

TERMS OF REFERENCE
FUTURE@WORK TWO-DAY CONFERENCE - BUILDING A SAFE, INCLUSIVE,
RESILIENT AND SUSTAINABLE WORKPLACE IN QUEZON CITY

I. BACKGROUND / RATIONALE

Quezon City is committed to the UN Sustainable Development Goals (SDGs) and the 2030 Agenda, specifically SDG No. 8, to promote development-oriented policies that support productive activities, decent job creation, entrepreneurship, creativity, and innovation, and encourage the formalization and growth of micro, small and medium sized enterprises. SDG No. 9 to develop quality reliable and resilient infrastructure, including regional and trans-border infrastructure, to support economic development and human well-being, with a focus on affordable and equitable access for all, and SDG No. 11, to make cities and human settlements inclusive, safe, resilient, and sustainable.

The Quezon City Government recognizes the importance of the business sector not only in contributing to the city's economic development but also in making the work environment in the city safe, inclusive, resilient and sustainable.

To bring these goals to fruition, the Quezon City Government will need a program that will engage the business sector, impart knowledge, and inspire action. By staging a conference, the city will be able to communicate and shed light on existing city ordinances and regulations related to safety, inclusivity, resilience, and sustainability thereby promoting compliance among business establishments; impart knowledge on disaster risk reduction in the workplace, occupational safety and health, inclusive workplace, and green company practices – encouraging and inspiring action among businesses; and identify opportunities for related endeavors. Following the Conference, the city will continue collaborating with the business sector to fortify and sustain its thrust towards becoming a resilient and sustainable city.

II. PROJECT DESCRIPTION

Management of a two-day conference that will gather Quezon City business owners, Chief Operating Officers, HR heads, Safety and Compliance Officers, Subject Matter Experts and the Quezon City Government leaders. This project will require an integrator to conceptualize, plan and execute the Quezon City Safe, Resilient and Sustainable Workplace Conference 2023. This event will promote a safe, resilient, and sustainable workplace environment among Quezon City businesses; impart knowledge on the topic by subject matter experts; share current best practices among Quezon City businesses; and contribute to Quezon City's thrust of becoming a resilient and sustainable city.

The program shall have the following components:

- a. **Pre-Event Activities:** Prepare the Quezon City Government Departments for their role and activities in the Conference; Event planning; Recruit subject matter experts, partners, speakers, and participants.
- b. **Event Proper:** Create an effective event program that will deliver the objectives of the project.
- c. **Sustaining:** Continue to encourage the business sector to adopt safe, inclusive, resilient, and sustainable practices in the workplace through a Compendium of related local and national laws, regulations, and ordinances.
- d. **Collaboration:** Maximize the City's existing projects, initiatives, and resources to fortify the Safe, Resilient and Sustainable Workplace Conference program
- e. **Awareness Campaign:** Promote the event, its value and benefits to target businesses and the general public.

III. SCOPE OF WORK

A. Project Proposal

The Project Proposal of the Integrator should contain an Event Plan composed of Pre-event preparation activities, Event Proper Activities, Post-Event Sustaining Activities adhering to the guidelines stated above.

- a. Awareness Generation Plan;
- b. Venue plan, layout, capacity, designs and digital scale models;
- c. Creative designs and prototypes of proposed collaterals to be used in the program;
- d. Table of Organization for the project;
- e. Itemized cost estimate for the planning and execution of the project (to include event venue, giveaways, technical requirements, materials, logistics, manpower, service fees, field expenses, food and beverage, applicable taxes, etc.)

B. Deliverables

- a. Conceptualize, plan, and execute the activities of the Quezon City Future@Work Two-Day Conference from pre-event, event proper, sustaining and awareness-generation in close coordination with the Business Permits and Licensing Department, and the Disaster Risk Reduction and Management Office of the Quezon City Government.

Event Date: 2 days between October to November 2023, 8AM - 5PM

Venue: Any four-to-five-star hotel in Quezon City

- b. Form a Project Management Team with professional, competent staff to manage, coordinate, oversee the preparatory, actual, and post-event operations, merchandising collaterals, physical structures, technical equipment, logistical requirements and other elements related to the Conference.
- c. The Project Management Team shall coordinate with different departments of the Quezon City Government for support.
- d. Provide the following for the project:
 - Original concept
 - Booking and reservation of the event venue
 - Mechanics, scheme, and schedule for activities
 - Designs of merchandising collaterals
 - Copywriting of content on merchandising collaterals
 - Audio Visual Presentation Production
 - Production of merchandising collaterals
 - Rental of physical structures –such as but not limited to exhibit booths, panels, signages, 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 screen equipment for events and activities
 - Provide logistics, manpower and manage ingress and set up, egress and dismantling of merchandising collaterals, physical structures, technical equipment and electrical fixtures.
 - Sourcing and coordination with conference speakers, partners, and resource persons both local and foreign including airline tickets, ground transportation and hotel accommodations for at least 3 days.
 - Sourcing and purchasing of event giveaways.
 - Provide production team, creative and technical manpower for the events.

- Source, recommend and hire local hosts and talents for program related activities.
 - Attendee Registration Platform
- e. Plan and implement awareness campaigns for the purpose of communicating and promoting the program to the target audience and the public.

IV. APPROVED BUDGET OF THE CONTRACT AND COST DERIVATION

The Approved Budget for the Contract amounts to Thirty Million Nine Hundred Seventy-Four Thousand Two Hundred Twenty Pesos (Php 30,974,220). It shall cover the following expenditures:

1. Pre-Event Activities & Work Php 6,227,750
 - a. Microsite Development & Administration - Php 1,040,000
 - b. Awareness Generating Activities - Php 1,335,000
 - c. Pre-Event Preparation, Creative Services, Audio Visual Production - Php 3,852,750
2. Conference Event Staging & Management Php 10,047,000
 - a. Fabrication of Sets & Printing - Php 1,380,000
 - b. Staging & Technical Equipment Rentals - Php 3,462,000
 - c. Talents - Php 1,730,000
 - d. Production Team & Ushers' Expenses - Php 2,285,500
 - e. Event Day Logistics, Ingress & Egress -Php 764,500
3. Foyer Exhibit & Event Registration Php 1,951,000
 - a. Creative Services- Php 300,000
 - b. Fabrication of Exhibit Booths & Technical Equipment- Php 1,050,000
 - c. Registration System & Equipment - Php 208,000
 - d. Exhibit Ingress & Egress -Php 393,000
4. Conference Kits Php 2,822,800
 - a. Conference Kits & Giveaways - Php 1,728,800
 - b. Compendium - Php 1,094,000
5. Hotel, Food & Beverage, Speakers Php 9,925,670
 - a. Venue Fees / Hotel / Food & Beverage for Participants & Staff Php 6,288,670
 - b. Speakers Honoraria, Travel & Related Costs Php 3,637,000

VII. TERMS OF PAYMENT

The indicative payment scheme is as follows:

- 15% of contract value upon submission of concept paper and plans
- 25% of contract value upon submission of event designs and merchandising designs
- 25% of contract value upon announcement of event through digital platforms and posts
- 25% of contract value upon confirmation and booking of the venue
- 10% upon completion of the project

VIII. 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.

IX. 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 negotiated procurement pursuant to section 53(d) of RA 9184 and its IRR.

Prepared and Submitted By:

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MA. MARGARITA SANTOS
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RICARDO T. BELMONTE JR.
Secretary to the Mayor and Officer-In-Charge
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