

TERMS OF REFERENCE (TOR)

EVENT MANAGEMENT
(Regional Academy Conference)

I. RATIONALE AND BRIEF BACKGROUND

As a member of C40 Cities, Quezon City is one of the participating cities in the Climate Action Implementation Programme supported by the UK Government to deliver high impact climate actions. Joining Quezon City in the East, Southeast Asia, and Oceania region are Jakarta and Kuala Lumpur, who hosted the 2023 Regional Academy.

In celebration of Quezon City's 85th founding anniversary this year, the City will host the 2024 Regional Academy wherein C40 member cities from Southeast Asia, Africa, and Latin America are among the participants of the five-day international event.

The theme for this year's event is "Mainstreaming Inclusion in Cities: Global South Perspective and Experience in Climate Governance" focusing on Inclusive Climate Action (ICA) as part of the Green and Just Recovery as well as Just Transition.

This is an opportunity to showcase ICA initiatives that is aligned with the City's climate and sustainability agenda ensuring a green and inclusive growth.

II. PROJECT DESCRIPTION

The annual Regional Academy Conference aims to: (1) share key concepts and good practices on inclusive climate action; (2) discuss challenges and finding solutions to overcome barriers; and (3) increase ambition in mainstreaming ICA.

Below is the program for the five-day event:

Day 1	<ul style="list-style-type: none">Regional Action Implementation Academy (full day)Welcome Cocktails	<ul style="list-style-type: none">With opening ceremony, plenary session and working sessions50 participants
Day 2	<ul style="list-style-type: none">Regional Action Implementation Academy (full day)	<ul style="list-style-type: none">Whole day of working sessions50 participants
Day 3	<ul style="list-style-type: none">Global Workshop (full day)	<ul style="list-style-type: none">With plenary session, panel discussion, and two working sessions450-500 participants
	<ul style="list-style-type: none">Fellowship Night	<ul style="list-style-type: none">Dinner and entertainment80 to 100 participants
Day 4	<ul style="list-style-type: none">Site Visit (full day)	<ul style="list-style-type: none">Delegates visiting ICA related projects of the City50 participants
Day 5	<ul style="list-style-type: none">Global Workshop and Closing Ceremonies (half day)	<ul style="list-style-type: none">Working session and closing ceremonies50 participants

The Project shall involve managing and coordinating with key Departments/Offices of the City as well as external partners. The aim is to create an effective event program that will deliver the objectives of this project. The service provider shall provide full complement of creative and production management professionals. Extensive promotion shall be conducted 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 an Event Plan adhering to the project components in collaboration with the C40 Cities and the Quezon City Government, including but not limited to the following:
 - a. Project execution
 - b. Venue plan, layout, capacity, designs
 - c. Create designs of all proposed collaterals to be used in the event
 - d. Event Program Flow
 - e. Table of Organization for the project
2. Successful execution of the five-day event that shall include but not limited to the following:
 - a. Preparation and finalization of schedule for activities including facilitation of arrival and departure of guests
 - b. Drafting of scripts for the event
 - c. Provision of merchandise (environment-friendly tokens)
 - d. Provision of physical structures including but not limited to panels, signages, stage and backdrop, and others for the event
 - e. Provision of technical equipment including but not limited to lights, sounds, screen equipment and video for the events and activities including video and photo documentation
 - f. Facilitation of logistics, manpower and manage ingress and set up, egress and dismantling of merchandising collaterals, physical structures, technical equipment and electrical fixtures
 - g. Formation of a production team to provide the creative and technical manpower for the event
 - h. Sourcing and hiring of local host and talents
3. Development and execution of a communication plan for the event in collaboration with C40 Cities and the Quezon City Government that include but not limited to the following:
 - a. Digital posters and other publicity materials
 - b. Content for social media postings
 - c. AVPs
 - d. Post-event videos and art cards

IV. PROJECT STANDARDS AND REQUIREMENTS

Minimum Qualification Requirements

Track Record

1. The Service Provider must possess the knowledge of managing events with at least ten (10) years of actual experience involving multiple, parallel activities and hosting foreign guests.
2. With expertise of at least ten (10) years' experience in planning international events.

- 3. 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.
- 4. Has experience in handling projects of Quezon City government for the past ten years, local and international,
- 5. Has satisfactorilly produced content for the social media platform of at least one (1) international event.
- 6. Service Provider should be registered with the Philippines Government Electronic Procurement System.

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 and conferences for at least 150-200 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. 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.

V. PROJECT IMPLEMENTATION

The Regional Academy Conference will be implemented in 2024.

VI. APPROVED BUDGET FOR THE CONTRACT AND BASIS OF PAYMENT

The Budget for the Contract is Eight Million Two Hundred Thousand Pesos only (Php 8,200,000.00). The Service Provider shall be paid based on the following:

Tranches	Description	Amount (Php)
15%	Upon submission and approval of event paper	Php 1,230,000.00
85%	Upon completion of the entire event and submission of the post-event report	Php 6,970,000.00
100%		Php 8,200,000.00

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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