

## TERMS OF REFERENCE

### NATIONAL WOMEN'S MONTH 2025 IN QUEZON CITY

#### I. BACKGROUND / RATIONALE

The Philippines holds one of the best gender equality ratings worldwide. For decades, Filipino women fought for their rights to vote and work in politics. The nation's suffrage movement was founded in 1907, but it took another 30 years before women were allowed to participate in political development. Filipinos value a good education, and lower-income families believe that their children will be able to succeed in life if they study hard. Women and men both have a place in the academic world and exercise their rights to study and work equally in various areas of expertise.

Despite its above-average developments in gender equality, the Philippines still struggles with a high number of cases related to violence against women. Approximately one-fourth of women over 15 have suffered from physical violence in their lifetimes. In addition, only about 30% of women victims of abuse file police reports and seek help. Although laws penalizing this violence are in place, the number of cases continues to rise, mirroring the tendencies of other countries.

This is one of the reasons that the United Nations established international celebrations of women and women's rights, such as International Women's Day, which reminds people of the importance of discussing and raising awareness about the challenges women face around the globe.

#### II. PROJECT DESCRIPTION

Management of an event show the importance of women empowerment; giving extra attention to women's issues and allowing their demands to be considered as much as men's; promoting gender equality; and providing women a venue to showcase their talents.

The program shall have the following components.

- a. **KICK-OFF:** Prepare the Women and LGBTQ community of Quezon City for the month-long Women's Month activities which include designing, producing and installing merchandising materials, décor, buntings, sintra board, signage and photo area in the tent and path walk of the Quezon City Hall.
- b. **KABABAIHAN FESTIVAL:** Song and Dance Competition among the women of 142 barangays within the six (6) districts of Quezon City.

#### III. SCOPE OF WORK

##### A. Project Proposal

The Project Proposal should contain an event plan composed of pre-event preparation activities and event proper activities adhering to the guidelines stated above.

- a. **Kick-off:** Concept and Design execution of merchandising materials, décor, buntings, sintra board, signage and photo area in the tent and path walk of the Quezon city hall.
  - Venue Plan, Layout capacity, designs and scale models (digital and physical)

- Creative designs and physical prototypes of all proposed collaterals to be used in the program.
- b. **Kababaihan Festival: Staging Design and Event Management of the Song and Dance Competition, Producing and Directing including Judges, Transportation Allowance and Meals**
- c. Itemized cost estimate to include planning and execution of the project such as but not limited to creative fees, fabrication of materials, installation, event technical requirements, show talents, event personnel, logistics, service fees, field expenses, applicable taxes, etc.

## **B. DELIVERABLES**

- a. Conceptualize, plan and execute the approved layout designs, merchandising and decor for the National Women's Month 2025 Kick-Off Event
- b. Conceptualize, plan and execute the staging of the Kababaihan Festival – Song and Dance Competition, in close coordination with the Quezon City Gender and Development Council Office.

**Event Date: Between March 3 to 31, 2025**

**Venue: Quezon City Hall for the Kick-Off  
Tomas Morato or a designated event place within Quezon City for the Kababaihan Festival**

- c. Form a project Management Team composed of professional, competent staff to manage, coordinate, oversee the preparatory, actual and post event preparations, physical structures, technical equipment, logistical requirements and other elements related to National Women's Month.
- d. The project management team shall coordinate with different departments of the Quezon City Government for support.
- e. Provide the following for the project:
  - i. Original Concept
  - ii. Mechanics, scheme and schedule of activities
  - iii. Venue styling and stage designs
  - iv. Rental of physical structures such as but not limited to backdrops, photo walls, signage for event programs and others
  - v. Rental of technical equipment such as but not limited to lights, sounds and video equipment, LED screens for events and activities
  - vi. Provide manpower and logistics to manage ingress, installation and egress of physical structures, technical equipment and electrical fixtures.
  - vii. Provide production team, creative and technical manpower for events
  - viii. Source, recommend and hire local hosts or talents needed for the program
  - ix. Judges for the competition

## **IV. APPROVED BUDGET OF THE CONTRACT AND COST DERIVATION**

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The approved Budget for the contract amounts to Ten Million Pesos and 00/100 Only (Php 10,000,000.00). It shall cover the following expenditures:

### **IV. TERMS OF PAYMENT**

The indicative payment scheme is as follows:

100% Full Payment after the event implementation

### **V. PROJECT DURATION**

The project will be completed within March 2025

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

Failure to deliver the services and shall subject the Contractor to penalties and/or liquidated damages pursuant to R.A. 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 resolve by the 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 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 it's IRR.

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