

TERMS OF REFERENCE (TOR)
YOUTH ORGANIZATION ASSEMBLY

I. BACKGROUND / RATIONALE

Pursuant to the Implementing Rules and Regulations of Republic Act 10742, otherwise known as the Sangguniang Kabataan Reform Act of 2015, Section 24, the creation of the Local Youth Development Council (LYDC), and Ordinance No. Sp-2803, Series Of 2018, an Ordinance Creating the Quezon City Youth Development Office (QCYDO), the office shall facilitate the election of the LYDC. The QCYDO, as the designated entity, shall notify the heads of all youth organizations and youth-serving organizations in the locality.

In Section 2.16 of SP-2803, series of 2018, the QCYDO shall promote youth empowerment through various training and advocacies such as education, economic empowerment, environment, global mobility, governance, health, peace-building and security, and social inclusion and equity.

II. PROJECT DESCRIPTION

The Youth Organization Assembly aims to further foster youth organizations, empower, and promote active participation of the youth in governance, specifically with the following objectives:

- To convene representatives from registered youth and youth-serving organizations.
- To establish a platform for representatives to participate in the election process and conduct.
- To discuss their roles as a registered youth and youth-serving organizations.
- To capacitate the participants with necessary skills for leadership, advocacy, and effective communication.

III. 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:

A. PRE-EVENT MANAGEMENT AND COORDINATION

1. Manage and Coordinate with the venue and catering service provider regarding planning, preparation, and logistics.
2. Conduct Menu Selection with the Catering Service Provider and the QCYDO.
3. Conduct of at least 2 preparatory meetings between the QCYDO and Event Management Team within the QC Government Hall or through Virtual Platform.
4. Conduct of ocular visit to the venue together with the QCYDO.
5. Conduct of 1 preparatory meeting with the Venue and Catering Service Provider, Event Management Team and QCYDO at the Venue.
6. Conduct and Manage the Event Ingress at least one day before the event date.
7. Provide the following for the pre-event;
 - a. One trip of a 1000 kg-capacity FB/Van for transporting office equipment and materials from QCYDO to the venue.
 - b. Source and hire the necessary staff and manpower for coordinating and executing the aforementioned requirements.

No	Item Description	Qty
1	Venue/ Function Room and Food Catering Package: A total of 12 hours of Fully air-conditioned Hall/Function Room use, including 4 hours for ingress and egress. Located near the Quezon City Hall. Venue Inclusions:	1 Lot

	Accommodates 300 participants in a banquet setup, Tables and chairs with cloth or cover, Space for the Tables and chairs for Registration, Space for a Photowall, Space or room for organizer and event materials, , Well-lit stage with stage lights, Two LED Wall Screens or 3 Projectors and Projector Screens, Basic Public Address Sound System, 2 Microphones with Stands, 1 rostrum, Flipchart or A Board, Availability of Electrical Sockets, Wireless Internet Access up to 5mbps, Parking Passes for a minimum of 10 vehicles	
2	Catering package includes AM Snack, Lunch Meal, and PM Snack with free-flowing freshly brewed coffee and water. AM Snack: Pasta with Bread, Fruit Juice Drink, Lunch Meal: 2 viands (choice of pork & beef, and fish), Rice, Soup, Sliced 3 Seasonal Fruits, 1 Dessert with Juice Drink, PM Snack: Bread or Pasta, Fruit Juice Drink.	300 pax

B. EVENT CONCEPTUALIZATION

1. Conceptualize and design the following:
 - a. Signages
 - b. Table Centerpiece Label
 - c. Invitation Card
 - d. Photowall
2. Conceptualize and propose the following:
 - a. Floor Plan which includes the arrangement of stage, chairs, table, food and refreshment areas.
 - b. Venue Layout which includes the area of technical, registration, organizing team, parking, and restroom.
3. Develop a conceptualization and proposal for the Registration Monitoring and Management.

C. PRODUCTION OF KITS, PRINTED MATERIALS & PARAPHERNALIAS

1. The following kits shall be delivered to the QCYDO Fourteen (14) calendar days prior to the event:

No	Item Description	Qty
1	Tote Bag <i>(Plain white tote bag or abaca size 10-inch width 12-inch height, with printed logo size 8-inch by 8-inch)</i>	300 pieces
2	Steno Notebook (Moleskine type, A5 Size, 60 Leaves, Red/Blue Cover)	300 pieces
3	Ballpen <i>(Point Black, 0.5mm)</i>	300 pieces

2. The following items will be delivered to the QCYDO Fourteen (14) calendar days prior to the event:

No	Item Description	Qty
1	Invitation Card <i>(Approved design, A5 size specialty paper, one side colored print with envelopes)</i>	300 pieces
2	Specialty Paper <i>(10 pieces each pack, A4 size, specialty paper, 150-220 gsm)</i>	50 packs

3. The following printed materials shall be printed and available during the ingress:

No	Item Description	Qty
1	Signages <i>(Approved design, A4- A5 size specialty paper, one side colored print)</i>	30 pieces

2	Table Centerpiece Label (<i>Approved design, A4 size specialty paper, one side colored print</i>)	60 pieces
3	Photowall (<i>Approved design, Tarpaulin, 6ft height and 10ft width, water resistant or waterproof material with 4 corners eyelet, customized lay-out, 10-13 oz thickness</i>)	1 piece
4	Plaque (<i>Customized Design Plaque, Palochina Wood, size near to 7.9 inch height and 7 width, with stand, Engraved plaque design</i>) With Carton Box	10 pieces

D. EVENT MANAGEMENT AND COORDINATION

1. Manage the venue and coordinate with the catering service provider to ensure that the provided food matches the approved menu selection.
2. Implement and execute the action points from the meeting and the approved Floor Plan and Event Layout.
3. Manage and Monitor the Event Registration.
4. Conduct a technical run at least one hour before the event begins, involving the host, program, technical, and organizing staff.
5. Provide one round trip of a 1000 kg-capacity FB/Van for transporting office equipment and materials between the venue and QCYDO.
6. Source and hire the event host, necessary staff and manpower for the execution of the actual event.

IV. PROJECT STANDARDS AND REQUIREMENTS

Minimum Qualification Requirements

Track Record

1. The Service Provider should have at least three (3) years of actual experience in conducting and managing events that involve assemblies, conventions, forums, and symposiums.
2. The Service Provider should have a single similar completed contract within the last three (3) years.

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 assemblies, conventions, forums, and symposiums of at least 200-500 participants, among others, as part of the Technical Requirements.

Personnel

Sufficient qualified personnel must be provided to ensure the proper implementation of the scope of work. In line with this, the Service Provider shall submit the complete list of personnel of the Event Management Team with Curriculum Vitae (CV) highlighting relevant work experience as part of the Technical Requirements.

PERSONNEL	REQUIRED NO. OF PERSONNEL	PERSONNEL MINIMUM QUALIFICATIONS
Event Organizer	1	<p>Must be a Filipino with extensive knowledge and experience in overall management of assemblies, conventions, forums, and symposiums.</p> <p>Or possess a TESDA certification in EVENTS MANAGEMENT SERVICES NC III</p>
Host	1	<p>Must have experience in hosting assemblies, conventions, forums, and symposiums with 200-500 participants.</p> <p>Or possess a TESDA certification in EVENTS MANAGEMENT SERVICES NC III</p>

Technical Staff/Operator	1	Must have extensive knowledge in the set-up and operation of technical equipments Or possess a TESDA certification in LIGHTING FOR LIVE PERFORMANCES NC II
Registration Management	1	Must have experience in handling event registration process with 200-500 participants
Production Assistants	3	Must have experience assisting in assemblies, conventions, forums, and symposiums with 200-500 participants.

V. PROJECT IMPLEMENTATION

The Youth Organization Assembly will be implemented within Thirty (30) Calendar Days upon issuance of the Notice to Proceed..

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is ONE MILLION ONE HUNDRED FORTY-EIGHT THOUSAND PESOS ONLY (Php 1,148,000.00) inclusive of all applicable taxes, commissions, bank charges, remuneration, professional fee, and all incidental expenses such as printing of reports, deliverables, transportation, fuel, communications, etc. and other fees that may be incurred in the process.

VII. PROJECT TIMELINE AND TERMS OF PAYMENT

DESCRIPTION	TRANCHES
Upon submission and approval of event management teams and their curriculum vitae.	10%
Upon submission and approval of event plans, including the floor plan, designs, and layout.	15%
Upon delivery of items and the conduct of preparatory meetings, as well as coordination with the venue, food, and catering provider.	25%
Upon the completion of the event project	50%
Total	100%

VIII. 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.

IX. 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 it's IRR.

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