

TERMS OF REFERENCE

EVENT MANAGEMENT OF THE 5TH QUEZON CITY BUSINESS CONFERENCE: BUILDING TOMORROW TOGETHER

I. BACKGROUND / RATIONALE

In alignment with Quezon City's strategic thrust to drive economic growth, position itself as a premier destination for businesses, generate employment, and develop thriving growth hubs, the city recognizes the importance of fostering strong partnerships with the business sector. Central to this approach is the facilitation of meaningful dialogue, knowledge exchange, and collaborative activities aimed at addressing economic and developmental challenges.

One such initiative is the **5th Quezon City Business Conference (QCBC) 2025**, organized by the Philippine Chamber of Commerce and Industry – Quezon City (PCCI-QC) in collaboration with the Business Permits and Licensing Department. This flagship event will be held at the newly inaugurated Quezon City MICE Center, further underscoring the city's commitment to becoming a hub for high-caliber business and economic events.

II. PROJECT DESCRIPTION

Management of a one (1) day business conference –The QCBC 2025 is poised to bring together a diverse audience of over 600 entrepreneurs, business leaders, government officials, and industry experts. Anchored on the theme **“Building Tomorrow Together,”** the conference will explore key pillars vital to economic resilience and growth:

1. **Future-Proofing Businesses** – Equipping enterprises with tools and strategies to adapt to an ever-changing global landscape.
2. **Fostering an Equitable Economy** – Promoting inclusivity and reducing economic disparities for sustainable progress.
3. **Driving Sustainable Development** – Aligning business practices with long-term environmental and social goals.

Through a series of thought-provoking presentations, panel discussions, and collaborative forums, QCBC 2025 will serve as a platform for participants to exchange innovative ideas and strategies. The goal is to empower stakeholders to design business models that are resilient, inclusive, and aligned with sustainable development goals, ensuring Quezon City's continued leadership in driving economic transformation.

This project includes event management, writing and creative services, and production of various collaterals and promotional materials.

III. SCOPE OF WORK

1. The Project Proposal of the bidder should contain an Event Plan composed of Pre-event preparation activities and Event Proper Activities adhering to the guidelines stated below:
 - a. Venue Coordination, planning, development of lay-outs and capacity plan
 - b. Creation of designs and prototypes of proposed collaterals to be used in the events
 - c. Table of organization for the project

2. Conceptualize, plan and execute various activities of the PCCI-QC through the BPLD in relation to the QCBC 2025
3. Manage, coordinate, and oversee the planning, execution of the event, merchandising collaterals, physical structures, technical equipment, logistical requirements, and other aspects of the events
4. Form a project management team with qualified personnel : (10pax) Event Director, Technical Director, Sound Spinner, Video Operator, Stage Manager, Production Manager, and other Technical Crew;
5. Provide the following for the project:
 - A. Venue lay-out plan
 - B. Production of merchandising collaterals
 - C. Rental of physical structures
 - D. Rental of technical equipment
 - E. Provide logistics, manpower and manage ingress and set-up, egress and dismantling of merchandising collaterals, physical structures, technical equipment and electrical fixtures
 - F. Sourcing and purchasing of event meals
 - G. Provide production team, creative and technical manpower for the events
 - H. Source, recommend, and hire local host and performers for program related activities

IV. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract amounts to FOUR MILLION FIVE HUNDRED EIGHTY-FOUR THOUSAND NINETY-TWO PESOS AND 80/100 ONLY (Php 4,584,092.80). It shall cover the following expenditures:

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 operations costs are increased by more than 10% as a result of any extraordinary circumstance as IDENTIFIED by the National Economic Development Authority (NEDA). Pursuant to the provisions of RA 9184 and its IRR on contract price escalations, all contract price escalation shall be approved by the Government Procurement Policy Board (GPPB).

V. PROJECT STANDARDS AND REQUIREMENTS

The soliciting party is the BUSINESS PERMITS AND LICENSING DEPARTMENT (BPLD), acting on behalf of the Quezon City Government.

The parties invited to make and submit their proposals are qualified public/private sector entities, whether stock or non-stock and non-profit corporations. For prequalification purposes, interested and fully qualified parties shall submit the following document together with the submission of their bids:

1. Company Profile stating the owners, brief history and business of the company and such other information deemed necessary or desirable to include to enable proper evaluation of its capabilities;
2. Audited Financial Statement for the last three (3) years, which shall include at least

- the following: income statement, balance sheet and cash flow statement as submitted to the relevant government regulatory authorities (SEC and BIR);
3. List of clients and description of relevant projects, including duration of engagement (on-going and completed) for the past three (3) years;
 4. Board Resolution appointing a representative and authorizing your Company to submit a bid and enter into a contract with the Government of Quezon City based on this TOR
 5. Required Organizational Chart of the company

VI. TERMS OF PAYMENT

FULL PAYMENT UPON COMPLETION OF ALL THE EVENTS.

VII. PROJECT DURATION

The project will be implemented upon issuance of Notice to Proceed until March 31, 2025.

VIII. 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.

IX. 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.

PREPARED AND SUBMITTED BY:


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