



**COMMISSION ON HUMAN RIGHTS**  
**REPUBLIC OF THE PHILIPPINES**

**REQUEST FOR PROPOSAL**

RFQ-2025-GJ2-04-28A

April 16, 2025

**Sir / Madam:**

*Greetings from the Commission on Human Rights!* The CHR, through the General Administration Office – Project Management Division (GAO – PMD), intends to apply the sum of Nine Hundred Forty-Five Thousand Seventy-Six Pesos (PhP945,076.00) as an Approved Budget for the Contract (ABC) for the **Procurement of Multimedia & Event Management Services for the Closing Ceremony of GoJust II Project** through Section 53.9 Negotiated Procurement – Small Value Procurement of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.


The technical specifications are as follows:

DESCRIPTION
<b>Lot 1</b> <b>Procurement of Multimedia &amp; Event Management Services for the Closing Ceremony of GoJust II Project</b>
Kindly see attached Terms of Reference (TOR)
<b>Delivery Term:</b> May 16, 2025 (Tentative) <b>Place of Delivery:</b> Within Quezon City (Tentative)

If interested, please submit your duly signed quotation subject to the attached Terms and Conditions on or before **10:00 am, April 21, 2025** through e-mail address [procurement@chr.gov.ph](mailto:procurement@chr.gov.ph).

The CHR reserves the right to reject any and all quotations/bids, to annul the procurement process, declare a failure of bidding, to reject all quotations/bids at any time prior to contract award, or not to award the contract, without thereby incurring any liability to the affected bidder/s, and to accept only the offer that is most advantageous to the Government pursuant to Sec. 41 of the 2016 Revised IRR of RA 9184.

Truly yours,

For:   
**ONESIMO L. CUYCO**  
Chairperson, Bids and Awards Committee  
for Consulting Services, Infrastructure and  
Foreign-Assisted Projects (BAC-CSIFAP)

**CHR ng lahat: Naglilingkod maging sino ka man**

Commonwealth Avenue, U.P. Complex, Diliman, Quezon City, Philippines 1101

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**TERMS & CONDITIONS:**

1. Interested bidder/s are required to use the attached prescribed format of Quotation which may be printed in the company letterhead;
2. Quotation shall be submitted together with a copy of the following documentary requirements on or before the scheduled deadline of submission as stated in the RFQ.

**Late submission shall not be accepted:**

- a. 2025 Business / Mayor's Permit
- b. PhilGEPS Registration

The winning bidder will also be required to submit the Omnibus Sworn Statement.

- c. The Approved Budget for the Contract (ABC) is the ceiling price. Quotation/s exceeding the ABC shall be disqualified pursuant to Section 31.0 of the 2016 IRR of R.A 9184;
- d. Failure to comply with any of the technical specifications / requirements will disqualify the quotation;
- e. Price quotations shall be in Philippine currency, inclusive of all government taxes, duties and levies;
- f. Price validity period shall be minimum of Sixty (60) days from the date of bid submission;
- g. Winning bidder will be determined to have submitted the Lowest Calculated Responsive Bid (LCRB). In case of tie, the CHR shall apply the tie-breaking method of "toss a coin" through online coin flipper;
- h. Payment shall be made through Land Bank of the Philippines' LDDAP-ADA / Bank Transfer facility within fifteen (15) calendar days after the complete delivery and submission of the required documents. For other banking institution, corresponding bank transfer fee shall be charged against the creditor's account.

  
**MARIA TERESA G. JANTAZO**  
Head, BAC Secretariat  
Chief, GAO-Procurement Division

## QUOTATION

**PROCUREMENT:**      **PROCUREMENT OF MULTIMEDIA & EVENT MANAGEMENT SERVICES FOR THE CLOSING CEREMONY OF GOJUST II PROJECT**  
**RFQ NO.**                **:**      **2025-GJ2-04-028A**

Date: \_\_\_\_\_

**THE BIDS AND AWARDS COMMITTEE FOR GOODS AND SERVICES**

c/o Procurement Division

Commission on Human Rights

3<sup>rd</sup> Floor, SAAC Building,

U.P. Complex, Commonwealth Avenue,

Diliman, Quezon City

**Sir/Madam:**

This is to submit our quotation for the subject procurement with a total bid price of

\_\_\_\_\_ Pesos (Php \_\_\_\_\_),

inclusive of all existing and appropriate government taxes and charges:

Minimum Technical Specification			Statemen of Compliance
<b>I.Provide Professional Multimedia Services</b>			
Services	Required Equipment & Materials	Minimum Number	
Provision of multimedia/technical assets such as key visuals, digital/socmed materials, seamless livestreaming, photo and video coverage, and more.	<ul style="list-style-type: none"><li>laptop rental with multimedia editing software to be used by the service provider</li></ul>	1	
Provide industry-standard multimedia services for communication and visibility (i.e. key visuals, graphic, posters, photo wall, standardized, etc.)	<b>Photo Wall Design and Print</b> <ul style="list-style-type: none"><li>Size: Minimum of 7.5 ft (width) x 7.5 ft (height)</li><li>Material: High-resolution tarpaulin or fabric print, matte finish preferred to reduce glare in photos</li><li>Frame: Durable, lightweight frame structure with stable</li></ul>	1	

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	<p>base; should be easy to assemble and disassemble</p> <ul style="list-style-type: none"> <li>• Design           <ol style="list-style-type: none"> <li>a. Must include event branding (title, logos, theme, date, etc.)</li> <li>b. Clean and visually appealing layout optimized for photo opportunities</li> <li>c. Design to be approved by client prior to printing</li> </ol> </li> </ul> <p><b>A3 posters design and print</b></p> <ul style="list-style-type: none"> <li>• Size: A3 (11.7 in x 16.5 in)</li> <li>• Material: 200-250 gsm coated paper or cardstock, matte or semi-gloss finish</li> <li>• Design:           <ul style="list-style-type: none"> <li>• Visual alignment with overall event theme and branding</li> <li>• Multiple layout versions depending on content</li> <li>• Final designs to be approved before print</li> </ul> </li> </ul> <p><b>Other Visuals (as deemed standard for the event by the service provider)</b></p> <ul style="list-style-type: none"> <li>• Examples: May include but not limited to: Directional and welcome signage, Backdrops for stage or booths, Digital assets for LED screens or projectors</li> <li>• Design: Consistent with event branding. Final layout to be coordinated with client</li> <li>• Material &amp; Size: To be recommended by the service provider based on best practice</li> </ul>	10	
Provide appropriate printables/kits for participants.	<b>Table tent cards or name cards/ identifiers for ballroom guests</b>	N/A	
		260	

	<ul style="list-style-type: none"> <li>• Folded size: Approximately 4 x 6 inches (horizontal orientation) or 3.5 x 5 inches, depending on table setup</li> <li>• Flat size: Approximately 4 x 12 inches or as appropriate</li> <li>• Material: High-quality cardstock (at least 250–300 gsm), preferably with matte or uncoated finish for non-glare readability</li> <li>• Print: Full-color, high-resolution print</li> <li>• Design:</li> <li>• Clean and legible layout with guest name prominently displayed</li> <li>• May include organization name (optional) and event logo or branding elements</li> <li>• Layout should match the overall aesthetic of the event (e.g., formal, minimalist, themed)</li> <li>• Final design to be approved by the client</li> </ul> <ul style="list-style-type: none"> <li>• 2. Personalization</li> <li>• Guest Names: Service provider must print individual names of all ballroom guests</li> <li>• Font: Easy-to-read, elegant typeface (minimum 18 pt for names)</li> <li>• Optional: Table number, organization, or role (e.g., “Speaker”, “Partner”, etc.)</li> </ul> <p><b>Programmes for ballroom guests</b></p> <ul style="list-style-type: none"> <li>• Size: A4 (8.27 x 11.69 inches), folded once or trifolded, depending on content</li> <li>• Pages: 2 to 4 pages (front and back), depending on the</li> </ul>		
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	<p>length of program and content</p> <ul style="list-style-type: none"> <li>• Material:</li> <li>• Cover: 200–250 gsm cardstock (matte or semi-gloss finish)</li> <li>• Inside pages (if applicable): 100–120 gsm high-quality paper</li> <li>• Color: Full-color printing (CMYK)</li> </ul>	260	
	<p><b>Certificate Design and Print</b></p> <ul style="list-style-type: none"> <li>• Paper Size: A4 (8.27 x 11.69 inches)</li> <li>• Paper Type: Premium quality specialty paper (at least 220–250 gsm), preferably textured or parchment-style paper for a formal finish</li> <li>• Color: Full-color print (CMYK), high-resolution</li> <li>• Design:</li> <li>• Must include the official logos, certificate title, recipient name, reason for appreciation, date, and authorized signatory</li> <li>• Consistent with the overall branding and formal tone of the event</li> <li>• At least two design layout options to be submitted for review and approval</li> <li>• Frame Type: Wooden frame with glass front cover</li> <li>• Frame Size: Fits A4 certificate snugly (no trimming or folding of the certificate)</li> <li>• Style: Minimalist and professional; preferably in neutral tones (e.g., black, dark wood, or walnut)</li> <li>• Glass Type: Clear (non-reflective or anti-glare preferred for visibility)</li> </ul>	13	

II. Provide Events Services			Statement of Compliance
Required Equipment & Materials	Required Equipment & Materials	Minimum Number	
Provide qualified artist/s or performer/s during the Gala Night.	artist/ performer <ul style="list-style-type: none"> <li>2 sets of performance - classy mix of Filipino and English songs, preferably with lineup inclusion about Human Rights</li> </ul>	1	
Provide rental lights and sound equipment and technical management during the event to complement the hotel's PA system.	<ul style="list-style-type: none"> <li>speakers</li> <li>units wedge monitor speaker</li> <li>subwoofer</li> <li>digital mixer</li> <li>RGBW LED par lights</li> <li>autolights</li> <li>moving head lights</li> <li>wired mic with stand</li> <li>livefeed camera</li> <li>wireless transmitter</li> <li>wifi set</li> <li>audio mixer for livestream</li> </ul>	4 2 2 1 16 8 4 2 2 2 1 1	
Provide on-the-spot event technical coordination to ensure smooth operation of the event.	<ul style="list-style-type: none"> <li>laptop rental for LED board and other tech requirements</li> </ul>	1	
Provide corporate giveaways for CSOs with QIPs: <ol style="list-style-type: none"> <li>Active Citizenship Foundation Inc. (ACF)</li> <li>Balay Rehabilitation Center, Inc.</li> </ol>	Glass paperweight with GOJUST branding <p><i>1. Product Description</i></p> <ul style="list-style-type: none"> <li><b>Item:</b> Glass Paperweight</li> <li><b>Material:</b> High-quality solid glass (crystal or optical glass preferred)</li> <li><b>Shape Options:</b> Round, square, or rectangular (to be</li> </ul>	12	

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<ol style="list-style-type: none"> <li>3. CBCP Caritas Philippines Foundation Inc.</li> <li>4. Center for Youth Advocacy and Networking, Inc. (CYAN)</li> <li>5. Human Rights and People Empowerment Center (HRPEC)</li> <li>6. Initiatives for Dialogue and Empowerment through Alternative Legal Services, Inc. (IDEALS)</li> <li>7. Medical Action Group Inc. (MAG)</li> <li>8. National Union of Journalists of the Philippines (NUJP)</li> <li>9. Photojournalists' Center of the Philippines (PCP)</li> <li>10. Sustainable Development Solutions Network Youth Philippines, Inc. (SDSN)</li> <li>11. Venture Asia</li> <li>12. Amnesty International Philippines, Inc. (AI)</li> </ol>	<p>recommended by service provider and approved by client)</p> <ul style="list-style-type: none"> <li>• <b>Dimensions:</b> Approximately 3 to 4 inches in diameter (for round) or 3 x 3 to 4 x 4 inches (for square/rectangular), with 0.5–1 inch thickness</li> <li>• <b>Weight:</b> Substantial enough to function as a desk paperweight (approx. 300–600 grams)</li> </ul> <p><i>2. Branding and Design</i></p> <ul style="list-style-type: none"> <li>• <b>Logos:</b> Must prominently feature both the <b>CHR (Commission on Human Rights)</b> and <b>GOJUST</b> logos</li> <li>• <b>Customization:</b> <ul style="list-style-type: none"> <li>○ Logos may be etched, laser-engraved, or UV-printed onto or inside the glass (depending on style and feasibility)</li> <li>○ Clean and elegant layout to maintain a formal and commemorative appearance</li> </ul> </li> <li>• <b>Finish:</b> Smooth edges and polished surface, free from bubbles or scratches</li> </ul>		
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	<p><i>3. Packaging</i></p> <ul style="list-style-type: none"> <li>Each paperweight must come in an individual presentation box: <ul style="list-style-type: none"> <li><b>Box Material:</b> Rigid cardboard or leatherette</li> <li><b>Interior:</b> Foam or velvet-lined for protection and premium presentation</li> <li>Box color should be formal and neutral (e.g., black, navy blue, or gray)</li> </ul> </li> </ul>		
<p>Provide corporate giveaways for CHR Regional Directors</p> <ol style="list-style-type: none"> <li>NCR</li> <li>CAR</li> <li>Region 1</li> <li>Region II</li> <li>Region III</li> <li>Region IV-A</li> <li>Region IV-B</li> <li>Region V</li> <li>Region VI</li> <li>Region VII</li> <li>Region VIII</li> <li>Region IX</li> <li>Region X</li> <li>Region XI</li> <li>Region XII</li> <li>Region Caraga</li> </ol>	<p>Glass paperweight with GOJUST branding</p> <p><i>1. Product Description</i></p> <ul style="list-style-type: none"> <li><b>Item:</b> Glass Paperweight</li> <li><b>Material:</b> High-quality solid glass (crystal or optical glass preferred)</li> <li><b>Shape Options:</b> Round, square, or rectangular (to be recommended by service provider and approved by client)</li> <li><b>Dimensions:</b> Approximately 3 to 4 inches in diameter (for round) or 3 x 3 to 4 x 4 inches (for square/rectangular), with 0.5–1 inch thickness</li> <li><b>Weight:</b> Substantial enough to function as a desk paperweight (approx. 300–600 grams)</li> </ul>	16	

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	<ul style="list-style-type: none"> <li>Box color should be formal and neutral (e.g., black, navy blue, or gray)</li> </ul>		
<p>Provide corporate giveaways for CHR Central Office Directors</p> <ol style="list-style-type: none"> <li>PASCO</li> <li>Protection Office</li> <li>Prevention Office</li> <li>Promotion Office</li> <li>Linkages Office</li> <li>Policy Centers Office</li> <li>General Administration Office</li> <li>Planning and Financial Management Office</li> </ol>	<p>Glass paperweight with GOJUST branding</p> <p><i>1. Product Description</i></p> <ul style="list-style-type: none"> <li><b>Item:</b> Glass Paperweight</li> <li><b>Material:</b> High-quality solid glass (crystal or optical glass preferred)</li> <li><b>Shape Options:</b> Round, square, or rectangular (to be recommended by service provider and approved by client)</li> <li><b>Dimensions:</b> Approximately 3 to 4 inches in diameter (for round) or 3 x 3 to 4 x 4 inches (for square/rectangular), with 0.5–1 inch thickness</li> <li><b>Weight:</b> Substantial enough to function as a desk paperweight (approx. 300–600 grams)</li> </ul> <p><i>2. Branding and Design</i></p> <ul style="list-style-type: none"> <li><b>Logos:</b> Must prominently feature both the <b>CHR (Commission on Human Rights)</b> and <b>GOJUST</b> logos</li> <li><b>Customization:</b> <ul style="list-style-type: none"> <li>Logos may be etched, laser-engraved, or UV-printed onto or inside the glass (depending on style and feasibility)</li> </ul> </li> </ul>	<p>13</p> <p>(Additional extra 5 pcs for back-up)</p>	

	<ul style="list-style-type: none"> <li>○ Clean and elegant layout to maintain a formal and commemorative appearance</li> <li>• <b>Finish:</b> Smooth edges and polished surface, free from bubbles or scratches</li> </ul> <p><i>3. Packaging</i></p> <ul style="list-style-type: none"> <li>• Each paperweight must come in an individual presentation box: <ul style="list-style-type: none"> <li>○ <b>Box Material:</b> Rigid cardboard or leatherette</li> <li>○ <b>Interior:</b> Foam or velvet-lined for protection and premium presentation</li> <li>○ Box color should be formal and neutral (e.g., black, navy blue, or gray)</li> </ul> </li> </ul>		
Provide appropriate leis for EU and AECID awardees	<p>Customized Ribbon Leis</p> <ul style="list-style-type: none"> <li>• Style: Classic ribbon lei with layered or braided ribbon arrangement, worn around the neck</li> <li>• Primary Colors: Must prominently feature CHR official colors (e.g., blue, red, yellow – adjust as per latest CHR branding guidelines). Secondary accents in neutral or complementary tones allowed (e.g., white, gold, or silver)</li> </ul>	2	

	<ul style="list-style-type: none"> <li>• Branding: CHR and GOJUST logo must be integrated into the design, preferably printed or heat-pressed onto a central medallion, badge, or tag attached to the ribbon</li> <li>• Branding must be clear, formal, and respectful of both institutions</li> <li>• Material:</li> <li>• High-quality satin or grosgrain ribbon</li> <li>• Optional embellishments may include rosettes, central badge, or acrylic logo medallions</li> </ul> <p>3. Size &amp; Fit</p> <ul style="list-style-type: none"> <li>• Length: Approx. 30–36 inches end-to-end (comfortable for neck placement)</li> <li>• Width: Ribbons should be approx. 1–1.5 inches wide</li> <li>• Must be lightweight, comfortable to wear, and neatly finished</li> </ul>		
Provide high quality plaques for EU and AECID awardees	<p>Customized glass plaques with engraving</p> <ul style="list-style-type: none"> <li>• Material: High-quality crystal or tempered optical glass</li> <li>• Height: 9 inches</li> <li>• Thickness: 3/8 inch (approx. 10 mm)</li> <li>• Width: Proportional to height (typically 6–7 inches, depending on plaque shape)</li> </ul> <p>Shape &amp; Design</p> <ul style="list-style-type: none"> <li>• Shape Options: Rectangular, arch-top, flame, or other elegant award shapes (to be proposed by provider and approved by client)</li> </ul>	2	

	<ul style="list-style-type: none"> <li>• Finish: Smooth, polished edges; clear surface with high transparency</li> <li>• Base: Optional sturdy glass or acrylic base for upright display (if free-standing design is chosen)</li> </ul> <p>Engraving &amp; Customization</p> <ul style="list-style-type: none"> <li>• Engraving Method: Sandblasting, laser engraving, or UV printing (depending on preferred finish)</li> </ul> <p>Content:</p> <ul style="list-style-type: none"> <li>• Award title or heading</li> <li>• Recipient name or organization</li> <li>• Short citation or message of recognition</li> <li>• Date of awarding</li> <li>• Official GOJUST branding (logo and/or project identity)</li> <li>• Layout: Professional and elegant, ensuring logo placement does not overshadow award text</li> <li>• Client to approve final layout and text prior to production</li> </ul> <p>Packaging</p> <ul style="list-style-type: none"> <li>• Each plaque must be individually boxed in a premium presentation case</li> <li>• Box Type: Rigid gift box with satin or velvet lining</li> <li>• Color: Formal tones (e.g., black, navy blue, or gray)</li> </ul>		
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III. Provide IT and technical support for the event			Statement of Compliance
Required Equipment & Materials	Required Equipment & Materials	Minimum Number	

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Provide stage and venue styling appropriate for the event.	<ol style="list-style-type: none"> <li>1. CHR-brand in event collaterals</li> <li>2. Balloons appropriate for ballroom space</li> <li>3. Podium: Styled with CHR and event branding (e.g., logo sticker, acrylic seal, or printed sign)</li> <li>4. Styling must be completed at least 2–3 hours before the start of the event</li> <li>5. Provider must submit: <ol style="list-style-type: none"> <li>a. Proposed styling mood board or pegs</li> <li>b. Mockups for backdrop and venue elements</li> </ol> </li> </ol>	1 set	
Provide digital registration solutions for the event	<ol style="list-style-type: none"> <li>1. laptop rental</li> </ol>	1	
Be available for meetings, dry runs, and rehearsals before the event.	N/A	N/A	

### Team Composition

Designation	Total Members: 22	Statement of Compliance
Head <ul style="list-style-type: none"> <li>• Overall manager and decision-maker for the team</li> </ul>	1 pax	
Main Coordinator & On-Site Coordinator <ul style="list-style-type: none"> <li>• Coordinate with the PMD on all communications</li> </ul>	2 pax	
Sound & Lights Coordinator and Production Assistant	4 pax	
Ingress/ Egress	4 pax	
Guest Experience Officers <ul style="list-style-type: none"> <li>• Assistance to the PMD on digital registration</li> </ul>	5 pax	

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Media Focals <ul style="list-style-type: none"> <li>Photography, videography, spotters/runners, onsite multimedia needs</li> </ul>	6 pax	
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## Timeline

21-25 April 2025	Levelling off and coordination with the PMD	<b>Statement of Compliance</b>
25 April 2025	Presentation of final designs for: <ul style="list-style-type: none"> <li>photo wall/ booth</li> <li>other visuals that the service provider deems standard for the event</li> <li>table name tags/ identifiers for ballroom guests</li> <li>programmes for ballroom guests</li> <li>certificates of appreciation for CSO partners with QIPs</li> <li>artist/ performer</li> <li>stylized plaques</li> <li>leis</li> </ul>	
5 May 2025 to 16 May 2025	Availability for Dry Run and in-person meetings	
14 May 2025	Delivery of printed versions of: <ul style="list-style-type: none"> <li>photo wall/ booth</li> <li>other visuals that the service provider deems standard for the event</li> <li>table name tags/ identifiers for ballroom guests</li> <li>programmes for ballroom guests</li> <li>certificates of appreciation for CSO partners with QIPs</li> <li>artist/ performer</li> <li>stylized plaques</li> <li>leis</li> <li>other collaterals identified</li> </ul>	
16 May 2025 <i>(in case the event date is moved beyond 16 May 2025, the service provider and the PMD will agree on the revised timeline)</i>	<ul style="list-style-type: none"> <li>Event proper by 9AM to 1PM (excluding ingress/ egress)</li> <li>Availability for preparation before event proper, starting 5AM</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

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**Financial Offer:**

Item	Unit Price	Total Price

TOTAL OFFERED QUOTATION:	
<b>In Words:</b> _____ _____	<b>In Figures:</b> _____

I hereby certify that this quotation is true and correct, and I accept the rights of the Commission on Human Rights, as the Procuring Entity, under Section 41 of 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

I further certify that (name of company) is not blacklisted or not allowed to participate in the bidding of all government projects.

Truly yours,

Bidder (Company Name) : \_\_\_\_\_  
Address : \_\_\_\_\_  
Authorized Representative : \_\_\_\_\_  
Designation/Position : \_\_\_\_\_  
Telephone No./Mobile No. : \_\_\_\_\_  
Email Address : \_\_\_\_\_  
PhilGEPS Registration No. : \_\_\_\_\_  
Tax Identification No. (TIN) : \_\_\_\_\_  
Signature : \_\_\_\_\_

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## **TERMS OF REFERENCE (TOR) FOR THE PROCUREMENT OF MULTIMEDIA & EVENTS MANAGEMENT SERVICES FOR THE CLOSING CEREMONY OF GOJUST II PROJECT**

Strategic Objective 3: Promote and/or conduct research on human rights, GAD, and other thematic issues, knowledge management, and exchange of viable information with stakeholders through various regional and international human rights mechanisms

### **Background**

The European Union and the Spanish Agency for International Development Cooperation's (AECID) Governance in Justice for Human Rights or GOJUST Human Rights Project II (GJ2) is a four-year project from 2022 to 2025 that builds upon the gains of, and lessons from, both the first GOJUST Human Rights Project that ended in 2020 and the Fortaleza Project that ended in 2016.

GJ2 aims to contribute to the fulfilment of three (3) outcomes:

- Intermediate Outcome 1: The institutional, operational, and technical capacity of the CHR and its staff, including through the building of partnerships with civil society organizations (CSOs) are strengthened
- Intermediate Outcome 2: The human rights monitoring and data management is strengthened through the establishment of an Observatory for human rights in the Philippines
- Intermediate Outcome 3: Enhanced capacity of the CHR to promote human rights and sustain partnerships with stakeholders

### **Responsibilities of the MULTIMEDIA & EVENTS MANAGEMENT SERVICES**

The **MULTIMEDIA & EVENTS MANAGEMENT SERVICES** shall undertake the following tasks under the direction of the Office of the Chairperson and the Project Management Division.

Date: 16 May 2025

Venue: Metro Manila, TBA

## Conduct the GOJUST II Project Closing Ceremony:

### Key Activities

<b>I. Provide Professional Multimedia Services</b>		
Services	Required Equipment & Materials	Minimum Number
Provision of multimedia/technical assets such as key visuals, digital/social media materials, seamless livestreaming, photo and video coverage, and more.	<ul style="list-style-type: none"> <li>laptop rental with multimedia editing software to be used by the service provider</li> </ul>	1
Provide industry-standard multimedia services for communication and visibility (i.e. key visuals, graphic, posters, photo wall, standardized, etc.)	<b>Photo Wall Design and Print</b> <ul style="list-style-type: none"> <li>Size: Minimum of 7.5 ft (width) x 7.5 ft (height)</li> <li>Material: High-resolution tarpaulin or fabric print, matte finish preferred to reduce glare in photos</li> <li>Frame: Durable, lightweight frame structure with stable base; should be easy to assemble and disassemble</li> <li>Design               <ol style="list-style-type: none"> <li>Must include event branding (title, logos, theme, date, etc.)</li> <li>Clean and visually appealing layout optimized for photo</li> </ol> </li> </ul>	1

	<p>opportunities</p> <p>c. Design to be approved by client prior to printing</p> <p><b>A3 posters design and print</b></p> <ul style="list-style-type: none"> <li>• Size: A3 (11.7 in x 16.5 in)</li> <li>• Material: 200-250 gsm coated paper or cardstock, matte or semi-gloss finish</li> <li>• Design:</li> <li>• Visual alignment with</li> <li>• overall event theme and branding</li> <li>• Multiple layout versions depending on content</li> <li>• Final designs to be approved before print</li> </ul> <p><b>Other Visuals (as deemed standard for the event by the service provider)</b></p> <ul style="list-style-type: none"> <li>• Examples: May include but not limited to: Directional and welcome signage, Backdrops for stage or booths, Digital assets for LED screens or projectors</li> <li>• Design: Consistent with event branding. Final layout to be coordinated with client</li> <li>• Material &amp; Size: To be recommended by the service provider based on best practice</li> </ul>	<p>10</p> <p>N/A</p>
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<p>Provide appropriate printables/kits for participants.</p>	<p><b>Table tent cards or name cards/ identifiers for ballroom guests</b></p> <ul style="list-style-type: none"> <li>• Folded size: Approximately 4 x 6 inches (horizontal orientation) or 3.5 x 5 inches, depending on table setup</li> <li>• Flat size: Approximately 4 x 12 inches or as appropriate</li> <li>• Material: High-quality cardstock (at least 250–300 gsm), preferably with matte or uncoated finish for non-glare readability</li> <li>• Print: Full-color, high-resolution print</li> <li>• Design: <ul style="list-style-type: none"> <li>• Clean and legible layout with guest name prominently displayed</li> <li>• May include organization name (optional) and event logo or branding elements</li> <li>• Layout should match the overall aesthetic of the event (e.g., formal, minimalist, themed)</li> <li>• Final design to be approved by the client</li> </ul> </li> <li>• 2. Personalization <ul style="list-style-type: none"> <li>• Guest Names: Service provider must print individual names of all ballroom guests</li> <li>• Font: Easy-to-read, elegant typeface</li> </ul> </li> </ul>	<p>260</p>
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	<p>(minimum 18 pt for names)</p> <ul style="list-style-type: none"> <li>Optional: Table number, organization, or role (e.g., “Speaker”, “Partner”, etc.)</li> </ul> <p><b>Programmes for ballroom guests</b></p> <ul style="list-style-type: none"> <li>Size: A4 (8.27 x 11.69 inches), folded once or trifolded, depending on content</li> <li>Pages: 2 to 4 pages (front and back), depending on the length of program and content</li> <li>Material:</li> <li>Cover: 200–250 gsm cardstock (matte or semi-gloss finish)</li> <li>Inside pages (if applicable): 100–120 gsm high-quality paper</li> <li>Color: Full-color printing (CMYK)</li> </ul>	260
	<p><b>Certificate Design and Print</b></p> <ul style="list-style-type: none"> <li>Paper Size: A4 (8.27 x 11.69 inches)</li> <li>Paper Type: Premium quality specialty paper (at least 220–250 gsm), preferably textured or parchment-style paper for a formal finish</li> <li>Color: Full-color print (CMYK), high-resolution</li> <li>Design:</li> <li>Must include the official</li> </ul>	13

	<p>logos, certificate title, recipient name, reason for appreciation, date, and authorized signatory</p> <ul style="list-style-type: none"> <li>• Consistent with the overall branding and formal tone of the event</li> <li>• At least two design layout options to be submitted for review and approval</li> <li>• Frame Type: Wooden frame with glass front cover</li> <li>• Frame Size: Fits A4 certificate snugly (no trimming or folding of the certificate)</li> <li>• Style: Minimalist and professional; preferably in neutral tones (e.g., black, dark wood, or walnut)</li> <li>• Glass Type: Clear (non-reflective or anti-glare preferred for visibility)</li> </ul>	
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## II. Provide Events Services

Required Equipment & Materials	Required Equipment & Materials	Minimum Number
Provide qualified artist/s or performer/s during the Gala Night.	<p>artist/ performer</p> <ul style="list-style-type: none"> <li>• 2 sets of performance - classy mix of Filipino and English songs, preferably with lineup inclusion about Human Rights</li> </ul>	1

Provide rental lights and sound equipment and technical management during the event to complement the hotel's PA system.	<ul style="list-style-type: none"> <li>speakers 4</li> <li>units wedge monitor speaker 2</li> <li>subwoofer 2</li> <li>digital mixer 1</li> <li>RGBW LED par lights 16</li> <li>autolights 8</li> <li>moving head lights 4</li> <li>wired mic with stand 2</li> <li>livefeed camera 2</li> <li>wireless transmitter 2</li> <li>wifi set 1</li> <li>audio mixer for livestream 1</li> </ul>	
Provide on-the-spot event technical coordination to ensure smooth operation of the event.	<ul style="list-style-type: none"> <li>laptop rental for LED board and other tech requirements 1</li> </ul>	
Provide corporate giveaways for CSOs with QIPs: <ol style="list-style-type: none"> <li>Active Citizenship Foundation Inc. (ACF)</li> <li>Balay Rehabilitation Center, Inc.</li> <li>CBCP Caritas Philippines Foundation Inc.</li> <li>Center for Youth Advocacy and Networking, Inc. (CYAN)</li> <li>Human Rights and People Empowerment Center (HRPEC)</li> <li>Initiatives for Dialogue and Empowerment through Alternative Legal Services, Inc. (IDEALS)</li> <li>Medical Action Group Inc. (MAG)</li> <li>National Union of Journalists of the Philippines (NUJP)</li> </ol>	Glass paperweight with GOJUST branding <p><b>1. Product Description</b></p> <ul style="list-style-type: none"> <li><b>Item:</b> Glass Paperweight</li> <li><b>Material:</b> High-quality solid glass (crystal or optical glass preferred)</li> <li><b>Shape Options:</b> Round, square, or rectangular (to be recommended by service provider and approved by client)</li> <li><b>Dimensions:</b> Approximately 3 to 4 inches in diameter (for round) or 3 x 3 to 4 x 4 inches (for square/rectangular), with 0.5–1 inch thickness</li> </ul>	12



<p>9. Photojournalists' Center of the Philippines (PCP)</p> <p>10. Sustainable Development Solutions Network Youth Philippines, Inc. (SDSN)</p> <p>11. Venture Asia</p> <p>12. Amnesty International Philippines, Inc. (AI)</p>	<ul style="list-style-type: none"> <li>● <b>Weight:</b> Substantial enough to function as a desk paperweight (approx. 300–600 grams)</li> </ul> <p><b>2. Branding and Design</b></p> <ul style="list-style-type: none"> <li>● <b>Logos:</b> Must prominently feature both the <b>CHR (Commission on Human Rights)</b> and <b>GOJUST</b> logos</li> <li>● <b>Customization:</b> <ul style="list-style-type: none"> <li>○ Logos may be etched, laser-engraved, or UV-printed onto or inside the glass (depending on style and feasibility)</li> <li>○ Clean and elegant layout to maintain a formal and commemorative appearance</li> </ul> </li> <li>● <b>Finish:</b> Smooth edges and polished surface, free from bubbles or scratches</li> </ul> <p><b>3. Packaging</b></p> <ul style="list-style-type: none"> <li>● Each paperweight must come in an individual presentation box:</li> </ul>	
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	<ul style="list-style-type: none"> <li>○ <b>Box Material:</b> Rigid cardboard or leatherette</li> <li>○ <b>Interior:</b> Foam or velvet-lined for protection and premium presentation</li> <li>○ Box color should be formal and neutral (e.g., black, navy blue, or gray)</li> </ul>	
<p>Provide corporate giveaways for CHR Regional Directors</p> <ol style="list-style-type: none"> <li>1. NCR</li> <li>2. CAR</li> <li>3. Region 1</li> <li>4. Region II</li> <li>5. Region III</li> <li>6. Region IV-A</li> <li>7. Region IV-B</li> <li>8. Region V</li> <li>9. Region VI</li> <li>10. Region VII</li> <li>11. Region VIII</li> <li>12. Region IX</li> <li>13. Region X</li> <li>14. Region XI</li> <li>15. Region XII</li> <li>16. Region Caraga</li> </ol>	<p>Glass paperweight with GOJUST branding</p> <p><b>1. Product Description</b></p> <ul style="list-style-type: none"> <li>● <b>Item:</b> Glass Paperweight</li> <li>● <b>Material:</b> High-quality solid glass (crystal or optical glass preferred)</li> <li>● <b>Shape Options:</b> Round, square, or rectangular (to be recommended by service provider and approved by client)</li> <li>● <b>Dimensions:</b> Approximately 3 to 4 inches in diameter (for round) or 3 x 3 to 4 x 4 inches (for square/rectangular), with 0.5–1 inch thickness</li> <li>● <b>Weight:</b> Substantial enough to function as a desk paperweight</li> </ul>	16

	<p>(approx. 300–600 grams)</p> <p><b>2. Branding and Design</b></p> <ul style="list-style-type: none"> <li>• <b>Logos:</b> Must prominently feature both the <b>CHR (Commission on Human Rights)</b> and <b>GOJUST</b> logos</li> <li>• <b>Customization:</b> <ul style="list-style-type: none"> <li>○ Logos may be etched, laser-engraved, or UV-printed onto or inside the glass (depending on style and feasibility)</li> <li>○ Clean and elegant layout to maintain a formal and commemorative appearance</li> </ul> </li> <li>• <b>Finish:</b> Smooth edges and polished surface, free from bubbles or scratches</li> </ul> <p><b>3. Packaging</b></p> <ul style="list-style-type: none"> <li>• Each paperweight must come in an individual presentation box: <ul style="list-style-type: none"> <li>○ <b>Box Material:</b> Rigid cardboard</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>or leatherette</li> <li>○ <b>Interior:</b> Foam or velvet-lined for protection and premium presentation</li> <li>○ Box color should be formal and neutral (e.g., black, navy blue, or gray)</li> </ul>	
<p>Provide corporate giveaways for CHR Central Office Directors</p> <ol style="list-style-type: none"> <li>1. PASCO</li> <li>2. Protection Office</li> <li>3. Prevention Office</li> <li>4. Promotion Office</li> <li>5. Linkages Office</li> <li>6. Policy Centers Office</li> <li>7. General Administration Office</li> <li>8. Planning and Financial Management Office</li> </ol>	<p>Glass paperweight with GOJUST branding</p> <p><b>1. Product Description</b></p> <ul style="list-style-type: none"> <li>● <b>Item:</b> Glass Paperweight</li> <li>● <b>Material:</b> High-quality solid glass (crystal or optical glass preferred)</li> <li>● <b>Shape Options:</b> Round, square, or rectangular (to be recommended by service provider and approved by client)</li> <li>● <b>Dimensions:</b> Approximately 3 to 4 inches in diameter (for round) or 3 x 3 to 4 x 4 inches (for square/rectangular), with 0.5–1 inch thickness</li> <li>● <b>Weight:</b> Substantial enough to function as a desk paperweight (approx. 300–600 grams)</li> </ul>	<p>13</p> <p>(Additional extra 5 pcs for back-up)</p>

	<p><b>2. Branding and Design</b></p> <ul style="list-style-type: none"> <li>• <b>Logos:</b> Must prominently feature both the <b>CHR (Commission on Human Rights)</b> and <b>GOJUST</b> logos</li> <li>• <b>Customization:</b> <ul style="list-style-type: none"> <li>○ Logos may be etched, laser-engraved, or UV-printed onto or inside the glass (depending on style and feasibility)</li> <li>○ Clean and elegant layout to maintain a formal and commemorative appearance</li> </ul> </li> <li>• <b>Finish:</b> Smooth edges and polished surface, free from bubbles or scratches</li> </ul> <p><b>3. Packaging</b></p> <ul style="list-style-type: none"> <li>• Each paperweight must come in an individual presentation box: <ul style="list-style-type: none"> <li>○ <b>Box Material:</b> Rigid cardboard or leatherette</li> <li>○ <b>Interior:</b> Foam or velvet-lined</li> </ul> </li> </ul>	
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	<p>for protection and premium presentation</p> <ul style="list-style-type: none"> <li>○ Box color should be formal and neutral (e.g., black, navy blue, or gray)</li> </ul>	
Provide appropriate leis for EU and AECID awardees	<p>Customized Ribbon Leis</p> <ul style="list-style-type: none"> <li>● Style: Classic ribbon lei with layered or braided ribbon arrangement, worn around the neck</li> <li>● Primary Colors: Must prominently feature CHR official colors (e.g., blue, red, yellow – adjust as per latest CHR branding guidelines). Secondary accents in neutral or complementary tones allowed (e.g., white, gold, or silver)</li> <li>● Branding: CHR and GOJUST logo must be integrated into the design, preferably printed or heat-pressed onto a central medallion, badge, or tag attached to the ribbon</li> <li>● Branding must be clear, formal, and respectful of both institutions</li> <li>● Material: <ul style="list-style-type: none"> <li>● High-quality satin or grosgrain ribbon</li> <li>● Optional embellishments may</li> </ul> </li> </ul>	2

	<p>include rosettes, central badge, or acrylic logo medallions</p> <p>3. Size &amp; Fit</p> <ul style="list-style-type: none"> <li>• Length: Approx. 30–36 inches end-to-end (comfortable for neck placement)</li> <li>• Width: Ribbons should be approx. 1–1.5 inches wide</li> <li>• Must be lightweight, comfortable to wear, and neatly finished</li> </ul>	
Provide high quality plaques for EU and AECID awardees	<p>Customized glass plaques with engraving</p> <ul style="list-style-type: none"> <li>• Material: High-quality crystal or tempered optical glass</li> <li>• Height: 9 inches</li> <li>• Thickness: 3/8 inch (approx. 10 mm)</li> <li>• Width: Proportional to height (typically 6–7 inches, depending on plaque shape)</li> </ul> <p>Shape &amp; Design</p> <ul style="list-style-type: none"> <li>• Shape Options: Rectangular, arch-top, flame, or other elegant award shapes (to be proposed by provider and approved by client)</li> <li>• Finish: Smooth, polished edges; clear surface with high transparency</li> <li>• Base: Optional sturdy glass or acrylic base for upright display (if free-</li> </ul>	2

	<p>standing design is chosen)</p> <p>Engraving &amp; Customization</p> <ul style="list-style-type: none"> <li>Engraving Method: Sandblasting, laser engraving, or UV printing (depending on preferred finish)</li> </ul> <p>Content:</p> <ul style="list-style-type: none"> <li>Award title or heading</li> <li>Recipient name or organization</li> <li>Short citation or message of recognition</li> <li>Date of awarding</li> <li>Official GOJUST branding (logo and/or project identity)</li> <li>Layout: Professional and elegant, ensuring logo placement does not overshadow award text</li> <li>Client to approve final layout and text prior to production</li> </ul> <p>Packaging</p> <ul style="list-style-type: none"> <li>Each plaque must be individually boxed in a premium presentation case</li> <li>Box Type: Rigid gift box with satin or velvet lining</li> <li>Color: Formal tones (e.g., black, navy blue, or gray)</li> </ul>	
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III. Provide IT and technical support for the event		
Required Equipment & Materials	Required Equipment & Materials	Minimum Number
Provide stage and venue styling appropriate for the event.	<ol style="list-style-type: none"> <li>1. CHR-brand in event collaterals</li> <li>2. Balloons appropriate for ballroom space</li> <li>3. Podium: Styled with CHR and event branding (e.g., logo sticker, acrylic seal, or printed sign)</li> <li>4. Styling must be completed at least 2–3 hours before the start of the event</li> <li>5. Provider must submit:               <ol style="list-style-type: none"> <li>a. Proposed styling mood board or pegs</li> <li>b. Mockups for backdrop and venue elements</li> </ol> </li> </ol>	1 set
Provide digital registration solutions for the event	1. laptop rental	1
Be available for meetings, dry runs, and rehearsals before the event.	N/A	N/A

### Team Composition

Designation	Total Members: 22
Head <ul style="list-style-type: none"> <li>- Overall manager and decision-maker for the team</li> </ul>	1 pax

Main Coordinator & On-Site Coordinator - Coordinate with the PMD on all communications	2 pax
Sound & Lights Coordinator and Production Assistant	4 pax
Ingress/ Egress	4 pax
Guest Experience Officers - Assistance to the PMD on digital registration	5 pax
Media Focals - Photography, videography, spotters/runners, onsite multimedia needs	6 pax

### **Expected Outputs of the MULTIMEDIA EVENTS MANAGEMENT SERVICES**

- **successful conduct of the GOJUST II Project Closing Ceremony**
- **raw files of videos**
- **raw files of photos**
- **same day edit photos (for selection of C&V Team and PMD)**
- **delivery of photo wall/ booth, posters, plaques, leis, corporate gifts (paper weights), programs, table name plates/ tags, and other visuals and collaterals that the service provider deems standard for the event**
- **artist/ performer**
- **venue styling appropriate for the event**
- **attendance sheet documents**

### **Operational Base**

The MULTIMEDIA AND EVENTS MANAGEMENT SERVICES shall perform its duties outside the Commission premises and at a place of her choice, except for meetings and other activities where his/her presence is required at a time and place identified by the CHR.

### **Desired Qualifications and Selection Criteria**

<b>40%</b>	Minimum two (2) experiences working with CHR on events or multimedia projects, preferably from CHR's foreign-assisted projects
<b>20%</b>	Must be in the same business for ten (10) years
<b>15%</b>	Has a publicly accessible website for online vetting/verification of merit
<b>15%</b>	Has capacity to mobilize a network of professionals and suppliers in events and multimedia events.

## Timeline

21-25 April 2025	Levelling off and coordination with the PMD
25 April 2025	Presentation of final designs for: <ul style="list-style-type: none"> <li>• photo wall/ booth</li> <li>• other visuals that the service provider deems standard for the event</li> <li>• table name tags/ identifiers for ballroom guests</li> <li>• programmes for ballroom guests</li> <li>• certificates of appreciation for CSO partners with QIPs</li> <li>• artist/ performer</li> <li>• stylized plaques</li> <li>• leis</li> </ul>
5 May 2025 to 16 May 2025	Availability for Dry Run and in-person meetings
14 May 2025	Delivery of printed versions of: <ul style="list-style-type: none"> <li>• photo wall/ booth</li> <li>• other visuals that the service provider deems standard for the event</li> <li>• table name tags/ identifiers for ballroom guests</li> <li>• programmes for ballroom</li> </ul>

	<p>guests</p> <ul style="list-style-type: none"> <li>• certificates of appreciation for CSO partners with QIPs</li> <li>• artist/ performer</li> <li>• stylized plaques</li> <li>• leis</li> <li>• other collaterals identified</li> </ul>
<p><b>16 May 2025</b> <i>(in case the event date is moved beyond 16 May 2025, the service provider and the PMD will agree on the revised timeline)</i></p>	<ul style="list-style-type: none"> <li>• Event proper by 9AM to 1PM (excluding ingress/ egress)</li> <li>• Availability for preparation before event proper, starting 5AM</li> </ul>

## Terms of Payment

The total approved budget of contract for the services of the **MULTIMEDIA EVENTS MANAGEMENT SERVICES** shall be at the rate of **NINE HUNDRED FORTY-FIVE THOUSAND SEVENTY-SIX PESOS (PhP 945,076.00)**, *subject to standard tax and other applicable taxes*, after the successful delivery of all outputs.