

TERMS OF REFERENCE
SERVICES of AN EVENT MANAGEMENT COMPANY

Federation Internationale de Volleyball (FIVB) Volleyball Men's World Championship 2025
Media Dinner Event
8 September 2025 | Metro Manila

I. BACKGROUND

The FIVB Volleyball Men's World Championship 2025 is scheduled to take place in the Philippines from September 12 to 28, 2025. This marks the first time the country will host the prestigious tournament, which features 32 of the world's top men's national volleyball teams. The matches will be held at two premier venues in Metro Manila: the Smart Araneta Coliseum in Quezon City and the SM Mall of Asia Arena in Pasay City.

To support the Philippines' successful bid, The TPB MICE Department assisted the Philippine National Volleyball Federation (PNVF) during the bid presentation in March 2024 by providing an Audio Visual Presentation (AVP) that strengthen the pitch to the Federation International de Volleyball (FIVB).

The Philippines was selected as the host over strong bids from Indonesia and , highlighting its proven track record in organizing major volleyball events and its passionate fanbase. The event is expected to boost the country's sports tourism profile and inspire increased participation in volleyball across the region.

This championship represents a significant milestone for Philippine volleyball, offering a platform to elevate the sport's profile nationally and to demonstrate the country's capability in hosting world-class sporting events.

In line with the preparations for the upcoming FIVB Men's Volleyball Championship, the TPB will be requiring the services of an Event Management Company for the mounting of a Media Dinner that will formally launch and promote this prestigious international tournament.

II. EVENT OBJECTIVES:

- Position the Philippines as a competitive destination for international sports competition and tournament
- Promote national pride and tourism by hosting the international volleyball event
- Strengthen sports diplomacy and international linkages
- Boost local and international tourists by attracting volleyball enthusiasts to witness this game spectacle

III. SCOPE of WORK/SERVICES

| | |
|-------------------|--|
| Event | Federation Internationale de Volleyball (FIVB) Volleyball Men's World Championship 2025 Media Dinner Event |
| Date | 8 September 2025 Monday |
| Number of Pax | 150 pax |
| Set-Up for Dinner | Buffet |

The Events Management Company (EMC) must be able to package the following event requirements:

A. Event Management Team

A dedicated team to execute, oversee and manage the required onsite physical and technical requirements of the event;

B. Venue

1. Secure a venue that is a nationally recognized cultural landmark, distinguished by its harmonious fusion of historical architecture and contemporary design. Its stately ambiance, heritage setting and iconic structural features offer a culturally resonant backdrop ideal for official and ceremonial events.
2. Venue should preferably be able to accommodate pre-event tours of the venue right before/ during the actual dinner event
3. Venue/function room must be available on 8 September 2025, Monday, inclusive of ingress and egress
4. Venue/function room must have ample space to accommodate 150 pax
5. Venue must have Medical Clinic with doctor and/or nurse on 24-hour duty

C. Food and Beverage/Catering Service

1. Buffet Dinner from 6:00 PM to 9:00 PM (indicative) with beverage
2. Menu selection should offer a well-balanced assortment of international buffet style dishes suitable for a diverse audience, while incorporating Filipino flavors across key selections, where appropriate;
3. Should likewise accommodate dietary requirements of guests (gluten free, halal, vegetarian, diabetic, people with allergies, etc. with 15% provision for every meal or based on the list to be provided by TPB;
4. Provide food tasting prior to the event, as may be required;
5. Appropriate number of dressed tables, table centerpieces, and ambient décor;
6. Sufficient number of uniformed and well-trained banquet service personnel as well as standby waiters and a dedicated event coordinator to attend to all F&B arrangements;
7. To include corkage fees, as may be needed;
8. The proposed caterer must have verifiable experience in handling high-level international events, preferably those hosted by or in partnership with national government agencies or diplomatic missions, to ensure quality, professionalism and appropriate representation of the host country.

9. Any other requirements that may be mutually agreed upon by the TPB and the supplier

D. Physical and technical requirements to include the following:

1. Venue ancillary requirements:
 - Basic lights and sound system microphones
 - High speed internet connectivity
 - Directional signage and announcements
2. Large TV monitor visible/appropriate for 150 guests, as may be required
3. Live entertainment/ ambient music, appropriate to the venue and event, for a total of 3 hours (including breaks or intervals) to include all expenses of performers and required technical equipment All proposed performers are subject to the approval of the TPB.
4. All necessary utility expenses, including but not limited to the venue personnel's overtime charges and electricity consumption. These should be billed through the appointed Events Management Company (EMC) and should be included in the final invoice per actual usage and venue policies.
5. Any other requirements that may be mutually agreed upon by the TPB and the supplier

E. Other Terms and Conditions

1. Any necessary changes to be made or implemented in the deliverables listed in the scope of services will be subject to the arrangements and the approval of TPB and must be within the contracted amount.
2. Neither party shall be held liable to the other for failure to perform any obligation due to fortuitous events or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural or man-made eventuality.

IV. INDICATIVE PROJECT IMPLEMENTATION DATE

Date and Time: 8 September 2025 / 6 pm to 9 pm

Venue: Metro Manila

V. ADDITIONAL TECHNICAL REQUIREMENTS

- Must be a Filipino-owned, operating and legally registered as an Events Management Company under Philippine Laws;
- Must have been in operation for at least three (3) years
- Submit at least three (3) organized and staged onsite events of the same nature;

VI. APPROVED BUDGET FOR THE CONTRACT

Approved Budget for the Contract (ABC) is ONE MILLION PESOS (P1,000,000.00) inclusive of all applicable fees and taxes.

*Proposed budget should include a contingency amount for additional onsite F&B or technical requirements.

VII. TERMS OF PAYMENT

- A. Must be willing to provide services on a “send bill arrangement” to TPB;
- B. Full payment upon completion of all project requirements;
- C. The Statement of Account/Billing Statement should be submitted for the processing of payment to include costs for all services, taxes and fees addressed to:

MARIA MARGARITA MONTEMAYOR NOGRALES

Chief Operating Officer
TOUISM PROMOTIONS BOARD
6/F, Five E-com Centre, Harbor Drive,
Mall of Asia Complex , Pasay City

Through: **RAQUEL RUTH TRIA-JOYA**
Acting Head, MICE Department

- D. Once all deliverable are rendered full/complete, processing of payment shall commence and estimated to be completed within 30 working days;
- E. Payment will be made through the Land Bank of the Philippines (LBP) account. Should the winning bidder not have account in LBP, any bank charges incurred to their preferred alternate bank will be shouldered by the bidder;
- F. The financial proposal should cover all expenditures enlisted in the deliverables above to include applicable taxes and fees and all other necessary expenses in connection to the staging/conduct of the event as may be agreed upon by both parties;

VIII. CONTRACT DURATION

The contract shall commence from the date of receipt of Notice to Proceed (NTP) until the full/complete delivery of the requirements.

IX. PROJECT OFFICER's CONTACT INFORMATION

Contact Persons:

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