

**TERMS OF REFERENCE (TOR)**  
**EARTH DAY 2024 PROJECT**  
**(SUSTAINABLE FASHION SHOW)**

**I. RATIONALE AND BRIEF BACKGROUND**

As Quezon City celebrates its 85th founding anniversary this year and marks the annual Earth Day event in April, a Sustainable Fashion Show will be organized. This event serves as a manifestation of the city's commitment to sustainability, which is highlighted by the recent recognition of Hon. Mayor Joy Belmonte as the 2023 UN Champion of the Earth.

Recognizing the environmental impact of textile waste, Quezon City is actively engaging in innovative solutions as a progressive stride toward a circular economy, aligned with the City's goal of zero carbon by 2050. By transforming waste into a valuable resource, the city aims to raise awareness about the adverse effects of textile waste on the environment. The Sustainable Fashion Show positions textile recycling as a practical solution, inspiring both residents and stakeholders to actively participate in sustainable practices.

**II. PROJECT DESCRIPTION**

The event will feature local designers, artists, and fashion enthusiasts committed to sustainability. By providing a platform for these individuals to showcase their talent and creativity through eco-friendly designs, the City aims to inspire the community to embrace sustainable fashion choices.

The Project shall have the following components:

- **Pre-event Activities:** Coordinate with potential local designers, artists and key Departments/Offices of the City. Pre-event planning.
- **Event Proper:** Create an effective event program that will deliver the objectives of this project.
- **Awareness Campaign:** Promote the event, its value and benefits to Quezon City residents and the general public through available social media platforms of the City Government.

**III. PROJECT SCOPE OF WORK**

The Scope of Work for this Project is designed to achieve the project objectives. The following outlines the minimum activities that the Service Provider must undertake to fulfill this aim:

1. **Development of the Project Concept** - containing an Event Plan adhering to the project components, which should include the following:
  - a. Venue plan, layout, capacity, designs
  - b. Create designs of all proposed collaterals to be used in the programs
  - c. List of designers/artist (Applications/entries)
  - d. Pre-selection/screening
  - e. Interviews
  - f. Selection of models
  - g. Jury members
  - h. Event Program Flow
  - i. Table of Organization for the project

2. Pre-event preparations that include but not limited to the following:
  - a. Provision of event venue
  - b. Preparation and finalization of mechanics, scheme, and schedule for activities
  - c. Creation of design of merchandising collaterals
  - d. Copywriting of content on merchandising collaterals
  - e. Provision of physical structures including but not limited to panels, signages, stage and backdrop for event programs, and others
  - f. Provision of technical equipment including but not limited to lights, sounds and video and screen equipment for events and activities
  - g. Facilitation of logistics, manpower and manage ingress and set up, egress and dismantling of merchandising collaterals, physical structures, technical equipment and electrical fixtures
  - h. Formation of a production team to provide the creative and technical manpower for the events
  - i. Sourcing and hiring of local host and talents for the program
3. Event Management - successful execution of the sustainable fashion show based on the agreed program
4. Development and execution of a communication and promotion plan for the program to engage the target audience and the general public.

**IV. PROJECT STANDARDS AND 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 concerts, talent shows, fashion shows, fair/bazaar.
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 concerts, talent shows, fashion show and fair/bazaar for audiences of at least 200-500 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. The Service Provider shall submit the complete list of personnel of the Project Management Team with Curriculum Vitae (CV) highlighting relevant work experience as part of the Technical Requirements.

PERSONNEL	REQUIRED NO. OF PERSONNEL	PERSONNEL MINIMUM QUALIFICATIONS
Program Manager/ Director	1	Must be a Filipino with extensive knowledge and experience in the overall management of forums/summits, event exhibits and similar activities
Technical staff/operator	1	Must be a Filipino and has in-depth knowledge

		and expertise on coordination, negotiating, and planning all technical set-ups and requirements for the conduct of events
<b>Production Manager</b>	1	Must be a Filipino and has in-depth knowledge and expertise on event preparations ensuring completeness of project requirements
<b>Electrical Engineer</b>	1	Must be a Filipino licensed Electrical Engineer
<b>Writer</b>	1	Must be a Filipino and has in-depth knowledge of style guides. Excellent creativity skill and research and analytical skills
<b>Stage Designer</b>	1	Must be a Filipino and has in-depth knowledge and expertise on designing the scenery- and more broadly , the artificial environment- in which a stage, television, or film performance takes place.
<b>Production Assistants</b>	2	Must be a Filipino

**V. PROJECT IMPLEMENTATION**

The Sustainable Fashion Show will be implemented on April 2024.

**VI. APPROVED BUDGET FOR THE CONTRACT AND BASIS OF PAYMENT**

The Approved Budget for the Contract is Five Million Four Hundred Ninety Seven Thousand Pesos (Php 5,497,000.00). The Service Provider shall be paid based on the following:

Tranches	Description
15%	Upon submission and approval of concept paper
85%	Upon completion of the entire event and 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 THE OTHER PURPOSES and its revised Implementing Rules and Regulations.

**VIII. CANCELLATION OR TERMINATION OF CONTRACT**

This 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 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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