

TERMS OF REFERENCE

WOMEN'S MONTH 2025 CELEBRATION

I. BACKGROUND / RATIONALE

Quezon City has always been at the forefront of progressive governance, advocating for inclusivity and equality for all. In celebration of Women's Month 2025, the city aims to emphasize the vital roles of women and the LGBTQIA+ community in shaping a vibrant and equitable society. This year's theme highlights the empowerment of these groups by promoting their visibility, asserting their rights, and fostering a culture of inclusivity through a series of dynamic and community-centric activities.

The celebration aligns with Quezon City's vision of reclaiming public spaces as safe and empowering environments for women and LGBTQIA+ individuals to thrive. By fostering awareness, encouraging active participation, and celebrating achievements, the Women's Month 2025 events will showcase Quezon City's commitment to gender equality, diversity, and empowerment.

II. PROJECT DESCRIPTIONS

Women's Month 2025 will feature a diverse range of activities designed to empower women and the LGBTQIA+ community, promote inclusivity, and celebrate achievements. Key events include:

1. **Kababaihan Festival: Ibalik ang Saya sa Kalsada!** - A vibrant street festival celebrating women's reclaiming of public spaces with activities such as:
 - **Physical Activities:** Zumba, yoga, and other fitness programs.
 - **Sports:** Volleyball, darts, tennis, chess, and more.
 - **Street Games:** Sack race, piko, hula hoop contests, and other traditional games.
 - **Creative Spaces:** Reading areas, coloring book stations, and chalk art corners for children and families.
2. **Cycle of Care: Promoting Menstrual Health and Well-being** - A seminar aimed at raising awareness about menstrual health, hygiene practices, and the significance of accessible resources for all.
3. **We Think Green - Women in Climate Action Summit** - A summit highlighting women's roles in combating climate change through innovative practices and community engagement. This event will feature keynote speakers, panel discussions, and interactive workshop.
4. **Kababaihan Dance Contest** - A city-wide dance competition celebrating the creativity and talent of women and LGBTQIA+ performers. This event will include:
 - District eliminations at six designated venues.
 - A grand final on the same day at Risen Garden, Quezon City Hall.
 - Entertainment, production, and technical coordination with a team of 21 judges, tabulators, hosts, and production staff.

III. SCOPE OF WORK

The scope of work for this project includes event management, coordination, and execution of the following services:

1. **Design, Original Concept, Management, and Execution**
 - Comprehensive stage design, photo walls, and decorations tailored to the Women's Month theme.
 - Installation of event elements at Quezon City Hall's Risen Garden, Pathwalk, and Tomas Morato.
2. **Event Management and Coordination**
 - Coordination of the **Kababaihan Festival** in March 2025, including street games, creative activities, and fitness programs.
 - Execution of the Women's Month kick-off event at Risen Garden, featuring installations and activities carried over from the Tomas Morato festival.
 - Full execution of the **We Think Green - Women in Climate Action, A one day Summit at MICE Center** including:
 - Stage and venue design.
 - Catering services.
 - Program hosting and technical support.
 - Execution of the **Kababaihan Dance Contest**, including logistics for district eliminations and the grand finals, with a focus on seamless coordination of judging, tabulation, and program flow.
3. **Technical and Logistical Support**
 - Audio-visual production, including sound systems, lighting, and video coverage for all events.
 - Provision of skilled manpower for event execution, including ushers, coordinators, and technical teams.

IV. APPROVED BUDGET FOR THE CONTRACT

The total approved budget for this project is **Ten Million Pesos** (PIIP 10,000,000.00), covering the following components:

- Venue design and decorations.
- Logistics and transportation.
- Manpower and technical support.
- Catering services for key events.
- Audio-visual production and video documentation.
- Event coordination and management.

V. PROJECT DURATION

The project will be implemented throughout March 2025, with primary events scheduled in March 2025.

VI. TERMS OF PAYMENT

The indicative payment scheme is as follows:

100% Full Payment after the event completion.

VII. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver services as specified in this Terms of Reference will subject the contractor to penalties and/or liquidated damages pursuant to R.A. 9184 and its revised Implementing Rules and Regulations (IRR).

VIII. CANCELLATION AND TERMINATION OF CONTRACT

Should disputes arise, both parties will attempt to resolve them amicably. If unresolved, disputes may be submitted to arbitration in accordance with existing laws. The City reserves the right to terminate the contract due to default, insolvency, or other just causes, in accordance with R.A. 9184 and its IRR. Upon termination, the City may enter into negotiated procurement as permitted by law.

Prepared by:



ANGELITA PERALTA
Administrative Officer

Approved by:



JANETE R. OVIEDO
Head, GAD Council Office