

TERMS OF REFERENCE
QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
RESCUE-LYMPICS

I. BACKGROUND

Quezon City is dedicated to the United Nations Sustainable Development Goals (SDGs) and the 2030 Agenda, with a particular emphasis on SDG No. 13, which calls for urgent action to combat climate change and its impacts.

The Quezon City Government is steadfast in its commitment to protecting its residents and empowering the community, especially in an era characterized by increasing environmental instability and the persistent threat of natural disasters.

To achieve these objectives, the Quezon City Government will implement a program to evaluate and prepare communities for the inevitable disasters they may face. "The Quezon City Rescuelympics" is an innovative initiative that assesses the barangays' disaster response knowledge and capabilities. By transforming disaster preparedness and response into an engaging and dynamic event, this initiative aims to foster a culture of proactive risk management and collaboration among the residents of each barangay. As a competitive event, it promotes innovation, cooperation, and preparedness, uniting QCitizens in a collective mission to build a safer and more resilient future for all.

II. PROJECT DESCRIPTION

The management of a five-day disaster response competition, which will assemble various barangays of Quezon City, necessitates the engagement of an integrator to conceptualize, plan, and execute the "QC Rescuelympics 2024." This project aims to assess the knowledge and capabilities of the barangays in disaster response, evaluate the effectiveness of past training sessions, and enhance their capacity to respond to various potential disasters within their communities.

The program shall have the following components:

- a. Pre-Event Activities: Event Planning, Creation of Designs and Scripts
- b. Event Proper: Implement an effective event program that will deliver the objectives of the project
- c. Awareness Campaign: Promote the event, its value and benefits to the participants; Social Media Content Creation; Invitation Artwork Creation

III. SCOPE OF WORK

A. Project Proposal

The Project Proposal of the Integrator should contain an Event Plan composed of Pre-event preparation activities, Event Proper Activities adhering to the guidelines stated above;

- a. Social Media Plan
- b. Venue plan, Layout, Capacity, Designs
- c. Creative Designs and prototypes and proposed merchandising and collaterals to be used in the event;
- d. Table of Organization

- e. Itemized cost estimate for the planning and execution of the project (to include staging, technical requirements, materials, logistics, manpower, service fees, field expenses, food and beverage, applicable taxes, etc.)

B. Deliverables

- a. Conceptualize, plan and execute the activities of the QC Rescuelympics from pre-event, event proper, and awareness-generation in close coordination with the Disaster Risk Reduction and Management Office of the Quezon City Government.
Venue: Outdoor Space
- b. Form a Project Management Team with professional, competent staff to manage, coordinate, oversee the preparatory, and actual operations, merchandising collaterals, physical structures, technical equipment, logistical requirements and other elements related to the event.
- c. Provide the following for the project:
 - Original concept
 - Scriptwriting
 - Mechanics, scheme, and schedule for activities
 - Designs of merchandising collateral
 - Art cards for social media
 - Copywriting of content on merchandising collateral
 - Audio-visual presentation production
 - Production of merchandising collateral
 - Physical structures –such as but not limited to stage, tents, signages, photo area, welcome arc, backdrop for event program, and others
 - Technical equipment – such as but not limited to lights, sounds and video and screen equipment for events and activities
 - Provide logistics, manpower and manage ingress and set up, egress and dismantling of merchandising collaterals, physical structures, technical equipment and electrical fixtures
 - Design and Production of Awards - such as trophies and medals
 - Provide production team, creative and technical manpower for the events
 - Source, recommend and hire local hosts and talents for program related activities
- d. Plan and implement awareness campaigns for the purpose of communicating and promoting the program to the target audience and the general public.
- e. The project delivery period shall be upon the issuance of notice to implement / proceed until December 31, 2024.
- f. All photos, videos, data, files, documentations, must be turned over to the Quezon City Government after the program.

IV. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract amounts to Five Million Pesos (Php 5,000,000.00). It shall cover the following expenditures:

- 1. Pre-Event and Venue Coordination
- 2. Catering and Meals
- 3. Creative Service and Audio-Visual Presentation and Production
- 4. Fabrication, Production, and Equipment provision
- 5. Staging & Technical Requirements
- 6. Production Team
- 7. Event Day Logistics

V. TERMS OF PAYMENT

The payment of the amount corresponding to the value of goods and services shall be made after the delivery of all of the obligations and undertakings stated in this document.

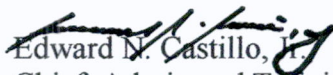
VI. PENALTIES FOR BREACH OF CONTRACT

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.

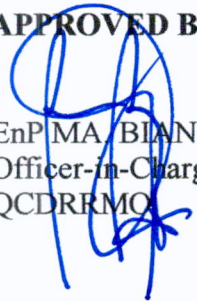
VII. CANCELLATION OR TERMINATION OF CONTRACT

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.

PREPARED BY:


Edward N. Castillo, Jr.
Chief, Admin and Training Section
QCDRRMO

APPROVED BY:


EnP MA, BIANCA D. PEREZ
Officer-in-Charge
QCDRRMO