



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TERMS OF REFERENCE

Event Organizer/ Facilitator

Activity Title: **NPC Employees Sportsfest 2019**

Date: **August 23, 2019 (Friday)**

Technical Specifications:

- The Organizer shall be responsible for the following:
 1. Organized and set-up the venue in an amusement-like set-up with food booths and game booths;
 2. Provision of 7-8 Food carts/booth with 100 servings each;
 3. Provision of 3-4 different game booths;
 4. Provision of 5x8 Tarpaulin;
 5. Provision of basic sound system to be manned and operated by an experienced & professional DJ; and
 6. The booths must have crew/staff that will assist the participants during the activity.
- Eligibility Requirement:
 1. Must be Philgeps registered and/or meet the minimum requirements of Bids and Awards Committee;
 2. 1-3 years as event's organizer;
 3. Can provide helpful reviews from previous clients (*includes list of clients they handled for the past 2 years*); and
 4. Can provide portfolio of events they have handled with above 50-100 pax participants

Payment: Through Send-bill arrangement

50% of approved budget – upon confirmed reservation; and
50% balance (full-payment) – after the activity



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NPC EMPLOYEE SPORTSFEST 2019

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<ul style="list-style-type: none">• GAME BOOTHS (4 booths)
<ul style="list-style-type: none">• FOOD BOOTHS (100 servings/booth)
1. FIC ICE CREAM
2. MOJOS
3. SCRAMBLE
4. MIXED BALLS (FISH BALL, SQUID BALLS, KIKIAM)
5. NACHOS AND CHEESE STICKS
6. ICED TEA BAR
7. SALAD BAR (10 varieties; 3 sauce)
8. SHREDDED SWEET CORN
<ul style="list-style-type: none">• Basic Sound System with professional DJ
<ul style="list-style-type: none">• 5x8 Tarpaulin