

**TERMS OF REFERENCE
E-SPORTS GRASSROOT EDUCATION PROGRAM
(GAMING FORUM 2024)**

I. BACKGROUND / RATIONALE

Republic Act No. 11904 otherwise known as "An Act Providing For the Development and Promotion of the Philippine Creative Industries, and Appropriating Funds Therefore" includes the Digital Interactive Media as one of the domains therein. Digital Interactive Media refers to digital software programs, mobile applications and games created for and operated on interactive digital devices. This includes software and mobile applications, video games, computer games, mobile games, virtual augmented or mixed reality games, and digitized creative content.

The massive and youthful population of Quezon City makes the Philippine gaming industry one to watch closely. As the market expands, more businesses and capital are joining it, opening up profitable prospects.

II. PROJECT DESCRIPTION

E-sports also known as electronic sports is organized competitive video gaming. It primarily involves teams competing against each other in tournaments. It functions in the same way as conventional sports. Elite athletes are always fighting for the top spots in their preferred sport or game. Video games that are played in a highly structured competitive setting are known as e-sports.

Creation of the *E-sports Hub* is included in the Local Development Investment Plan for 2024-2026. The goal of the e-sports hub development project is to build a cutting-edge facility that will act as a nexus for e-sports aficionados, players, and teams. With the purpose of fostering the growth and development of the E-Sports business, the hub will provide a dedicated place for e-sports training, competition, and community building.

As part of the initiative towards the creation of an E-Sports Hub, this program aims to educate the populace on the positive economic impact of Gaming Industry such as:

- Numerous professions that can be developed related to the gaming industry
- Significant tourism impact as these events can generate millions and attract thousands of visitors to the city.
- Making educated decisions about the games we play and how we play them, together with being aware of the possible risks and advantages associated with gaming, can help ensure that gaming remains a driving force for economic growth.
- Potential of the gaming industry to be a force in providing entertainment, and economic opportunities to the citizens.

III. SCOPE OF WORK

A. EVENTS MANAGEMENT

1. The Project Proposal of the Integrator should contain an Event Plan composed of Pre-event preparation activities, and Event Proper Activities adhering to the guidelines stated above.
 - a. Venue plan, layout, capacity and designs;
 - b. Creative designs and physical prototypes of all proposed collaterals to be used in the program;
 - c. Table of Organization for the project;
2. Conceptualize, plan and execute various activities of the **Quezon City E-sports Grassroots Education** in close coordination with the Local Economic Investment Promotions Office (LEIPO) of the Quezon City Government;
3. To manage, coordinate, and oversee the planning, execution, and follow-up of the event, as well as the merchandising collaterals, physical structures, technical equipment, logistical requirements, and other aspects, form a project management team with qualified personnel;
4. Management and supervision from concept to production of proofs to final printing and delivery;
5. Concept of visual theme, design and layout of all pages, photography direction and execution;
6. Provide the following for the project:
 - Booking and reservation of the event venue
 - Production of collaterals
 - Rental of physical structures
 - Rental of technical equipment
 - Provide logistics, manpower and manage ingress and set up, egress and dismantling of merchandising collaterals, physical structures, technical equipment and electrical fixtures
 - Provide production team, creative and technical manpower for the events
 - Source, recommend and hire local host for program related activities

IV. APPROVED BUDGET FOR THE CONTRACT AND COST DERIVATION

The Approved Budget for the Contract amounts to Three Million Pesos Only (Php3,000,000.00.). It shall cover the following expenditures:

A. PRINTING AND PUBLICATION EXPENSES
Php 250,000.00

Item Description	Qty	Unit	Unit Price	Total
Sintra Photo Wall w/ Wooden Frame (5m x 3m) Full Color	1	Unit	27,500	27,500
Sintra Event Wall w/ Wooden Frame (5m x 3m) Full Color	1	Unit	27,500	27,500
Sticker on Sintra Schedule Poster (4 x 4 ft) Full Color	3	Piece	20,000	60,000
Event Leaflets/Brochure Trifold 12.5 inches x 5.5 inches Matte Paper Full Color GSM: 170 gsm	300	Copy	300	90,000
Pull-Up Banners Standee (6ft x 2.5ft) Full Color	5	Unit	5,000	25,000
Sintra Board - Wayfinder with Wooden Frame (3m x 1m) Full Color	1	Unit	20,000	20,000
SUB-TOTAL				Php 250,000.00

B. RENT EXPENSES**Php750,000.00**

Item Description	Qty	Unit	Unit Price	Total
Rental of Venue Either a 3-star hotel or restaurant within Quezon City At least 8 hours At least 200 guests With Lunch or Dinner Depending on the menu available in the venue: Choice of Viand either pork, beef, chicken or fish With Rice and Desert With Drinks With AM or PM Snack Depending on the menu available in the venue: Choice of Pasta, Pastry, Pies, etc. With Drinks With allocated parking spots for guests With at least 2-hours ingress time before the contracted time With at least 2-hours egress time after the contracted time	1	Lot	550,000	550,000
Set-up for live stream: Inclusions: Laptop Camera Internet set-up in the venue Other equipment as may be needed depending on the requirement of the venue	1	Lot	100,000	100,000

LED Screen, Lights, Sounds, and Staging + Platform	1	Lot	100,000	100,000
Staging Set-up Breakdown: <ul style="list-style-type: none"> - LED Screen - LED Processors - Speaker System - Video Mixer - HDMI Extender and Splitter - Video Monitors - Laptop, Scaler Configuration - Generator/Power Distribution System - Wires and Cable Connectors - Speaker Cables - Playback Source - Microphone Set - Standard Tripods - Other equipment as may be needed depending on the venue that will be used in order to not compromise the quality of setup 				
SUB-TOTAL				750,000.00

C. OTHER MAINTENANCE AND OPERATING EXPENSES

Php 2,000,000.00

Item Description	Qty	Unit	Unit Price	Total
Logistics Ocular Field Expenses (Van Service, Gas, Toll, etc.)	1	Lot	100,000	100,000

Creative Services <ul style="list-style-type: none"> - Overall Key Visual - Graphics - Animation - Script Writing - Set Design - Backdrop 	1	Lot	100,000	100,000
Event Management <ul style="list-style-type: none"> ● Provide logistics, manpower and manage ingress and set up, egress and dismantling of merchandising collaterals, physical structures, technical equipment and electrical fixtures ● Provide assistance to the end-user during the event ● Constant coordination with the end-user during the preparation of the event thru regular meetings, as often as necessary ● Provide linkage between the end-user and venue on the design and layout ● Other responsibilities of an event manager ● Agency Fees 	1	Lot	970,000	970,000

Resource Materials and Tools Program Development on topics that may be included, but not limited to, in the discussion: <ul style="list-style-type: none"> - History of Competitive Gaming - Philippine National E-sports Team - E-sports Team Management - Game Publishing Opportunities - Game Development Industry - Content Creation and Social Media - Brand & Investing Opportunities - Other topics as may be required depending on the level of experience of the participants 	1	Lot	250,000	250,000
Microsite Web Server Period/Administration & Maintenance for 3 months Web Design of the Microsite Designated URL for the event Coordination with the end-user regarding the invitees	1	Lot	340,000	340,000
Production Team - Event Hosts	1	Pax	50,000	50,000
- Moderators	1	Pax	50,000	50,000
- Ushers	10	Pax	4,000	40,000
Documentation Team Photo and Video Output: AVP At least 1-2 minutes <ul style="list-style-type: none"> - Photographer (at least 1 pax) - Videographer (at least 1 pax) 	1	Lot	100,000	100,000
SUB-TOTAL				Php 2,000,000.00
GRAND TOTAL				PHP 3,000,000.00

SUMMARY	AMOUNT
A. PRINTING AND PUBLICATION EXPENSES	Php 250,000.00
B. RENT EXPENSES	750,000.00
C. OTHER MAINTENANCE AND OPERATING EXPENSES	2,000,000.00
TOTAL	Php 3,000,000.00

V. TERMS OF PAYMENT

No.	Particular	Weight
1	Upon submission of an event plan for the program	15%
2	Upon submission of report on the development of microsite and invitations sent to attendees	40%
3	After the conduct of the event and submission of AVP	45%
TOTAL		100%

VI. PROJECT STANDARDS AND REQUIREMENTS

- Organizational Chart that clearly identifies the line of authority and responsibility as well as the specific divisions/sections dedicated to the needed service to show its capability to undertake the Project.
- Sufficient qualified personnel must be provided to ensure proper and efficient implementation of the program. The following are the minimum personnel required:

Personnel	Required No. of Personnel	Personnel Minimum Qualification
Program Leader	1	<ul style="list-style-type: none"> - With Bachelor's Degree - With at least two (2) years work experience
Program Associates	2	<ul style="list-style-type: none"> - With Bachelor's Degree

		- With at least one (1) year work experience
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- Notarized Affidavit of Undertaking stating compliance to the following:
 - The Contractor should have at least three (3) years of actual experience in events management
 - The Contractor shall adhere to all existing labor laws, policies, wage orders, safety standards, and such guidelines as prescribed by the Department of Labor and Employment (DOLE)

VII. PROJECT DURATION

The project will be implemented upon issuance of Notice to Proceed until December 31, 2024.

VIII. DELIVERY SCHEDULE

Description / Output	Projected Implementation Schedule*
Submission of Event Plan	July 2024
Development of microsite and invite send out	July 2024
Conduct of Event	August 2024

**Still subject to changes*

IX. 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.

X. 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.

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