

**TERMS OF REFERENCE (TOR)**  
**EVENT PLANNING AND EVENT COORDINATION SERVICES FOR SYMPOSIUM**

**I. RATIONALE**

The enforcement of the National Building Code of the Philippines (Presidential Decree No. 1096) is a fundamental responsibility of the Department of the Building Official (DBO) to ensure compliance with safety, structural integrity, and urban planning regulations. This symposium will serve as a platform for discussion and collaboration to address violations of the Building Code and quasi-judicial function of this Department.

**II. PROJECT DESCRIPTION**

The objective of this project/event is to effectively plan and execute a symposium on Building Code violations. This symposium aims to underscore the importance of enforcing the Building Code and addressing violations through legal action. To achieve this, we will invite the Department of Public Works and Highways (DPWH) to deliver a lecture to key offices, including the Department of Public Order and Safety (DPOS), the Barangay & Community Relations Department (BCRD), members of the City Prosecutor's Office, and representatives from the regular courts. By fostering knowledge exchange, the event will provide participants with a deeper understanding of the Building Code and the necessity of pursuing criminal cases against violators. Additionally, the symposium will highlight the critical role of the DBO in ensuring compliance and upholding building regulations.

**III. PROJECT SCOPE OF WORK**

**A. PRE-EVENT PLANNING**

1. Event Conceptualization: Collaborate with the client to define event objectives, theme, and target audience. Assist in drafting the event program aligned with the theme, subject to client approval.
2. Venue Setup: Assist in designing the event setup to align with the program and available suppliers.
3. Supplier/Vendor Management: Source, negotiate, and coordinate with vendors for catering, audiovisual, decor, and entertainment.
4. Event Timeline: Develop a comprehensive timeline and checklist with task deadlines.
5. Guest List Management: Assist with guest list creation, invitations, RSVPs, and special accommodations.

**B. EVENT COORDINATION**

1. Logistics: Oversee all aspects of event setup, breakdown, and on-site management.
2. Staffing: Manage and coordinate event staff, including volunteers, ushers, and security.
3. On-Site Coordination: Serve as the primary contact to ensure seamless execution of all event elements.
4. Problem-Solving: Address and resolve any issues during the event.

C. POST EVENT

- 1. Submit Post-Evaluation Report
- 2. Event Photos

IV. PROJECT STANDARDS AND REQUIREMENTS

SERVICE PROVIDER REQUIRED STANDARDS/QUALIFICATIONS

- a. Submit a company profile and organizational structure as part of the bid.
- b. Must have completed similar symposium-related projects amounting to at least 50% of the Approved Budget for the Contract (ABC) within the last three (3) years, with proof of project completion.

V. PROJECT DURATION

This project will commence immediately upon receipt of the Notice to Proceed (NTP) by the winning service provider for a total duration of 15 calendar days.

Pre-Event Planning	Delivered (Days)
<ul style="list-style-type: none"><li>• Event Conceptualization</li><li>• Venue Set Up</li><li>• Supplier/Vendor Management</li><li>• Event Timeline</li><li>• Guest List Management</li></ul>	15 calendar days

Event Coordination	Delivered (Days)
<ul style="list-style-type: none"><li>• Logistic</li><li>• Staffing</li><li>• On-Site Coordination</li><li>• Problem Solving</li><li>• Guest Services</li><li>• Catering Services</li></ul>	1 calendar day

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is Six Hundred Twelve Thousand, Two Hundred Fifty Pesos Only (Php612,250.00).

VII. BASIS FOR PAYMENT

The service provider shall be compensated upon satisfactory completion of deliverables, subject to evaluation and approval by the client.

VIII. PENALTIES FOR BREACH OF CONTRACT

Failure to meet the prescribed service standards and requirements shall result in penalties and/or liquidated damages pursuant to Republic Act (RA) 12009 and its Revised Implementing Rules and Regulations (IRR).

## **IX. CANCELLATION OR TERMINATION OF CONTRACT**

Contract termination shall follow the guidelines set in RA 12009 and its Revised IRR. If the contract is terminated due to default, insolvency, or other just causes, the City may proceed with negotiated procurement as stipulated in RA 12009 and its IRR.

Prepared By:



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Department of the Building Official