

TERMS OF REFERENCE (TOR)

EXTENDED PRODUCER RESPONSIBILITY (EPR) SUMMIT (PROJECT)

I. RATIONALE AND BRIEF BACKGROUND

Republic Act 11898 or “An Act Institutionalizing the Extended Producer Responsibility on Plastic Packaging Waste, Amending for the Purpose Republic Act 9003, Otherwise Known as the Ecological Solid Waste Management Act of 2000” (EPR Law of 2022) was enacted to advance circular economy wherein large companies are required to implement initiatives for the recovery, treatment, recycling or proper disposal of plastic packaging waste.

Being one of the leading cities in environmental sustainability and climate action, circular economy is one of the priority strategies and actions of Quezon City in the Enhanced Local Climate Change Action Plan 2021 to 2050. Through the Climate Change and Environmental Sustainability Department (CCESD), a summit will be conducted to engage relevant stakeholders and showcase the City's programs and projects on circular economy as well as its active involvement and support to the EPR Law implementation for the expansion of plastic waste recovery and diversion efforts.

The CCESD intends to engage the services of an events organizer that will execute the multiple activities that will be conducted simultaneously and stage an interactive event that would highlight the important roles and responsibilities of relevant stakeholders in the implementation of the EPR Law. The event will also showcase the City's climate actions, demonstrating its commitment to sustainability and environmental responsibility and encourage active involvement in these efforts.

II. PROJECT DESCRIPTION

The Project, subject to this Terms of Reference, involves the management of a one-day event comprised of various activities that will include plenary and panel sessions as well as exhibits, among others. The event aims to (1) increase awareness on the EPR Law, 2) provide a platform for stakeholder collaboration, and (3) showcase sustainable practices and products.

The Project shall have the following components:

- Pre-Event Activities: Coordinate with the Quezon City Climate Change and Environmental Sustainability Department, eco-friendly exhibitors, plenary and panel speakers for the event and other relevant stakeholders.
- Event Proper: Create an effective event program that will deliver the objectives of the project.
- Collaboration: Maximize the City's existing projects and initiatives to fortify the program.
- Awareness Campaign: Complement the event promotion of the City Government through available social media platforms of the City Government.

III. PROJECT SCOPE OF WORK

The Scope of Work under this Project aims to ensure the attainment of the Project objectives. The following are the minimum activities to be undertaken by the Service Provider to pursue this aim:

1. Pre-event preparations and conduct of the community engagement activities for three days – which shall include, but not limited, to the following:
 - a. Booking and reservation of the event venue for three hundred participants

- b. Mechanics, scheme, program and schedule for activities
 - c. Rental of physical structures – such as but not limited to exhibit booths, panels, signages, stage design and backdrop, and others
 - d. Rental of technical equipment – such as but not limited to lights, sounds and video and screen equipment for events and activities
 - e. Provide logistics, manpower and manage ingress and set up, egress and dismantling of physical structures, technical equipment and electrical fixtures
 - f. Provide production team, creative and technical manpower for the event
 - g. Source, recommend and hire local host and artists for the program
 - h. Sourcing and coordination with exhibitors, plenary and panel speakers for the event and other relevant stakeholders
 - i. Prepare tokens, certificates, and honoraria for the plenary and panel speakers
2. Social Media Ad – communicating and promoting the program to the target audience and the general public.

IV. PROJECT STANDARDS & REQUIREMENTS

Minimum Qualification Requirements

Track Record

- 1. The Service Provider should have at least five (5) years of actual experience in conducting and managing events that involve several activities such as forums, summits, workshops, fair/bazaar, exhibits.
- 2. The Service Provider should have a single largest similar completed contract within the last three (3) years which must be at least fifty percent (50%) of the Project Cost.

The Service Provider must submit a statement of all its ongoing and completed government and private projects relative to the conduct and management of events that include exhibits and workshop facilitation for audiences of at least 200 participants, among others, as part of the Technical Requirements.

Organization

The Service Provider should have an established Organizational Structure that clearly identifies the line of authority and responsibility as well as the specific divisions/sections dedicated to the needed services to show its capability to undertake the Project. An Organizational Chart must be submitted as part of the Technical Requirements.

Personnel

Sufficient qualified personnel must be provided to ensure the proper implementation of the scope of work. A Project Management Team must be formed composed of the following:

Personnel	Required No. of Personne I	Personnel Minimum Qualifications
Program manager	1	Must have extensive knowledge and experience in the overall management of forums/summits, event exhibits and similar activities
Technical staff/operator	1	Must have in-depth knowledge and expertise on coordination, negotiating, and planning all technical set-ups and requirements for the conduct of events

Production Manager	1	Must have in-depth knowledge and expertise on event preparations ensuring completeness of project requirements
Electrical Engineer	1	Must be a licensed Electrical Engineer
Event Runners/Utility	2	Must be at least a high-school graduate

The Service Provider shall submit the complete list of personnel for the Project Management Team with Curriculum Vitae (CV) highlighting relevant work experience as part of the Technical Requirements.

Concept Paper

A Concept Paper shall be submitted by the Service Provider as part of the Technical Requirements. It should contain significant information such as venue plan, layout, capacity, creative designs, program flow, possible list of plenary, panel speakers and exhibitors, artists, materials, manpower, and logistics, among others.

V. PROJECT IMPLEMENTATION

The project shall be implemented in November 2023 in line with the City’s celebration of the Climate Awareness Month.

VI. APPROVED BUDGET FOR THE CONTRACT AND BASIS OF PAYMENT

The Approved Budget for the Contract is Three Million Pesos (Php 3,000,000.00), the cost derivation of which is detailed in Annex 1.

The Service Provider shall be paid based on the following:

Tranches	Description	Amount (Php)
15%	Upon submission of the final venue, speaker and exhibitor line up, program and activities	
85%	After the successful conduct of the EPR Summit and upon submission of the post-event report	
100%		

VII. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services shall subject the Service Provider 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.

VIII. CANCELLATION OR TERMINATION OF CONTRACT

The City may, without prejudice to other remedies against the Service Provider, unilaterally cancel or terminate the Contract, in whole or in part, due to default, insolvency or for justifiable cause or on any ground which it deems inimical to the City’s or public’s interest, which includes but is not limited to the following:

1. Failure of the Service Provider to provide /meet the necessary requirements as stated in this TOR and in other bidding/contract documents;
2. Violation or non-performance of the other terms and conditions of the Contract; and
3. Other acts inimical to public interest.

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.

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