



TERMS OF REFERENCE
SPORTS DEVELOPMENT OFFICE PROJECTS FOR 2024
Event Management and Others

I. Rationale & Brief Background

In line with the commitment to promoting inclusivity, health, and community engagement, the following projects aim to address specific needs within Quezon City's diverse populace. By providing tailored sports training programs and organizing city-wide tournaments, the projects seek to foster social cohesion, physical well-being, and recreational opportunities for various demographic groups, including persons with disabilities, elderly citizens, and sports enthusiasts.

Quezon City, as one of the largest and most populous cities in the Philippines, boasts a rich tapestry of cultures, ages, and abilities. However, despite its vibrant community spirit, certain groups face barriers to participation in sports and recreational activities. Recognizing these challenges, the city government has initiated targeted initiatives to promote sports accessibility and active lifestyles among its residents.

II. Project Descriptions

“Beyond Bounce: Q.C. Adaptive Basketball Training for Wheelchair Grassroots”

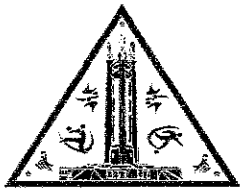
This project aims to provide specialized basketball training sessions for individuals with physical disabilities, particularly those using wheelchairs. By adapting basketball drills and techniques to accommodate wheelchair users, the program aims to enhance skills, build confidence, and promote social inclusion among participants.

Golden Grooves: Q.C. Dance Sports Training for the Elderly

This initiative focuses on offering dance sports training sessions tailored to the needs and preferences of elderly citizens in Quezon City. Through gentle exercises, rhythmic movements, and social interactions, the program aims to improve mobility, coordination, and overall well-being among older adults while fostering a sense of community and enjoyment.

Q.C. Super Liga City-Wide Volleyball Tournament

This city-wide volleyball tournament seeks to bring together volleyball enthusiasts of all skill levels and ages from various barangays across Quezon City. The tournament aims to promote sportsmanship, teamwork, and healthy competition while providing a platform for residents to showcase their talents and passion for the sport.



Quezon City Cup City-Wide 3x3 Basketball Tournament

This project entails organizing a city-wide 3x3 basketball tournament open to participants of all ages and skill levels. By providing a competitive yet inclusive platform for basketball enthusiasts, the tournament aims to promote physical activity, camaraderie, and community engagement while highlighting Quezon City's vibrant basketball culture.

All Projects shall have the following components:

1. **Event Concept Design and Large Format Designs:** This process allows a moderator/manager to assist from the very beginning of planning all the way to post-event strategizing. Assistance will be provided in concept, design and creating of marketing materials for print/tarp; Resizing of designs – logos, picture and others; For mediums outside of FB like stage backdrop; Tarp pull out banner event information and the like;
2. **Event Coverage: (Opening & Closing)** Assistant of qualified personnel to cover the event – Creative Director and others.
3. **FB Live Drone Coverage: (Opening and Closing)** 2-3 camera / broadcast set up; With qualified personnel – Cam Operators and others.
4. **Event Management: (Opening and Closing)** Inclusive of Creative Direction, Program Development, Recommended Script, Spiels Onsite event coordination, 3 Pre-Event meetings, 15gb drive space for common event materials repository, visual designs based on event theme.

The program is required to adhere to the following timeline.

1. 3 on 3 City-Wide Basketball Tournament – Month of July to September
2. City-Wide Volleyball Tournament – Month of September to October
3. Wheelchair Basketball Tournament – Month of November to December
4. Dance Sports for Senior Citizen – November to December

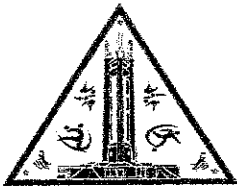
III. Project Scope of Work

A. Project Proposal

1. Venue plan, layout, capacity and designs;
2. Creative designs and physical prototype of all proposed collaterals to be used in the program;

B. Deliverables

1. Conceptualize, plan and execute various activities of the Quezon City Sports Development Office
2. From a Project Management Team with professional and competent staff to manage, coordinate, oversee the preparatory, actual, and post-event operations, merchandising collaterals, technical equipment, logistical requirements and other elements related to the sports programs and activities.
3. The project delivery period shall be upon issuance of notice to proceed until December 31, 2024.
4. All photos, videos, data, files, documentation must be turned over to the QCG after the end of each and every program stated below.



- C. Rental of Lights, Sounds and Stage with Canopy
1. Rental period is upon request of end-user until December 31, 2024
 2. The end user agrees to use the equipment in a careful and proper manner and to return it to the supplier in the same condition as it was received, normal wear and tear excepted. The end user is responsible for any loss, theft, or damage to the equipment during the rental period.
 3. The customer acknowledges that they have had the opportunity to inspect and test the equipment prior to rental and have found it to be in good working condition.
 4. Payment for the rental of equipment is in full upon completion of the delivery period.
 5. The supplier shall not be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of inability to use the equipment, even if advised of the possibility of such damages.
 6. Any cancellations or changes to rental orders must be made in writing at least 15 days prior to the scheduled delivery date. Cancellations made after this time may be subject to a cancellation fee.

IV. Approved Budget for the Contract

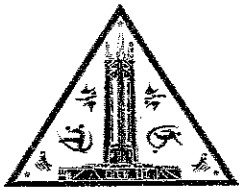
The approved budget for the Contract amounts to Eleven Million Five Hundred Thirty-Eight Thousand Four Hundred Pesos only (Php 11,538,400.00) and shall cover the following:

1. Event Concept Design and Large Format Designs (Opening & Closing)
2. Event Coverage (Opening & Closing)
3. FB Live with Drone Coverage (Opening & Closing)
4. Event Management (Opening & Closing)
5. Rental of Lights, Sounds and Stage with Canopy (Opening & Closing)
6. Provision of Food and Drinks

Volleyball Tournament – P 3,243,200.00
Wheelchair Basketball – P 2,295,200.00
Dance Sports – P 2,334,800.00
3 on 3 Basketball Tournament – P 3,665,200.00
TOTAL – P 11,538,400.00

Breakdown of food and drinks:

ACTIVITY	DESCRIPTION	QUANTITY
City-Wide Volleyball Tournament	Korean Beef Teriyaki, Scrambled Egg, Steamed Rice, Seasoned Fruits	3,200 Pax
	Chicken Adobo, Boiled Egg, Steamed Rice, Seasoned Fruits	3,200 Pax
	Cheesy Ensaymada, Large, 56g	3,200 Pax



	Egg Sandwich, Wheat Bread,	3,200 Pax
Wheelchair Basketball	Korean Beef Teriyaki, Scrambled Egg, Steamed Rice, Seasoned Fruits	2,000 Pax
	Chicken Adobo, Boiled Egg, Steamed Rice, Seasoned Fruits	2,000 Pax
	Cheesy Ensaymada, Large, 56g	2,000 Pax
	Egg Sandwich, Wheat Bread,	2,000 Pax
Dance Sports	Korean Beef Teriyaki, Scrambled Egg, Steamed Rice, Seasoned Fruits	2,100 Pax
	Chicken Adobo, Boiled Egg, Steamed Rice, Seasoned Fruits	2,000 Pax
	Cheesy Ensaymada, Large, 56g	2,190 Pax
	Egg Sandwich, Wheat Bread,	2,000 Pax
3 on 3 Basketball Tournament	Korean Beef Teriyaki, Scrambled Egg, Steamed Rice, Seasoned Fruits	3,000 Pax
	Chicken Adobo, Boiled Egg, Steamed Rice, Seasoned Fruits	3,000 Pax
	Cheesy Ensaymada, Large, 56g	5,500 Pax
	Egg Sandwich, Wheat Bread,	3,000 Pax
	1 appetizer, 1 soup, 1 salad, chicken, beef, vegetables, fish, desserts and drinks	600 Pax

V. Terms of Payment

The approved budget for the contract is Eleven Million Five Hundred Thirty-Eight Thousand Four Hundred Pesos only (Php 11,538,400.00) The service provider shall be paid based on the following:

Tranches	
15%	Upon Submission and approval of concept paper
85%	Upon completion of the entire event and submission of the post-event report
100%	



VI. 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.

VII. 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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