voice Over Talent			
		Others:			
		• Inclusive of the following: Food and transportation expenses Other Miscellaneous and Contingency and all applicable taxes and necessary fees.			
		***see attached for details***			
		***nothing follows***			

GOVERNANCE COMMISSION - MAKATI CITY  
 ALLOTTED  
 R.A. No. 11836  
 FUND AVAILABLE FOR PROJECTS (1.1.1.1)  
 Functional Project: 301010001  
 5029903000 - Representation Expense

GCG PMD Received by: Mailler Mora  
 Receipt date: 28 Oct. 2024

Purpose: For the GCG Awards Ceremony

Requested by:  
 Signature: Cyril Marie L. Benedicto  
 Printed Name: **CYRIL MARIE L. BENEDICTO**  
 Designation: Corporate Officer V

Approved by:  
 Signature: Jocelyn Grace Navato  
 ATTY. JOCELYN GRACE N. NAVATO  
 Director IV, CSO



**Terms of Reference**

Procurement of Events Management Services for the GCG Awards Ceremony on 25 November 2024 in Philippine International Convention Center, Pasay City

**I. Background:**

The Governance Commission for Government -Owned or -Controlled Corporations (GCG) Awards Ceremony will be held to officially recognize the top GOCCs for their performance and corporate governance practices based on the assessment conducted by the GCG. The ceremony shall be attended by more than four hundred (400) Members of the Governing Board and Officers of various GOCCs. Furthermore, representatives from the Office of the President and other National Agencies are also invited to participate in the event.

**II. Provisional Program**

Time	Activity
10:00 am	Registration
10:30 am	National Anthem and Invocation
10:35 am	Opening Remarks
10:50 am	Presentation of Assessment Results
11:15 am	Introduction to Keynote Speaker
11:30 am	Keynote Speech
12:00 pm	Recognition and Awarding of GOCCs
12:30 pm	Closing Remarks

**III. Scope of Work:**

The GCG plans to engage the services of an event management team to oversee the program management and execution on the day of the event which involves registrations, managing staff, and addressing event-related changes and concerns that may arise. With this, the service provider is expected to deliver the following services subject to the approval of the end user:

- a. Project Management
  - i. Over-all Coordination and Consultancy
  - ii. Executive time for presentations & client-agency coordination
  - iii. Supervision during production
- b. Creative Management
  - i. Manpower
    - a. Graphic Designer
    - b. Multimedia Artist
    - c. Layout Artist
  - ii. Initial Requirements
    - a. Presentation Decks
- c. Production Team
  - i. Production Manager/Head
  - ii. Event Director – oversee the overall flow of the program and smooth direction of the event



- iii. Stage Manager – stage management and floor directing
- iv. Technical Director – oversee the flow of the technical parts of the event
- v. Assistant Director
- vi. Lighting Director
- vii. Music Spinner
- viii. Production Assistant
- ix. Registration Team – at least ten personnel to take charge of the registration
- x. Ushers and Runners– at least ten to assist the attendees
- d. Talent
  - i. Voice Over Talent
- e. Event Management and other administrative requirements
  - i. Submit the list of the Event Management team along with their profile
  - ii. Coordinate with the relevant focal persons of GCG with regard to the event script which shall be drafted by the GCG;
  - iii. Submit list of necessary requirements.
  - iv. Comply with the provisions of Republic Act No. 10173, known as the “Data Privacy Act of 2012” and its Implementing Rules and Regulations, and protect any Confidential Information acquired during the engagement with GCG.
  - v. Coordinate with the venue and technical team to ensure smooth implementation of the project
  - vi. Conduct technical rehearsal at least three (3) hours before the event
  - vii. Run the event as planned on the event date in coordination with GCG
- f. Other requirements from the events organizing firm:
  - i. Cover meals and transportation for the management team from ingress to egress including rehearsal/dry runs
  - ii. Provide and shoulder all costs of necessary manpower, facilities, production equipment and set-up and conduct all necessary preparatory and other activities to accomplish the agreed scope of work and deliverables. Any additional costs incurred relative to any aspect of the event shall solely be charged to the event management firm.
  - iii. Submit a terminal report

**IV. Minimum Qualifications for the Service Provider**

- a. The agency/firm, and its partners/s must have been in existence for at least five (5) years;
- b. Must have undertaken at least three (3) activities similar to awards ceremony or launches, within the last 5 years with at least one hundred (100) participants in a single event;
- c. Engaged with at least one (1) national government agency in a similar/related activity such as awards ceremony or launches.

**V. Deliverables, Timelines and Payment Schedules**

- a. Activities will commence immediately upon issuance of the Notice to Proceed (NTP)

- b. Reports and other relevant documents and deliverables are to be submitted to and should be duly received and accepted by the GCG project manager. Below is the summary of the deadline of submission for each deliverable:

Milestones/Deliverables	Timeline
Presentation Decks/PowerPoint	Before 20 November 2024
List of the event management team which includes all the relevant management and/or production staff, and talent/voice over	Before 20 November 2024
Terminal Report	Within twenty (20) calendar days from the day of the event

- c. Payment will be done in full and after the event, upon receipt of complete documentary requirements.

**VI. Responsibilities of the GCG**

The GCG shall determine the acceptability of the services provided and shall be the approving authority for all operation-related activities. In addition, the GCG shall also provide the script and the details of the program to the service provider. Comments and inputs regarding the program shall be coordinated with the GCG.

Furthermore, GCG shall be given 20 working days upon receipt of complete documentary requirements to process the payment for the service provider.

**VII. Approved Budget for the Contract**

The Approved Budget for the Contract (ABC) for this project is **SEVEN HUNDRED AND FIFTY THOUSAND PESOS ONLY (P750,000.00)** inclusive of all applicable government taxes, and shall include all remunerations, costs or profits arising from or in relation to the services rendered in connection with and/or in preparation and conduct for this engagement.

**VIII. Confidentiality and Ownership of Data**

All the materials conceptualized, designed, and produced shall be owned by the GCG, with full and exclusive rights on future use thereof, both in the Philippines and internationally. The events organizing firm shall not use nor disseminate these documents for their own research purposes without written consent of the GCG.