

TERMS OF REFERENCE

EVENTS MANAGEMENT PACKAGE FOR VARIOUS ACTIVITIES

I. BACKGROUND / RATIONALE

Quezon City, a vibrant and diverse metropolis in the Philippines, has a rich history and cultural heritage. It was founded on October 12, 1939, and has since grown into one of the country's largest and most dynamic cities. Over the years, the city has become a hub of innovation, education, and culture, making it a symbol of progress and development.

This event is an annual celebration that commemorates the city's establishment and honors its historical significance. This milestone event provides an opportunity for the local government, residents, and stakeholders to come together and celebrate the city's achievements, growth, and shared identity.

This event is rooted in several key rationales:

1. **Celebrating Heritage and Identity:** Quezon City's history is intertwined with the nation's history, and its foundation represents a significant chapter in the Philippines' journey towards independence and development. Celebrating this heritage is essential to remind both residents and visitors of the city's cultural significance.
2. **Fostering Community Spirit:** The anniversary activities aim to promote a sense of unity and pride among Quezon City's residents. By participating in a series of events and festivities, people from various backgrounds can come together, forging stronger community bonds and a shared sense of belonging.
3. **Showcasing Cultural Diversity:** Quezon City is known for its cultural diversity, reflected in its people and traditions. The celebration provides a platform to showcase this diversity through cultural performances, exhibits, trade fairs, and various competitions, fostering greater appreciation for the city's multiculturalism.

Quezon City has achieved numerous milestones in various fields, including education, healthcare, and infrastructure. This event provides an opportunity to highlight these accomplishments and inspire continued progress.

II. PROJECT OVERVIEW

This event aims to honour the city's rich history and culture through a series of events and activities.

The project will involve the planning, coordination, and execution of the event. The specific activities to be undertaken include:

- Planning and coordinating the event
- Securing permits and approvals
- Hiring vendors and contractors
- Managing the event execution
- Marketing and promotion of the event
- Logistics and transportation
- Risk management

III. SCOPE OF WORK

1. Conceptualize, plan, and execute the activities of this project from pre-event to event proper in coordination with the Quezon City Government.

Major events of the celebration are as follows:

- A. Activity 1
Venue: Quezon City Hall Quadrangle
- B. Activity 2
Venue: Liwasang Aurora, Quezon Memorial Circle
- C. Activity 3
Venue: PETA Theater Center

2. Form a project management team with professional, competent staff to manage, coordinate, oversee the preparatory, actual and post event preparations, physical structures, technical equipment, logistical requirements, and other elements related to the foundation anniversary.

3. Provide the following for the project:

- Event concept
- Booking and reservation of the event venue
- Program for the major events
- Production of audio-visual presentations and creative collaterals
- Venue, stage designs and styling
- Rental of physical structures such as but not limited to exhibit booths, panels, signage, welcome arc, stage and backdrop for event programs and others
- Rental of technical equipment such as but not limited to lights, sounds and video and LED walls equipment for the entire celebration
- Logistical support during set-up (ingress) and dismantling (egress) of merchandising collaterals, physical structures, technical equipment, and electrical fixtures
- Production team, creative and technical manpower for the event
- Source, recommend and hire local host and performers for program related activities
- Materials for various competitions, and packed and catered meals for the QCG event organizers and participants

IV. APPROVED BUDGET OF THE CONTRACT

The Approved Budget for the Contract amounts to Seventeen Million Four Hundred Fifty Three Thousand Three Hundred Sixty Two Pesos and 50/100 (Php 17,453,362.50). It shall cover the expenditures for the event implementation.

V. PROJECT DURATION

Upon issuance of Notice to Proceed, until December 31, 2023.

VI. 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.

VII. 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.

APPROVED BY:



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NOTED BY:



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