

TERMS OF REFERENCE
Events Management for Zero Carbon by 2050: Call to Climate Action Event
(Sustainable Fashion Show: Retashow)

RATIONALE AND BACKGROUND

Quezon City is commemorating Earth Day in April by building on the achievements of the 2024 Retashow QC's Catwalk to Sustainability, which successfully raised awareness about the environmental impacts of textile waste. This year, the city aims to expand the initiative by bringing the message of sustainable fashion to barangays across the city, with the goal of transforming sustainable practices and responsible consumption into a citywide movement. By engaging residents directly in the conversation, the initiative seeks to inspire collective action. The event will continue to focus on upcycling, circular economy practices, and the reduction of textile waste, in line with Quezon City's long-term objective of achieving zero carbon emissions by 2050.

The city aims to encourage not only designers and artists but also local communities to actively participate in promoting eco-friendly solutions that can be integrated into daily life.

PROJECT DESCRIPTION

The event will maintain its role as a platform for local designers, artists, and fashion enthusiasts dedicated to sustainable fashion. For 2025, however, the format will place a greater focus on community involvement by incorporating a dedicated awareness campaign as a key component of the project.

The project will comprise the following components:

1. **Pre-event Activities:** Coordinate with potential local designers, artists and key Departments/Offices of the City.
2. **Event Proper:** Create an effective event program that achieves the objectives of raising awareness about sustainable fashion and engaging communities.
3. **Awareness Campaign:** Promote the event, its value and benefits to Quezon City residents and the general public through a communication plan.

I. 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 the Project Concept - containing an Event Plan adhering to the project components, which should include the following:
 - a. Competition mechanics
 - b. Selection and judging process
 - c. Event Program Flow
 - d. Table of Organization for the project

2. Pre-event preparations that include but not limited to the following:
 - a. Preparation and finalization of schedule for activities
 - b. Provision of physical structures including but not limited to panels, signages, stage and backdrop for event programs, and others
 - c. Provision of technical equipment including but not limited to lights, sounds and video and screen equipment for events and activities
 - d. Facilitation of logistics, manpower and manage ingress and set up, egress and dismantling of merchandising collaterals, physical structures, technical equipment and electrical fixtures
 - e. Formation of a production team to provide the creative and technical manpower for the events
 - f. Sourcing and hiring of local host and talents for the program
3. Event Management - oversee the successful execution of the show, ensuring that the agreed-upon event program is implemented smoothly and effectively.
4. Development and execution of a communication and promotion plan for the program to engage the target audience and the general public.
5. Submission of Documentation of the Events:
 - a. Post-Event Report (pictures, videos, etc.)

IV. PROJECT STANDARDS AND REQUIREMENTS

Minimum Qualification Requirements

Track Record

1. The Service Provider should have at least five (5) years of actual experience in conducting and managing events that involve several activities such as concerts, talent shows, fashion shows, fair/bazaar.
2. 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.

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 that include concerts, talent shows, fashion show and fair/bazaar, 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.

PERSONNEL	REQUIRED NO. OF PERSONNEL	PERSONNEL MINIMUM QUALIFICATIONS
Program Manager/ Director	1	Must be a Filipino with extensive knowledge and experience in the overall management of forums/summits, event exhibits and similar activities
Technical staff/operator	1	Must be a Filipino and has in-depth knowledge and expertise on coordination, negotiating, and planning all technical set-ups and requirements for the conduct of events
Production Manager	1	Must be a Filipino and has in-depth knowledge and expertise on event preparations ensuring completeness of project requirements
Electrical Engineer	1	Must be a Filipino licensed Electrical Engineer
Writer	1	Must be a Filipino and has in-depth knowledge of style guides. Excellent creativity skill and research and analytical skills
Stage Designer	1	Must be a Filipino and has in-depth knowledge and expertise on designing the scenery- and more broadly , the artificial environment- in which a stage, television, or film performance takes place.
Production Assistants	2	Must be a Filipino

V. PROJECT IMPLEMENTATION

The Sustainable Fashion Show will be implemented upon issuance of the Notice to Proceed until April 30, 2025.

VI. APPROVED BUDGET FOR THE CONTRACT AND TERMS OF PAYMENT

The Approved Budget for the Contract is Three Million Five Hundred Thousand Pesos Only (Php 3,500,000.00). The Service Provider shall be paid based on the following:

Tranches	Description	Amount (Php)
15%	Upon submission and approval of concept paper	Php 525,000
85%	Upon completion of the entire event and submission of the post-event report	Php 2,975,000
100%	TOTAL	Php 3,500,000

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.

Prepared by:


KRISTINE LEA S. GAON
Chief, Environmental Management Specialist

Noted by:



ANDREA VALENTINE A. VILLAROMAN

City Government Department Head III

Climate Change and Environmental Sustainability Department