

**TERMS OF REFERENCE
STARTUP QC PROGRAM MINI-EVENT (KICK-OFF)
PRODUCTION**

I. BACKGROUND / RATIONALE

Republic Act No. 11337, otherwise known as the “Innovative Start Up Act”, declares the policy of the State to foster inclusive growth through an innovative economy by streamlining government and non-government initiatives, in both local and international spheres, to create new jobs and improve production, and advance innovation and trade in the country.

On 07 April 2022 Ordinance No. SP-3109, S-2022 otherwise known as an “Ordinance Institutionalizing the Startup QC Program and Appropriating Funds Thereof” was approved by the Sangguniang Panglungsod of the CITY, which aims to assist in the startup businesses within the City by providing business support and capital that helps ensure business continuity in the first few years of operation through support activities and incentives.

II. PROJECT DESCRIPTION

Management of an event that will gather incubatees, partners and the Quezon City Government leaders. This project will require a production team to help execute the Kick-Off event for the StartUp QC Program.

The StartUp QC Program was envisioned to: (1) create new jobs and opportunities, (2) stimulate entrepreneurial spirit, (3) promote innovation, and (4) strengthen the startup culture in Quezon City.

III. SCOPE OF WORK

1. Form a Production Management Team with professional, competent staff to manage and oversee the flow, lighting, technical, audio, video, stage and electrical component of the event.
2. Provide production team and technical manpower for the event
3. Source, recommend and hire local host for program related activities

IV. APPROVED BUDGET OF THE CONTRACT AND COST DERIVATION

The Approved Budget for the Contract amounts to Four Hundred Forty Thousand Pesos Only (Php440,000.00.). It shall cover the following expenditures:

DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
PRODUCTION TEAM & TALENTS	1	Php 290,000.00	Php 290,000.00
Hosts	1	130,000.00	130,000.00
Production Event Day Meals + Core Team	1	15,600.00	15,600.00

AM Snack for 20 personnel Lunch for 20 personnel			
Briefing & Rehearsal Meals of Production Team + Core Team Breakfast for 20 personnel	1	4,400.00	4,400.00

VII. TERMS OF PAYMENT

Upon completion of the project or until October 31, 2023.

VIII. PROJECT STANDARDS AND REQUIREMENTS

- As part of the requirement in RA 9184, the bidder must have a Single Largest Completed Contract (SLCC) either in government or private firm accepted within the past three (3) years, equivalent to at least fifty percent (50%) of the ABC.
- Organizational Chart that clearly identifies the line of authority and responsibility as well as the specific divisions/sections dedicated to the needed service to show its capability to undertake the Project.
- Notarized Affidavit of Undertaking stating compliance to the following:
 - The Contractor should have at least three (3) years of actual experience in events management
 - The Contractor shall adhere to all existing labor laws, policies, wage orders, safety standards, and such guidelines as prescribed by the Department of Labor and Employment (DOLE)

IX. PROJECT DURATION

The project will be implemented upon issuance of Notice to Proceed until October 31, 2023.

X. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services and shall subject the Contractor to penalties and/or liquidated damages pursuant to RA 9184 AN ACT PROVIDING FOR THE MODERNIZATION, STANDARDIZATION AND REGULATION OF THE PROCUREMENT ACTIVITIES OF THE GOVERNMENT AND FOR OTHER PURPOSES and its revised Implementing Rules and Regulations.

XI. CANCELLATION OR TERMINATION OF CONTRACT

Should there be any dispute, controversy or difference between the parties arising out of this TOR, the parties herein shall exert efforts to amicably settle such dispute or difference. However, if any dispute, controversy or difference cannot be resolved by them amicably to the mutual satisfaction of the parties, then the matter may be submitted for arbitration in accordance with existing laws, without prejudice for the aggrieved party to seek redress before a court of competent jurisdiction.

The guidelines contained in RA 9184 and its revised IRR shall be followed in the termination of any service contract. In the event the City terminated the Contract due to default insolvency, or for cause, it may enter into negotiated procurement pursuant to section 53(d) of RA 9184 and its IRR.

PREPARED BY:

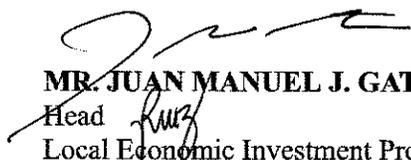


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