




REQUEST FOR PROPOSAL

1. The Philippine Institute for Development Studies (PIDS) invites all eligible individual consultants to submit proposals for the **Procurement of Events Management Consultant, Including Provision of Lights and Sounds, for the 11th Annual Public Policy Conference.**
2. The Approved Budget for the Contract (ABC) is **PhP750,000.00.**
3. Interested consultants must submit the following documents using PIDS the prescribed forms:
 - a) Curriculum Vitae of the proposed Consultant(s)¹
 - b) Technical Proposal Form¹
 - c) Financial Proposal Form¹
 - d) Filled out Data Privacy Notice and Personal Data Protection Form¹
 - e) Statement of Completed contracts²
 - f) Statement of All Ongoing and Awarded But Not Yet Started Contracts²
 - g) Notarized Omnibus Sworn Statement (for ABC above PhP50,000.00)¹
 - h) Income/Business Tax Returns (for ABC above PhP500,000.00)¹
 - i) PhilGEPS Registration Number (certificate or screenshot)¹
 - j) Valid Mayor's/Business Permit (Firm) or BIR Certificate of Registration³ (Individual).**Individual consultants must issue Official Receipt (OR) during payment.**
4. Interested consultants may obtain further information from the Procurement Management Division at telephone via email at procurement@pids.gov.ph.
5. The Institute shall adopt the Quality-Based Evaluation procedure in selecting consultants based on the attached Terms of Reference.
6. The deadline for submission of proposals is on **28 July 2025 (5:00 PM)** addressed to:

The BAC Chairperson for Consultancy
Services c/o The BAC Secretariat
Procurement Management Division
18/F Three Cyberpod Centris – North Tower, EDSA cor. Quezon Ave., Quezon City

Proposals may also be submitted through email at procurement@pids.gov.ph.

7. PIDS reserves the right to reject any or all of the proposals, declare a failure of bidding, or not award the contract if there is evidence of collusion, including any act that restricts, suppresses, or nullifies competition, or if there is a failure to follow the prescribed bidding procedures. PIDS also reserves the right to waive any required formality in the proposals received and select the proposal it determines most advantageous to PIDS.


DR. AUBREY D. TABUGA
Chairperson
PIDS-BAC for Consultancy Services

Reference No.:2025-196

¹Applicable for individual consultants and firms

²Applicable for firms only

Philippine Institute for Development Studies

TERMS OF REFERENCE

Events Management Coordinator, including Provision of Lights and Sounds, for the 11th Annual Public Policy Conference (APPC)

I. Background and Objectives

The Philippine Institute for Development Studies (PIDS) conducts the APPC as the highlight of its Development Policy Research Month (DPRM) celebration held every September. The APPC aims to convene experts and researchers in the social sciences to flag to policymakers the critical issues that must be addressed in the immediate term. It also serves as a platform to further bridge research and policymaking, and promote evidence-based planning and policy formulation in the Philippines.

With the DPRM theme, “Reimagining Governance in the Age of AI”, this year’s APPC aims to address one of the most pressing and complex shifts – integrating artificial intelligence into public governance. AI has the potential to streamline governance, improve public service delivery, and enable smarter policies. Yet, it also raises critical concerns—algorithmic bias, labor displacement, opaque decision-making, and inequality.

The APPC will center on this emerging technology revolution, with special focus on rethinking current practices and strategies in governance to harness the opportunities from more intelligent technologies, while at the same time, managing highly complicated risks and vulnerabilities brought by these advancements.

The conference will focus on three sub-themes, encompassing crucial challenges faced by many economies today, including: (1) energy issues, (2) the fight against corruption, and (3) aging societies. Discussions about cross-cutting issues such as digital inclusion and equity, institutional capacity building, data governance, and public-private collaborations will also be covered in each of these sub-themes.

To better understand and advocate for this message, the APPC will be a one-day plenary event. It will begin with an opening session in the morning, followed by three sub-theme sessions, and concluded with a closing session. A networking dinner among invited participants shall follow.

To ensure a seamless experience, it is recommended to partner with an experienced event management service. This will guarantee robust technical support for accessible presentations and discussions. Equipping the event with necessary tools will engage participants deeply with featured research and presentations, fostering meaningful dialogue and idea exchange on critical themes.

II. SCOPE AND WORK DELIVERABLES

In coordination with the PIDS Research Information Department – Public Affairs Division, the service provider is required to deliver the following:

1. Manage the whole day event of the APPC with the following event details:

Schedule: September 18, 2025, 8:00 AM to 7:00 PM

Venue: Metro Manila (TBD)
Program Design and Set-up:

Program	No. of Expected Participants	Room Type	Set-up
8:00 am to 9:00 am Registration	200 pax	Plenary Hall	Zoom Webinar and Facebook livestreaming
9:00 am to 12:00 pm Opening Plenary Session			
12:00 pm to 1:00 pm Lunch			
1:00 pm to 4:00 pm Plenary Sessions 1-3	200 pax		Zoom Webinar and Facebook livestreaming
4:00 pm to 6:00 pm Closing Plenary Session	200 pax		
6:00 pm onwards Networking Session	70 pax	TBA	

2. Maintain regular communication with PIDS throughout the project
 - both parties will communicate via email, phone, and meetings (virtual and/or face-to-face) throughout the project;
3. Attend the project orientation/briefing with the event organizer;
4. Plan and coordinate with PIDS for the technical dry-run and set-up.
5. Provide the following services and equipment:
 - a. **Fabricate/develop the stage and photo wall designs** (see Annexes A-B)
 - Includes proposal of audio/visual system and lights, and sound technical setup based on the event scale
 - Including but not limited to complete lights and audio setup fitting for ballroom venue measuring 23.8 m x 20.8 m; setup includes a minimum of 16 LED par lights, 4 moving heads, 4 wireless microphones, 2 per side audio, 2 subwoofer, 1 follow spot, and additional par lights for 14 exhibit booths (table setup only);
 - Including but not limited to LED Wall (2 sets of 9 ft x 24 ft LED wall), as may be further determined
 - b. **Livestreaming assistance on-the-day of the hybrid event**
 - Inclusive of the provision of technical staff for the hybrid set-up and livestreaming
 - Includes a proposal for all ICT requirements based on the event scale
 - Minimum of 3 Camera Setup, 2 Professional Videographers, 1 Director/Switcher, HD Cameras with Tripod, Video and Audio Capturing Device(s), Wireless Video Transmitters, Video Switcher, Laptop(s), back-up Internet Connection, and/or other equipment necessary for recording and managing the livestream

- Provision of Two-way radio or comm set: 7 pc. comm set dedicated for the PIDS production team
- c. **Provision of Filipino Sign Language (FSL) Interpreters for the livestreaming**
 - Either 2 FSL interpreters with 2.5-hour shift each or 1 interpreter with a 5-hour shift for the opening and closing plenary session only. Interpreters from or referred by the Philippine National Association of Sign Language Interpreters (PNASLI) are preferred;
 - Includes videographer and tech setup for the sign language interpreters
 - With 1 static camera with tripod for FSL interpreter and cloth backdrop (as coordinated with organizer).
- d. **Set-up and manning of photobooth**
 - Includes set up based on design (See Annex B)
 - Includes photographer and assistant and necessary equipment and lighting
- 6. Coordinate with personnel/technical suppliers to ensure booking and delivery of service for the event;
- 7. Aid in the planning and implementation of placing exhibits and booths for PIDS and its partners;
- 8. Perform other pertinent tasks related to the conduct of the event.

III. Minimum Requirements

The EMC must have the following qualifications:

1. Duly registered with the relevant government agency (e.g., Department of Trade and Industry or Securities and Exchange Commission) and accredited by the Bureau of Internal Revenue
2. Minimum of two years of establishment with proven expertise in organizing events via in-person and hybrid modes.
3. Submission of the required documents in relation to Republic Act 12009 (Procurement Law)

The Service Provider will be rated using the criteria below:

Criteria	Percentage
Years of experience in events management	40%
Sample works demonstrating experience in providing events management service, audio-visual equipment and technical support for moderate to large-scale conference presentations and/or seminars	40%
Experience working with PIDS	20%
TOTAL:	100%

IV. Project Cost and Terms of Payment

The approved budget for the contract is **PHP 750,000.00** to be paid based on the following set-up/ schedule:

Activity/ Deliverable	Payment
Project briefing and submission of complete list of confirmed production equipment and personnel	30%
Conduct of event and submission of the completion report	70%
TOTAL	100%

V. Ownership of Data

All information, data, reports, or any other material, graphic software or otherwise prepared, collected, and gathered by the event management company shall belong to and remain the exclusive property of PIDS. Said materials should be properly documented and turned over to the Institute before the end of the engagement. The hired firm shall not use in any manner the information and data gathered for commercial or other purposes, and such information and data shall be for the exclusive use of PIDS.

VI. Compliance with PIDS Data Privacy Policy

Before commencing work, the EMC must sign a nondisclosure agreement with PIDS. Any information gathered and generated in performing its duties shall be processed subject to the applicable provisions of the Republic Act 10173, known as the "Data Privacy Act of 2012" and its Implementing Rules and Regulations and relevant issuances of the National Privacy Commission (NPC).

Submitted by:

REDACTED

ALYSSA MARIE A. BRIONES-MENDOZA
Division Chief II
Public Affairs Division

Reviewed by:

REDACTED

MELINDA T. QUÑONES
Department Manager III
Research Information Department

CONFORME:

Name of contractor and signature

ANNEX A

STAGE DESIGN BRIEF

Stage Layout & Specifications

Stage Dimensions c/o hotel

- Width: 24 ft
- Depth: 12 ft
- Height: 2 ft

LED Wall (Design 1 or 2):

- Size: 6m (20 ft) width × 3.5m (11.5 ft) height
- Pitch: P3.9 (minimum), P2.9 (preferred)
- Content: Event title, branding visuals, any of the following AI-inspired animated backdrop:
 - ☐ Particle networks or digital mesh graphics
 - ☐ Slow-moving data visuals
 - ☐ Blue gradient with glowing neural pathways

Design 1 with two small LED walls



Design 2



Furniture:

- 5 white lounge chairs (center stage)
- 1 black podium (left side of the stage) – c/o hotel
- 'APPC 2025' 3D letters on right-front corner (3–4 ft height, foam/PVC material)

Materials Summary

- LED Wall: Modular indoor panels, anti-glare surface
- Podium: Laminated MDF or acrylic
- Chairs: ABS/plastic, white faux leather, or modern style
- Backdrop letters: Foam, PVC board, or acrylic (painted matte white)
- Stage risers: Carpeted black, modular c/o hotel
- Lighting: Basic up lights, soft white and blue tones

Additional Notes

- Ensure proper lighting angles to avoid shadows on speaker faces.
- Maintain clear sightlines from all banquet-style seating.
- Coordinate with AV team for seamless LED and sound integration.

ANNEX B

PHOTO WALL DESIGN BRIEF

Photo wall design and materials:

Backdrop: Circuit board-inspired or glowing hexagon patterns (printed on tarpaulin or Sintra board), with the quote: “Reimagining Governance in the Age of AI”



A window frame where people can pose for photos, outlined with LED strip lights along the edges.

QR code where people can scan to redirect them to the GDrive of photos

3D Letters: The letters “APPC” in foam board or cut-out Sintra, mounted at the corner, with LED strip for an AI-tech feel.