

PROCUREMENT OF CONSULTANCY SERVICES FOR THE SEC 90TH ANNIVERSARY ACTIVITIES

I. BACKGROUND AND OBJECTIVES

The Securities and Exchange Commission (“SEC” or the “Commission”) is the national government regulatory agency mandated to register and oversee corporations, and to develop and regulate the capital market toward good corporate governance, protection of investors, widest participation of ownership, and democratization of wealth.

As the Commission reaches its 90th year of service, it marks a significant institutional milestone that reflects nine decades of dedication, resilience, and commitment of its workforce in upholding its mandate. This milestone provides an opportunity to recognize that the SEC’s achievements are anchored on the collective efforts, competence, and integrity of its officials and employees across generations.

In line with this, the Commission will conduct the SEC 90th Anniversary Activities anchored on the theme “Celebrating People, Honoring our Milestones.” The celebration aims to highlight and recognize the invaluable contributions of SEC personnel who have played a vital role in advancing the Commission’s programs, reforms, and public service delivery.

The anniversary activities will include a series of internal events and engagements designed to foster a sense of pride, unity, and shared purpose among employees, while commemorating the Commission’s legacy and continued pursuit of excellence. These activities also serve as a platform to reinforce organizational values and strengthen employee engagement as the Commission moves forward to its future strategic direction.

To ensure the effective and cohesive implementation of the anniversary activities, the Commission shall undertake the necessary planning, coordination, and support services, including the development of communication materials and management of events.

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **Php 4,752,000.00**, inclusive of all applicable taxes, professional fees, event production and management costs, catering services, token production, logistics, venue-related expenses, technical requirements, and all other incidental expenses necessary for the complete and successful implementation of the project.

III. END-USER

The Human Resources Department (HRD) shall serve as the end-user and primary coordinating office for the project. HRD shall oversee the implementation of the consultancy services, including coordination, review, approval of deliverables, and monitoring of compliance with the requirements and timelines indicated in this Terms of Reference.

IV. SCOPE OF WORK

The Consultant shall provide consulting services for event management, production, and implementation of the activities for the SEC 90th Anniversary celebration, in close coordination with the Human Resources Department (HRD) of the Commission. The engagement shall cover the

conceptualization, planning, coordination, technical production, logistical management, and execution of major institutional event and commemorative initiatives in relation to the SEC's 90th Anniversary celebration. Specifically, the Consultant shall work on the following:

A.	Event Production and Management
	The Consultant shall lead the end-to-end planning, management, and implementation of at least three (3) major events. The Consultant shall provide all necessary professional event management and production services (as necessary), including but not limited to: ● Event conceptualization and development; ● Program flow development and staging; ● Stage, backdrop, and venue design; ● Provision and management of technical requirements such as lights and sounds, LED walls, audio-visual systems, special effects, and related equipment; ● Event logistics and operational coordination; ● Event styling and venue setup; ● Secretariat and production support; ● Coordination with suppliers, venue providers, and service contractors; ● On-site event supervision and management; ● Photo and video documentation during actual event activities (as necessary); and ● Post-event documentation and reporting. The Consultant shall ensure that all concepts, technical plans, layouts, designs, and materials are aligned with previously released materials related to the SEC 90th Anniversary Activities. Further all materials shall be subject to prior review and approval, as such continuous coordination with the HRD shall be maintained throughout the pre-event, event proper, and post-event stages. The Consultant shall likewise provide the necessary professional event management team, including but not limited to: ● Stage or Technical Director; ● Program Writer; ● Stage Manager; ● Production Assistants; ● Technical Crew; ● Program Host (as necessary); ● Photo and Video Documentation Team; and ● Event Coordinators and Support Personnel. Furthermore, the Consultant shall facilitate and coordinate all additional logistical requirements necessary for the successful conduct of the events, including event supplies, equipment rentals, ingress and egress, transportation of rented materials and equipment, and other related support services. All expenses related to the conduct of the events shall be charged against the approved contract budget. Deliverables: SEC Reconnect: The SEC Homecoming Gathering Date: October 1, 2026 - 8:00 A.M. to 4:00 P.M. Venue: SecECenter, The SEC Headquarters, Makati City

The Consultant shall implement the **SEC Reconnect: The SEC Homecoming Gathering**, intended for approximately 250 participants, including retirees, current officials, and SEC senior citizen employees. The event aims to provide a meaningful and intimate celebration recognizing the contributions of individuals to the SEC's legacy.

The Consultant shall likewise provide the following services:

- Catering services for approximately 250 pax, including:
 - AM Snacks
 - Lunch (appetizer, soup and unlimited salad, rice, at least two (2) viands, dessert, and hot/cold beverages)
- Provision of professional catering staff, buffet attendants or table service, and an on-site coordinator; and
- Table setup, including linens, centerpieces, tiffany chairs, and food styling.

SEC EPRAISE Year-End Awards

Date: November 26, 2026 - 9:00 A.M. to 12:00 Noon

Venue: The SecECenter, Makati City

The Consultant shall likewise provide the following services:

- Catering services for approximately 200 pax, including:
 - Lunch (appetizer, soup and unlimited salad, rice, at least two (2) viands, dessert, and hot/cold beverages)
- Provision of professional catering staff, buffet attendants or table service, and an on-site coordinator; and
- Table setup, including linens, centerpieces, tiffany chairs, and food styling.

SEC 90th Anniversary Gala Night

Date: November 27, 2026 - 4:00 P.M. to 12:00 Midnight

Venue: The Foro de Intramuros (*Tentative*) or any event facility enough for 1,000 pax

The Consultant shall organize, manage, and implement the **SEC 90th Anniversary Gala Night**, which shall serve as a formal and high-level celebration with an estimated 1,000 participants.

Deliverables shall include:

- Venue sourcing and rental, subject to approval of the Commission, with preference for government-owned venues (e.g., PICC, Foro de Intramuros), and with sufficient capacity to accommodate the expected number of attendees;
- Venue setup and styling, including stage and production design, thematic decorations, and layout;
- Event host and at least one (1) performer;
- Live Band with at least three (3) sets of performance;
- Prizes for the event activities;
- Provision of all necessary technical and production requirements, depending on the size and requirements of the venue, which shall, at the very minimum, include:
 - High-capacity sound system appropriate to the venue size and large-scale audience;
 - Wireless and lapel microphones (minimum of 10 units or as required);
 - LED wall with a 16:9 aspect ratio, appropriate to the venue size (recommended large-format display);
 - At least two (4) additional screens with a 16:9 aspect ratio;
 - Stage lighting, event production lighting, and control system; and
 - Technical crew and operators.

	● Overall event management and coordination, including program flow management, ingress and egress management, registration of attendees, ushers, on-site supervision and coordination, and parking spaces and services; ● Photo and video documentation of the event which includes a Same Day Edit (SDE) of the event highlights to be shown before the end of the program; ● Provision of formal, high-quality catering services for approximately 1,000 participants including: ○ A multi-course meal consisting of appetizer, soup and salad, main entrée (with at least three (3) protein options), side dishes, dessert, and unlimited hot and cold beverages; ○ Service type (plated for VIPs, managed buffet) subject to approval; ○ Adequate catering personnel (servers, buffet attendants, and supervisors) to ensure efficient service flow for a large audience; ○ Use of quality ingredients and adherence to food safety and sanitation standards; ○ Accommodation of dietary requirements (e.g., vegetarian, halal, or allergy-sensitive options), when applicable; ○ Complete dining setup, including tables and tiffany chairs, linens, tableware, glassware, and centerpieces, aligned with the event's formal theme; and ○ Buffet set-up equitable to the venue size. ● All crew meals shall also be covered by the Consultant. The Consultant shall submit a post-event summary report per activity covering catering and event management services rendered, including menu documentation, event photos, production highlights, and participant feedback (whenever applicable), to be incorporated in the terminal report.
B.	SEC 90th Anniversary Tokens The Consultant shall provide consulting, production management, and coordination services for the design refinement, production, packaging, and delivery of the official SEC 90th Anniversary commemorative tokens, which shall serve as symbolic keepsakes for attendees and special awardees of the celebration. Deliverables: SEC Charm (1,000 - 1,050 pieces) The Consultant shall produce and deliver at least one thousand (1,000) pieces of commemorative SEC Charms which will service as tokens in line with the SEC 90th Anniversary celebration. The Commission shall provide an initial sample design and reference specifications, including the approved concept and general appearance, which shall serve as the basis for production. A sample token design is attached to this Terms of Reference for reference and guidance. The Consultant may recommend minor refinements subject to HRD approval. Deliverables shall include: ● Refinement of the provided sample design, if necessary, subject to HRD approval; ● Production of high-quality tokens, aligned with the approved design, dimension, and SEC branding; ● Ensuring consistency in size, materials, and finish quality across all items; ● Packaging and presentation of all tokens in accordance with the approved design and

	SEC branding, including premium acrylic display boxes or equivalent commemorative packaging for selected VIP recipients, subject to the approved quantity and prior approval; ● Coordination of distribution during the event; ● Submission of inventory and cost breakdown of all produced items.
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V. TIMELINE

The project shall be implemented in phases to ensure proper planning, coordination, and execution of all activities. The timeline outlines the key stages of the engagement, from initial planning to post-event reporting, and serves as a guide to monitor progress and ensure the timely delivery of all required outputs.

Phase	Activity	Target Timeline
Phase 1: Initial Planning and Coordination	Kick-off meeting, concept discussion, submission of initial plans	Within 5 calendar days from Notice to Proceed (NTP)
Phase 2: Design and Preparation	Approval of event concepts, venue confirmation, initial production plans	Within 15–20 calendar days from NTP
Phase 3: Pre-event Coordination (SEC Reconnect)	Coordination meeting and finalization of logistics, catering and technical setup	At least 20 days before October 1, 2026
Phase 4: Final Coordination (SEC Reconnect)	Status updates on catering, setup, personnel deployment, and overall event readiness.	3 days before October 1, 2026
Phase 5: Event Execution (SEC Reconnect)	Conduct of SEC Reconnect event	October 1, 2026
Phase 6: Post-Event (SEC Reconnect)	Submission of documentation and partial report	Within 10 days after event
Phase 7: Token Production and Delivery	Completion and delivery of SEC 90th Anniversary Tokens	On or before October 27, 2026 (at least one month prior to the Gala Night)
Phase 8: Pre-Event Coordination for both SEC EPRAISE Year-End Awards and SEC 90th Anniversary Gala Night)	Coordination meeting and finalization of logistics, catering and technical setup	At least 20 days before November 26, 2026
Phase 9: Pre-Event Coordination for the SEC 90th Anniversary Gala Night	Coordination meetings and finalization of all event requirements, including venue styling, stage design, audiovisual presentation, lights and sounds, catering services, seating arrangements, ingress and egress	At least 20 days before November 27, 2026

Phase	Activity	Target Timeline
	plans, manpower deployment, registration setup, food stations, technical setup, event flow, security coordination, parking spaces, giveaways/tokens, and other operational requirements for the SEC 90th Anniversary Gala Night.	
Phase 10: Final Coordination for the SEC 90th Anniversary Gala Night	Confirmation of the overall supplier deployment plan, including manpower assignments, ingress and egress schedules, technical setup, catering operations, event styling, and logistical requirements.	Not later than November 20, 2026, unless otherwise adjusted based on the timeline agreed upon by the Commission and the Consultant.
Phase 11: Final Coordination for the SEC EPRAISE Year-End Awards	Status updates on catering, setup, manpower deployment, and overall event readiness.	November 23, 2026
Phase 12: Event Execution (SEC EPRAISE)	Conduct of the SEC EPRAISE Year-End Awards	November 26, 2026
Phase 13: Event Execution (Gala Night)	Conduct of the SEC 90th Anniversary Gala Night	November 27, 2026
Phase 14: Post-Event Completion	Submission of Terminal Report and all deliverables	On or before December 10, 2026

VI. GREEN SPECIFICATIONS

The Consultant is encouraged to adopt environmentally sustainable practices throughout the project, including but not limited to:

1. Event Production

- Use of energy-efficient lighting (e.g., LED lights)
- Reusable stage materials, backdrops, and décor
- Minimize use of tarpaulins and single-use materials

2. Catering Services

- Must have effective waste management policies and procedures and/or a comprehensive waste management plan. This should include measures to reduce, reuse, and recycle waste generated during catering operations.
- Reduction of single-use plastics (e.g., utensils, packaging)
- Use of recyclable or compostable materials
- Offering sustainable or locally sourced food options where feasible
- Provision of vegetarian options

3. Materials and Documentation

- Prioritize digital materials over printed outputs
- Use recycled paper and eco-friendly ink when printing is necessary

VII. CONTRACT TERM

The Consultant shall complete the scope of work in accordance with the approved timeline of deliverables, or until full completion and acceptance of all deliverables.

VIII. TERMS OF PAYMENT

Payments shall be made based on the following schedule and upon submission of required deliverables:

Milestone	Description	Schedule	% of Contract Price
1st Payment	Mobilization and preparation for SEC Reconnect	At least 15 days before October 1, 2026	20%
2nd Payment	Completion of SEC Reconnect event and submission of initial outputs	After the SEC Reconnect event	30%
3rd Payment	Preparation for SEC EPRAISE Year-End Awards and 90th Anniversary Gala Night	At least 15 days before November 26, 2026	20%
Final Payment	Completion of SEC EPRAISE Year-End Awards and SEC 90th Anniversary Gala Night	After the SEC 90th Anniversary Gala Night event	30%
Total			100%

All payments shall be subject to submission and acceptance of deliverables and compliance with government accounting and auditing rules.

To ensure processing within the current fiscal year, the Consultant shall submit all required deliverables and billing documents on or before December 10, 2026. Failure to comply may result in the processing and release of payment in the succeeding fiscal year, subject to applicable government budgeting and accounting procedures.

IX. METHODOLOGY

The procurement of consultancy services shall be undertaken through Competitive Bidding pursuant to Republic Act No. 12009, otherwise known as the New Government Procurement Act, and its Implementing Rules and Regulations. In accordance with Section 62.2.1.2, Rule IX of the IRR of RA 12009, the Commission shall adopt the Quality-Cost Based Evaluation (QCBE) procedure, with the Technical Proposal given a weight of eighty-five percent (85%) and the Financial Proposal given a weight of fifteen percent (15%). The contract shall be awarded to the Highest Rated and Responsive Bidder (HRRB).

Criteria	Score
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Technical Proposal	85%
Financial Proposal	15%
Total Score	100%

The detailed evaluation criteria is attached as **Annex A**.

X. QUALIFICATIONS OF CONSULTANT

The Consultant shall possess the necessary qualifications, experience, and capability to undertake the requirements of the project. As such, the Consultant must meet the following minimum qualifications:

Consultancy Firm (Overall)

- Must be a duly registered entity authorized to operate in the Philippines
- Must have at least five (5) years of demonstrated experience in event production, management, and implementation of large-scale events, including formal or high-level corporate or government events and handling end-to-end event services, including logistics, technical production, and coordination
- Must have the capability to manage simultaneous deliverables, including events, production requirements, and materials development
- Must have an established network of suppliers and partners for technical production, venue coordination, and related services
- Must demonstrate organizational capacity and financial capability to undertake a project of similar scope and scale

Catering Service Provider (if subcontracted or included in the proposal)

- Must have experience in providing catering services for medium to large-scale events, including formal or corporate functions
- Must be capable of servicing high-volume events (at least 1,000 pax) efficiently
- Must comply with food safety, sanitation, and hygiene standards in accordance with applicable regulations
- Must have the capacity to provide professional catering personnel, equipment, and service setup appropriate for both formal and semi-formal events

General Requirements

- Must demonstrate the ability to coordinate effectively with the Commission and comply with project timelines
- Must be capable of delivering outputs that meet the quality standards and branding requirements of the SEC
- Must not be blacklisted or barred from participating in any government procurement activity

XI. SHORTLISTING OF CRITERIA

The shortlisting of Consultants shall be based on the following criteria:

Criteria	Description	Weight
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Experience and Capability of the Firm	Relevant experience in event production and management of similar scope, including corporate or government events	50%
Qualification of Key Personnel	General qualifications of proposed team (creative, technical, and coordination roles), without requiring specific individual years of experience	20%
Current Workload of the Personnel relative to Capacity	Organizational capacity, resources, and ability to undertake large-scale events and deliver multiple requirements	30%
Total		100%

The detailed evaluation criteria for the shortlisting of Consultants is attached as **Annex B**.

XII. OWNERSHIP OF WORK

All outputs, materials, and deliverables produced by the Consultant in connection with this engagement, including but not limited to designs, concepts, reports, photos, videos, and other related materials shall become the exclusive property of the Securities and Exchange Commission (SEC).

The Consultant shall not reproduce, distribute, publish, or use any of the materials for purposes other than this project without the prior written consent of the Commission.

All raw files, editable formats, and source materials shall be turned over to the Commission upon completion of the project.

XIII. CONFIDENTIALITY CLAUSE

The Consultant shall treat all information, data, documents, and materials obtained or accessed in the course of the engagement as strictly confidential.

The Consultant shall:

- Not disclose any confidential information to any third party without prior written consent of the Commission
- Use such information solely for the purpose of fulfilling its obligations under this contract
- Ensure that its personnel, staff, and subcontractors comply with the same confidentiality obligations

This obligation shall continue even after the completion or termination of the contract.

XIV. TERMINATION OF CONTRACT

The Securities and Exchange Commission (SEC) reserves the right to terminate the contract, in whole or in part, in case of the Consultant's failure to deliver the required services within the agreed timeline, unsatisfactory performance, or violation of any contract terms, upon written notice and after a reasonable period to remedy such deficiency. The SEC may also terminate the contract for its convenience at any time. In all cases, the Consultant shall be compensated only for services satisfactorily completed and

accepted prior to termination, and shall immediately cease all activities and turn over all deliverables to the SEC, without prejudice to any other rights and remedies available under applicable laws and regulations.