

## **TERMS OF REFERENCE**

### **BARKADA KONTRA DROGA (BKD) NATIONAL CONVENTION 2025**

#### **I. BACKGROUND**

The Barkada Kontra Droga (BKD) is a Department of Education initiative aimed at engaging the youth in the fight against illegal drugs through community-based prevention programs. The BKD National Convention is an event that will gather youth leaders, government officials, non-government organizations, and community advocates to discuss strategies, share experiences, and strengthen anti-drug initiatives across the country. The government seeks the services of a qualified event management company to support the planning, organization, and execution of this convention, ensuring that it aligns with the standards of public service and meets the intended objectives.

#### **II. OBJECTIVES**

- To effectively manage the convention, anticipating 500 participants from various regions.
- To provide logistical support and ensure the seamless execution of the event.
- To uphold government standards for transparency, cost-effectiveness, and public service.

#### **III. SCOPE OF WORK**

The event management company shall provide the following services:

##### **Pre-Event Planning and Coordination**

- **Event Design and Planning:** Collaborate with the organizing committee to develop a detailed plan that includes event theme, objectives, schedule, and program flow.
- **Venue Selection and Setup:** Identify a suitable government-approved venue that meets capacity requirements, accessibility standards, and government safety protocols. Arrange seating, stage setup, and decorations.
- **Logistics Coordination:** Manage all logistical requirements including transportation for participants, catering arrangements, accommodations (if required), and permits.
- **Vendor Management:** Coordinate with accredited suppliers for catering, audio-visual services, technical equipment, security, and other necessary services. Ensure compliance with government procurement processes.
- **Promotion and Registration:** Assist in the dissemination of event information through official channels, including government websites and social media. Manage participant registration, both online and on-site.
- **Coordination with Speakers and Partners:** Liaise with invited speakers, government representatives, and partner organizations to confirm participation and facilitate travel and accommodation if needed.

##### **Event Execution**

- **On-Site Event Management:** Provide a team to oversee daily operations, including registration, ushering, program management, and troubleshooting.

- **Technical and Audio-Visual Support:** Ensure all audio-visual and technical requirements are met, including microphones, projectors, sound systems, and lighting.
- **Program Facilitation:** Manage the flow of the program, ensuring that sessions run according to the schedule and providing support for speakers and moderators.
- **Health, Safety, and Security Management:** Work closely with government security personnel and local authorities to implement safety protocols. Ensure compliance with health regulations, including emergency medical services on standby.
- **Catering and Hospitality:** Oversee the provision of meals and refreshments for participants, VIPs, and speakers, ensuring quality service in line with government guidelines.

### **Post-Event Activities**

- **Teardown and Cleanup:** Ensure that all event-related installations are dismantled, and the venue is restored to its original state.
- **Post-Event Reporting:** Prepare a comprehensive report detailing the event's execution, including attendance, feedback, financial accounting, and recommendations for future events.
- **Evaluation and Feedback Collection:** Conduct surveys to gather feedback from participants and stakeholders to evaluate the event's success and areas for improvement.

## **IV. QUALIFICATIONS**

The event management company must meet the following criteria:

- Demonstrated experience in organizing large-scale government events or conventions.
- Familiarity with government procurement processes and compliance with public sector requirements.
- A proven track record in logistical coordination, participant management, and vendor engagement.

## **V. BUDGET AND PAYMENTS TERMS**

- Budget allocation of Eight Million Pesos Only taken from the Preventive Education, Training and Information Program of the Quezon City Anti-Drug Abuse Advisory Council
- Payment will be made upon completion of the Project.

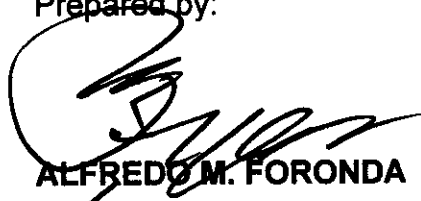
## **VI. PENALTIES FOR BREACH OF CONTRACT**

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

## **VII. 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 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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