

TERMS OF REFERENCE (TOR)
Christmas Lighting and Others

I. Rationale and Brief Background

This Christmas season, Quezon City aims to host a spectacular Christmas Lighting event that will bring joy and unity to the community. Central to the celebration will be two magnificent Christmas trees, measuring 30 feet and 50 feet, constructed from durable GI pipes. These trees will be adorned with vibrant strip lights and decorated with lanterns made from #10 GI pipe frames, all illuminated by energy-efficient LED bulbs housed in rubber sockets. The trees will be wrapped in an 18-flat cord, covered in plastic vinyl and metallic foil, ensuring a dazzling display.

II. Project Description

The event will also feature a breathtaking fireworks show, accompanied by professional photo and video coverage to capture the magical moments. To enhance the atmosphere, the stage will be beautifully decorated with fresh flowers and plants, creating a festive backdrop. Technical requirements include two sets of LED walls for visuals and announcements, along with a comprehensive audio setup to ensure an engaging experience for attendees. A dedicated team comprising a production manager, stage director, and production director will oversee the event's execution, ensuring a seamless and memorable celebration for all.

III. Scope of Work

The installation of the Christmas trees and lighting setup, including the stage setup, should be completed one (1) week prior to the scheduled lighting ceremony. Event rehearsals and technical testing should be conducted at least three days before the event

Christmas Tree Installation

Stage Set-up and Decorations

Events Management

IV. Deliverables

Christmas Trees:

- Two (2) giant Christmas trees of 30 ft and 50 ft respectively.
- Trees to be constructed using GI pipes with the following specifications:
- Frame made of GI pipes (standard specification for durability).
- Covered with strip lights for a glowing effect.
- The trees must be structurally sound and installed with appropriate foundations to ensure safety

Lanterns:

- Lantern frames made from #10 GI pipes.
- Lanterns to be illuminated using LED bulbs with rubber sockets.
- Wiring to include 18 flat cords covered with plastic vinyl for weatherproofing.
- Decorations using metallic foil for additional aesthetic appeal.

Stage Design:

- Stage to be decorated with fresh flowers and plants, maintaining a festive theme.
- A professional florist or decorator must be engaged to handle the stage set up, ensuring the arrangements are aesthetically pleasing.

LED Walls:

- Two (2) sets of 9 x 12ft. LED walls to be installed for better visual impact.
- LED walls should be of high resolution, capable of handling video and visual presentations in HD format.

Audio and Lighting Equipment:

- Provision of high-quality audio equipment, including microphones, speakers, mixers, etc.
- Stage lighting equipment to include spotlights, floodlights, and ambient lights for the festive atmosphere.

Fireworks Display:

- A fireworks display should be planned as part of the event, ensuring safety protocols are in place.
- The fireworks must be synchronized with the Christmas lighting or performances, providing a grand visual spectacle.

Photo and Video Coverage:

- Professional photo and video coverage to document the entire event.
- All coverage should be in high definition, and the final outputs must be delivered to the Quezon City Government in digital format.

V. Project Standard and Requirements

The service provider must comply with the following minimum qualifications:

- a. Must have a similar contract within the last three (03) years with a full contract amount of at least 50% of the ABC.
- b. The organization must be established and well-structured and capable of managing the project effectively. A project management team should be assigned with defined roles and responsibilities for overseeing all phases of the project. The contractor

should have clear communication protocols for reporting the project's status, handling queries, and addressing concerns.

- c. The contractor must have at least three (3) years of proven experience in projects of similar scope and scale. A portfolio of completed project within the last three (3) years must be submitted, demonstrating competence in the relevant field.

Manpower Requirements:

- d. The contractor must have a qualified and skilled workforce in place with a minimum of ten (10) personnel dedicated to the project. Key personnel including project managers, supervisors, and technical staff, must relevant certifications and at least with (5) years' experience in their perspective roles. A contingency plan should be in place to address any potential manpower shortages or substitutions during the project.

Event Personnel: three (03)

- 1 Production Manager must be appointed to oversee the entire event.
- 1 Stage Director will handle all on-stage performances, ensuring coordination between artists and technical teams.
- 1 Production Director required to supervise all aspects of the event, from the planning phase through execution, ensuring smooth event flow.

Safety and Security: twenty (20)

- Twenty (20) Personnel for Adequate safety measures must be in place for both the audience and staff.

This includes securing the electrical wiring, ensuring the structural stability of the Christmas trees and stage, and adhering to fire safety regulations during the fireworks display.

VI. Project Duration

Upon Issuance of Notice to Proceed until December 31,2024

VII. Approved Budget for the Contract

- The Approved Budget for the Contract is Five Million Five Hundred Forty-Nine Thousand Five Hundred Pesos Only (Php5,549,500.00)
- No Price Adjustment
- The Project cost shall be fixed and there shall be no price adjustments applicable for the duration of the contract except when the operation costs are increased by more than 10% as a result of any extraordinary circumstances as determined by the National Economic Development Authority (NEDA). Pursuant to the provisions of RA 9184 and its IRR on contract price escalation, all contract price escalation shall be approved by the Government Procurement Policy Board (GPPB).

VIII. BASIS OF PAYMENT

- Payment upon Completion of the Construction, the entire set-up and the Christmas Lighting Event


IX. PENALTIES FOR BREACH OF CONTRACT

- Failure to deliver the services according to the standards and requirements set by the City shall constitute an offense and shall subject the Contractor to penalties and/or liquidation damages pursuant to RA 9184 and its revised Implementing Rules and Regulations.


X. CANCELLATION OR TERMINATION OF CONTRACT

- 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 due to default insolvency, or for cause, it may enter into negotiated procurement to section 53 (d) of RA 9184 and its IRR.

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