

AUS4ASEAN FUTURES - Technical Services and Support Program

Terms of Reference for
Event Management Firms for ASEAN Events in the Philippines

1 Summary

Title	ASEAN Events in the Philippines
Start Date:	January 2026
Completion Date:	December 2026
Contractor Type:	Event Management Firms
Procurement Process:	Request for Expressions of Interest
Location:	The Philippines (various locations including Manila)
Submission Instruction	Interested Organisations should submit their Expression of Interest (see Section 6 for details) by emailing: supportaus4asean@tetrattech.com on or before 07 October 2025 11:59pm PHST. Submissions will be assessed on a rolling basis.
Scope of Work Summary: <i>Aus4ASEAN Futures is seeking Expressions of Interest from Event Management Firms based in the Philippines to organise high-profile ASEAN events in 2026.</i>	

2 Background

The Aus4ASEAN Futures Initiative is a 10-year, AUD204 million investment by the Australian Government, progressing the Comprehensive Strategic Partnership (CSP) between ASEAN and Australia established in October 2021. It is a vital program in strengthening the relationship and positive dialogue between Australia and ASEAN. At the core of the support is a trust fund that will support jointly approved ASEAN priority projects. Aus4ASEAN Futures will work across ASEAN's three community pillars, namely the Economic Community (AEC), Socio-Cultural Community (ASCC) and Political-Security Community (APSC). It also supports cross cutting issues within ASEAN and further strengthens engagement between Australia and ASEAN.

Aus4ASEAN Futures is embedded in the ASEAN Secretariat (ASEC), mobilising resources through an ASEAN trust account, and using ASEAN systems. Aus4ASEAN Futures is governed by a Joint Planning and Review Committee (JPRC) comprised of representatives from ASEAN Member States (AMS) and Australia that meets annually to review program progress and approve forward work planning. A Program Management Team (PMT) comprised of the Aus4ASEAN Program Director(s) and representatives from ASEC are responsible for the delivery of the Program within ASEC. They are supported in the implementation of the program by a Program Planning & Monitoring Support Unit (PPMSU), based in the ASEAN Secretariat, Jakarta.

The PPMSU was established in early 2023 when the program primarily supported the ASEAN Economic Community and related cross-cutting priorities, such as Connectivity. It is expected that Aus4ASEAN Futures' support will continue to expand to increasingly cover the ASEAN Socio-Cultural and Political Security Communities as well. The PPMSU works closely with:

- (a) The ASEAN Secretariat (ASEC);
- (b) The DFAT Mission to the ASEAN; and
- (c) The Technical Services and Support Program (TSSP) Team

DFAT has contracted Tetra Tech to support Aus4ASEAN Futures. As the Managing Contractor for the Technical Services and Support Program (TSSP) component of Aus4ASEAN Futures, Tetra Tech provides technical, logistics, and project support for Aus4ASEAN Futures activities designed to enhance partnership and integration into ASEAN systems across all three ASEAN community pillars.

3 Objectives

The Philippines will officially assume the annual rotating chairmanship of ASEAN in January 2026. Throughout its chair year, the Philippines will host several high-level events involving participants from ASEAN member states and the global community, with support likely provided by Aus4ASEAN Futures. These events will feature both in-person and online components and will take place across the Philippines during 2026.

To ensure the successful execution of these events, Aus4ASEAN Futures will engage Event Management Firms (EMFs) to deliver a comprehensive range of services. The responsibilities of the EMFs will include detailed planning, preparatory activities, on-the-day coordination, and complete logistical support. Specifically, EMFs will be tasked with meticulous planning and budgeting, leading preparatory efforts, managing event logistics, and collaborating with subcontractors and service providers, such as hotels and event venues. A large proportion of these events are likely to take place in Manila, as well as other locations across the country as requested by ASEAN.

EMFs are invited to submit an Expression of Interest (EOI) for the management of these high-profile events. This EOI process aims to identify qualified firms based in the Philippines. Following the submission period, a shortlist of candidates will be created. Once shortlisted, firms will execute Master Services Agreements with Tetra Tech. Upon receiving detailed event information from DFAT, Tetra Tech will invite shortlisted firms to submit their proposals for the event delivery. We will evaluate the proposals, and the preferred firm will be awarded a work order, contingent upon their proposal demonstrating value for money and meeting other stipulated selection criteria.

Selected EMFs will collaborate closely with the Aus4ASEAN Futures PPMSU and the TSSP throughout the assignment to ensure seamless execution and alignment with the objectives.

4 Initial Scope of Services

Once selected, EMFs will be responsible for planning and delivering high-profile ASEAN events. To achieve this, tasks may include, but not be limited to:

Pre-event planning

Create a comprehensive project plan with clear timelines and milestones and a working budget.

Requesting quotations from hotels/venue and other suppliers, undertaking a value-for-money comparison and providing recommendations based on cost and suitability

Undertaking site visits with the hotels/venue to determine event suitability
Select and coordinate with the hotels/venue and other suppliers, including negotiations as required
Arrange travel of participants.
Prepare the meeting venue, following ASEAN protocols and standards and DFAT standards on accessibility and security.
Undertake/manage production/printing of workshop materials.
Manage other preparatory activities as directed by the TSSP.
Identify risks and suggest contingencies/management actions to the TSSP.
Meet regularly with the TSSP and other counterparts (including in meetings arranged by the TSSP to also include DFAT and ASEAN) to provide timely progress updates, take actions and troubleshoot issues.

On-the-day event management

Manage the registration/reception desk, ensuring event participants are signed in and a record of attendance maintained.
Ensure branding protocols are followed.
Assist with a range of participant concerns, including but not limited to, accommodation check-in, and airport meeting services.
In coordination with the venue, ensure the meeting rooms are ready for the events.
Set up online meeting and/or audio-visual platforms, or coordinate with AV suppliers to do so as required.
Set up a system for responding to urgent concerns during the event proper.
Provide VIP support, if required.
Ensure high-quality experience for all participants.

Ongoing responsibilities

Monitor expenses to ensure financial accountability.
Attend coordination meetings.

Post-event activities

Ensure all suppliers are paid.
Prepare acquittal report and ensure all invoice/receipts are filed.
Submit a final report to the TSSP.

Marketing and promotion (optional)

Assist in developing a marketing strategy to promote the event.
Assist in leveraging social media, and other channels to engage target audiences.
Assist in designing and distributing promotional materials.

The EMFs will be contracted by Tetra Tech and will report to an Events Director (Tetra Tech).

5 Selection Process

TSSP will use a three-step process to select EMFs.

Step 1: Interested EMFs are invited to submit their EOI to demonstrate their qualifications and capabilities.

Step 2: Shortlisted firms will be invited to participate in face-to-face interviews, during which they will present their portfolios and relevant experience to a panel.

Step 3: A pool of suitable EMFs will enter into contracts with Tetra Tech and will be included on a list of approved vendors. These firms will be contacted to submit requests for proposals for specific events as they arise.

6 EOI Submission Requirements

Firms and organisations who are based in and can operate in the Philippines are invited to submit an EOI for this opportunity. Firms may be located across the Philippines and a network of regional offices and ability to deliver events in multiple locations – including Manila – is strongly advantageous.

The EOI must contain the following:

Part 1: Company Profile (five A4 pages maximum)

- Key information about the company, including type of registration to operate in the Philippines
- Description of events management services provided in the **last three years**
- Description of past and ongoing clients
- Details of relevant company certifications (for example, ISO 20121: managing sustainable events).

Part 2: Past Experience and References (minimum of three examples; use the template provided)

Part 3: Proposed Support Personnel (minimum of three; use the template provided) and Subcontractors (if relevant).

Past Experience and References Template

Please provide a minimum of three.

Name of Event:			
Contract Period		Value of Contract	
Number of Participants		Venue and Location	
Client Name		Client Contact Name, Position, Email, Phone	
Brief Description of Services Provided			
<i>Insert text: Focus on services that align or are similar with those under Section 4 of the EOI document.</i>			
Supporting Evidence			
<i>Please attach or provide a link/s to event pictures, videos, website.</i>			

Proposed Support Personnel Template

Please provide a minimum of three.

Name of Personnel:	
Position/Role	
Location	
Qualifications	
Link to	
Brief Description of Skills and Experience	
<i>Insert text: Key skills relevant to the role; Summary of relevant experience in event management; Specific events managed, including scope and complexity; Duration of experience in the industry.</i>	

Proposed Subcontractor Template

Name of Subcontractor:			
Services Offered		Pricing Structure	
Location		Business Permits and Licenses	<i>Provide confirmation of necessary permits and licenses to operate in the Philippines.</i>
Website			
Brief Description of Experience			
<i>Insert text: Summary of relevant experience in providing similar services; Notable clients or projects</i>			
Supporting Evidence			
<i>Please attach or provide a link/s to event pictures, videos, website.</i>			