

TERMS OF REFERENCE
EVENTS MANAGEMENT
FOR THE QUEZON CITY INVESTMENT PROMOTIONS PROGRAM

I. BACKGROUND/RATIONALE

In accordance with Ordinance No. SP-2219, S-2013 otherwise known as "An Ordinance Adopting the Economic Development Incentives Code of Quezon City", the Local Economic Investment Promotions Office (LEIPO) shall be the implementing arm of the Quezon City Economic Development Incentives Code and shall function as the Technical Secretariat of the Quezon City Economic Development Investment Board (QC-EDIB).

One of the mandates of the Local Economic Investment Promotions Office is to promote and market Quezon City as an attractive investment/business destination by preparing investment promotion materials.

II. PROJECT DESCRIPTION

The project is vital in promoting numerous initiatives and economic statistics that would persuade domestic and international investors to pick Quezon City as a location for their investments.

To ensure that prospective and current investors are aware of the measures being taken by the Quezon City Local Government to make the City the top destination for investors and businesses, these promotional materials will be distributed during various LEIPO conferences and meetings with top corporate executives, foreign dignitaries and other VIPs.

III. SCOPE OF WORK

A. EVENTS MANAGEMENT AND CONCEPTUALIZATION & PRODUCTION OF PARAPHERNALIAS

1. 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. Venue plan, layout, capacity and designs;
 - b. Table of Organization for the project;
2. Plan and execute various activities of the Quezon City Investment Promotions Program in close coordination with the Local Economic Investment Promotions Office (LEIPO) of the Quezon City Government;

3. To manage, coordinate, and oversee the planning, form a project management team with qualified personnel.;
4. Provide the following for the project:
 - Booking and reservation of the event venue

IV. APPROVED BUDGET OF THE CONTRACT AND COST DERIVATION

The Approved Budget for the Contract amounts to EIGHT HUNDRED THIRTY ONE THOUSAND TWO HUNDRED EIGHTY FIVE PESOS ONLY (Php831,285.00.). It shall cover the following expenditures:

Item Description	Qty	Unit	Unit Price	Total
VENUE AND FOOD FOR MINI EVENTS 100 Guest Either an event place or restaurant around NCR Can accommodate 100 Guest May Include the following but not limited: Use of Function space for 6 hours Ingress and Egress Corkage and other fees Servers / Wait Staff Linen and set-up with Coffee or Tea AM/PM Snack: 1 Snack that may be: Pasta Sandwich Filipino Snack Others Lunch or Dinner: Rice Main Course/s Drink/s Dessert	1	Package	Php 319,725.00	Php 319,725.00

VENUE AND FOOD FOR MINI EVENTS 80 Guest Either an event place or restaurant around NCR Can accommodate 80 Guest May Include the following but not limited: Use of Function space for 6 hours Ingress and Egress Corkage and other fees Servers / Wait Staff Linen and set-up with Coffee or Tea AM/PM Snack: 1 Snack that may be: Pasta Sandwich Filipino Snack Others Lunch or Dinner: Rice Main Course/s Drink/s Dessert	2	Package	255,780.00	511,560.00
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VII. TERMS OF PAYMENT

No.	Particulars	Terms
1	Conduct of Mini Event for 80 guests	15%
2	Conduct of Mini Event for 80 guests	47%
3.	Conduct of Mini Event for 100 guests	38%
TOTAL		100%

VIII. 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

- 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)

IX. PROJECT DURATION

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

X. DELIVERY SCHEDULE

Description/ Output	Projected Implementation Schedule*
Conduct of Mini Event for 80 guests	November
Conduct of Mini Event for 80 guests	November
Conduct of Mini Event for 100 guests	November

**Still subject to changes*

XI. 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.

XII. 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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