

TERMS OF REFERENCE (TOR)
BEAM Project
(Boosting Youth Entrepreneurs' Advancement in the Market)

I. BACKGROUND / RATIONALE

The BEAM Project is an entrepreneurship fair designed to showcase new businesses owned by and implemented by trained city youth. It aims to strengthen, enhance, and expand the QC youth brand and Quezon City Start-Up ecosystem in the rapid-paced business world.

In Article II, Section 13 of the Philippine Constitution provides that the State recognizes the vital roles of the youth in nation-building and shall promote and protect their physical, moral, spiritual, intellectual, and social well-being. It shall inculcate in the youth patriotism and nationalism, and encourage their involvement in public and civic affairs. Furthermore, the Quezon City Youth Development Office is mandated under Ordinance No. SP-2803, S-2018, to implement the City's capability program for the youth. This event will bolster an increased economic participation of the youth sector and establish a business community inspired by the city's youth.

II. PROJECT DESCRIPTION

The BEAM (Boosting Youth Entrepreneurs' Advancement in the Market) Project aims to highlight businesses owned and operated by youth who have undergone training in Quezon City, specifically with the following objectives;

- To create networking opportunities and mentorship programs to connect young entrepreneurs with industry professionals and potential investors.
- To establish a sustainable support system to help youth entrepreneurs navigate the challenges of a dynamic business environment.
- To fortify, enhance, and expand the brand of youth in Quezon City
- To develop the start-up ecosystem in a rapidly evolving business environment.

III. PROJECT SCOPE OF WORK

The Scope of Work for this Project is designed to achieve the project objectives. The following outlines the minimum activities that the Service Provider must undertake to fulfill this aim:

A. PRE-EVENT MANAGEMENT AND COORDINATION

1. Manage and coordinate with the QCYDO on the planning, styling and logistic management.
2. Conduct preparatory meetings to discuss the provisions and items of services.
3. Conduct of ocular visit to the venue together with the QCYDO.
4. Source and hire the necessary staff and manpower for coordinating and executing the technical and logistical requirements.

B. EVENT CONCEPTUALIZATION

1. Create and conceptualize design for the following:
 - a. Design of Marketing Materials
 - Signages
 - Tarpaulin
 - b. Design of Tarpaulin of each business booth
2. Conceptualize and propose the following:
 - a. Floor plan including the booth arrangement, setup for full stage design, booth design and area to build the entrance decor.
 - b. Recommend photo-op or photo booth ideas which fit to the venue and theme design.
3. Track key performance indicators to measure the project's success and make data-driven adjustments.

No	Item Description	Qty
1	<p>Full Stage Design: Provide sketches and drafts which give detailed drawings or 3D models. Once the stage design is approved by the program lead. The following must consider;</p> <p>The stage floor material (wood, carpet etc.), color and any special features such doors or pathways which are accessible to the host, performers, production crew and audience members. With the provision of backdrops and drapes these can create mood and visual interest. Select props that enhance production and stage functionality. Choose colors that reflect the mood and theme of the event. Ensure the stage design complements the event's overall aesthetic.</p>	3 PACKAGE
2	<p>Full Booth Design:</p> <p>Provide a basic floor plan that will showcase the layout of the booth this will help to visualize the flow and key areas.</p> <p>The end-user will provide the list of participating youth entrepreneurs or businesses, and conduct a thorough assessment to specify the dimensions of the booth space. Put the name of the event where the booth will be located this will help potential clients to visualize the context of the program. The structure of the booth can be standard modular, custom built or unique design based on the final alignment between the end-users and the service provider.</p> <p>Inclusion of the following items;</p> <ul style="list-style-type: none"> • With 35 sets of wirings and sockets for electricity source of each booth • Provision of thirty five (35) pieces of booth tent 2m height x2m width tents with corresponding 5-6 ft tables, table cover and chairs. • With 35 pieces of customized banner for booth names, designs of each business tarpaulin 2ft height x 3ft width, with 4 corners eyelet, customized lay-out, 10-13 oz thickness. 	
3	<p>Styled Photo-op Area:</p> <p>The set-up of this item must align to the overall event theme and location. Preferably, photo-op with the use of backdrop with props and lighting setup, incorporate the use of technology such as instant printing, social media integration (<i>sharing of photos directly to social media</i>) or interactive screen (<i>a screen setup displaying the photos and encouraging engagement</i>). The ideal size of the photo-opt area is 10feet x 6.5feet framed photo wall, with 4 corners eyelet, customized lay-out, 10-13 oz thickness.</p> <p>Consider safety measures in the place in terms of props and accessibility at least two (2) staff will assist in the photo-op area.</p>	
4	<p>Themed Entrance Decor:</p> <p>These items are in the form of an archway with key design elements such as visuals, materials for ribbon cutting (ribbon, theme design, props and special effects, scissors). This was the main entrance and ribbon cutting as the opening of the programs of three days. The specifications of materials will further be discussed during the coordination meeting of the end-user and supplier. Inclusion of Welcome Arch 10 feet x 12 feet with the entrance space of 8 ft height x 8ft. width.</p>	
5	<p>Lights, Sounds and LED Wall</p> <p>The following items must observe the specifications, quantity and quality; Professional Sound System Audio Mixer</p>	2 PACKAGE

<p>4-8 Units Highmaxx Powered speakers 2 Units Monitor Speaker 2 -4 Units Wireless Microphone 2 Units Wired Microphone 1 Unit Laptop (Music Source) Line, Accessories And Others 2 Units Microphone Stand</p> <p>Lights Light Stand Light Control Light Accessories 2-4 Units Of Amber Lights 2-4 Units Beam Moving Heads 2-6 Units Par Lights With Stand 1 Unit Spotlight</p> <p>Ledwall Led Wall Panels 9 ft height x12 ft width Video Processor Sender Box AV Matrix Video Mixer With Monitor Screen Aluminum Riser (Rubber Wood Panels, Aluminum Brace, Alum Post, Base Jack) 1 Unit - High Performance Laptop Or Gaming Laptop AVP Lines, Cables And Accessories Electrical Cord, Wires And Other Accessories</p> <p>Inclusions of 2 to 4 manpower for technical and manpower and 14 Hours of use of ingress and egress. Use of energy efficient lighting fixtures and components. Use of water efficient fixtures and components.</p>	
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C. PRODUCTION OF KITS, PRINTED MATERIALS & PARAPHERNALIAS

- The following kits shall be delivered to the QCYDO Fourteen (14) calendar days prior to the event:
Supplies

No	Item Description	Qty
1	Special Paper (A4, 230-300gsm, 10 sheets/pack)	10 packs

- The following printed materials and booth designs shall be printed and available during the ingress:

No	Item Description	Qty
1	Customized Merchant Apron-Customized full apron 9 inch x 13 inch with logo print (5inch x 5inch), 2 pocket, polyester fabric, navy blue	200 pieces
2	Promotional Materials (Customized Tarpaulin, 10 height x 3 width, good quality full color print, eyelets on corner, thickness (13 oz)	6 pieces

The service provider handles the initial design concept. The design will be revised and resubmitted within two days of receiving end-user feedback on the layout.

D. EVENT MANAGEMENT AND COORDINATION

- Manage the venue and coordinate with the suppliers of each provision of services.
- Implement and execute the action points from the meeting and the approved Floor Plan and Event Layout.
- Conduct a technical run at least one hour before the event begins, involving the host, program, technical, and organizing staff.
- Provide one round trip of a 1000 kg-capacity FB/Van for transporting office equipment and materials between the venue and QCYDO.

5. Source and hire the event host, necessary staff and manpower for the execution of the actual event.

IV. PROJECT STANDARDS AND REQUIREMENTS

Minimum Qualification Requirements

Track Record

1. The Service Provider should have at least three (3) years of actual experience in conducting and managing events that involve business fairs, conference and conventions, expos, summits, job fairs, assemblies, conventions and symposiums.
2. The Service Provider should have a single similar completed contract within the last three (3) years.

Personnel

Sufficient qualified personnel must be provided to ensure the proper implementation of the scope of work. In line with this, the Service Provider shall submit the complete list of personnel of the Event Management Team with Curriculum Vitae (CV) and portfolio highlighting relevant work experience as part of the Technical Requirements.

PERSONNEL	REQUIRED NO. OF PERSONNEL	PERSONNEL MINIMUM QUALIFICATIONS
Event Organizer	1	Must be a Filipino with extensive knowledge and experience in overall management of a business fairs, conference and conventions, expos, summits, job fairs, assemblies, conventions and symposiums. Or possess a TESDA certification in EVENTS MANAGEMENT SERVICES NC III (<i>optional</i>)
Host	2	Must have experience in hosting assemblies, conventions, forums, and symposiums with 200-500 participants. Or possess a TESDA certification in EVENTS MANAGEMENT SERVICES NC III(<i>optional</i>)
Technical Staff/Operator	2	Must have extensive knowledge in the set-up and operation of technical equipment. Manages any audio-visual equipment, internet connectivity, and technical issues. Or possess a TESDA certification in LIGHTING FOR LIVE PERFORMANCES NC II (<i>optional</i>)
Logistic Manager	1	Must have experience assisting and managing the logistical aspects, including booth setup, transportation and event-day operations
Production Staff/Support Staff	4	Must have experience in safety and security of attendees, staff, and exhibits. Maintains the cleanliness of the fairgrounds and booths.

V. PROJECT IMPLEMENTATION

The BEAM (Boosting Youth Entrepreneurs' Advancement in the Market) Project will be implemented upon request until September 30, 2025.

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is ONE MILLION SIX HUNDRED SIXTEEN THOUSAND TWO HUNDRED AND 0/100 PESOS ONLY (Php 1,616,200.00) inclusive of all applicable taxes, commissions, bank charges, remuneration, professional fee, and all incidental expenses such as printing of reports, deliverables, transportation, fuel, communications, etc. and other fees that may be incurred in the process.

VII. PROJECT TIMELINE AND TERMS OF PAYMENT

The service provider will be paid in full payment upon completion of the project.

VIII. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services shall subject the Service Provider 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 THE OTHER PURPOSES and its revised Implementing Rules and Regulations.

IX. CANCELLATION OR TERMINATION OF CONTRACT

This City may, without prejudice to other remedies against the Service Provider, unilaterally cancel or terminate the Contract, in whole or in part, due to default, insolvency or for justifiable cause or on any ground which it deems inimical to the City's public's interest, which includes but is not limited to the following:

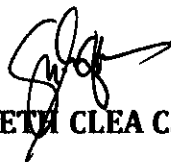
1. Failure of the Service Provider to provide/meet the necessary requirements as stated in this TOR and in other bidding/contract documents;
2. Violation or non-performance of the other terms and conditions of the Contract; and
3. Other acts inimical to public interest.

Prepared by:



KAREN B. BOBILES

Youth Development Officer I
Administrative Division



KRISABETH CLEA C. DESALISA

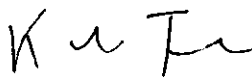
Administrative Officer V (Administrative Officer III)
Administrative Division

Recommending Approval by:



ANDREAN LOUIE A. LOPEZ, MPA


Youth Development Officer II
Policy Research Program Development and
Planning Division



KAYLA S. FABI, MPA

Planning Officer III
Policy Research Program Development and
Planning Division

Noted by:



DR. EDDILYN DC. DIVIDINA, DBA
Head, QCYDO

TERMS OF REFERENCE (TOR)
Quezon City Linggo ng Kabataan

I. BACKGROUND / RATIONALE

The Quezon City Linggo ng Kabataan (Youth Week) is an annual celebration aimed at promoting youth empowerment, participation, and development. In line with this, Quezon City Youth Development Office (QCYDO) will conduct a week-long series of events and activities that celebrate the talents, creativity, and potential of its youth. This aims also to create a vibrant and engaging environment for youth, empowering them to take active roles in their communities and build a brighter future. This celebration is under Republic Act 10742 also known as SK Reform Act.

II. PROJECT DESCRIPTION

The Quezon City Linggo ng Kabataan (Youth Week) aims to empower, engage, and celebrate the youth of Quezon City, fostering their active participation in community development and shaping a brighter future.

- To showcase the talents, creativity, and potential of Quezon City's youth through a week-long series of events and activities.
- To provide a platform for youth participation in community development initiatives.
- To create a vibrant and engaging environment that inspires youth leadership and civic engagement.
- To foster collaboration and networking among youth organizations and stakeholders.
- To promote youth empowerment and development through workshops, seminars, and mentorship opportunities.
- To increase awareness of youth-related issues and concerns within the Quezon City community.

III. PROJECT SCOPE OF WORK

The Scope of Work for this Project is designed to achieve the project objectives. The following outlines the minimum activities that the Service Provider must undertake to fulfill this aim:

A. PRE-EVENT MANAGEMENT AND COORDINATION

1. Manage and coordinate with the QCYDO on the planning, styling and logistic management.
2. Conduct preparatory meetings to discuss the provisions and items of services.
3. Conduct of ocular visit to the venue together with the QCYDO.
4. Source and hire the necessary staff and manpower for coordinating and executing the technical and logistical requirements.

B. EVENT CONCEPTUALIZATION

1. Create and conceptualize design of the Marketing Materials
 - a. Photowall
 - b. Drop Down Banner
 - c. Signages
2. Conceptualize and propose the following:
 - a. Floor plan including the booth arrangement, setup for full stage design, booth design and area to build the entrance decor.
 - b. Recommend photo-op or photo booth ideas which fit to the venue and theme design.
 - c. Discuss a strategy for installing drop-down banners to boost the campaign and promote the series of activities and events.
3. Track key performance indicators to measure the project's success and make data-driven adjustments.

No	Item Description	Qty
1	LINGGO NG KABATAAN - EVENTS MANAGEMENT SERVICES Stage Platform and Full Stage Design: For Stage Platform: Use of frame material (usually aluminum alloy), deck material (plywood with anti-slip finish), load capacity, adjustable leg height, platform size, optional	1 PACKAGE

	<p>accessories (like handrails, stairs), and compliance with safety standards. The dimension of the platform depends upon the ocular of the end-user and the provider.</p> <p>For Full Stage Design: Provide sketches and drafts which give detailed drawings or 3D models. Once the stage design is approved by the program lead. The following must consider;</p> <p>The stage floor material (wood, carpet etc.), color and any special features such doors or pathways which are accessible to the host, performers, production crew and audience members. With the provision of backdrops and drapes these can create mood and visual interest. Select props that enhance production and stage functionality. Choose colors that reflect the mood and theme of the event. Ensure the stage design complements the event's overall aesthetic.</p>	
2	<p>LINGGO NG KABATAAN - EVENTS MANAGEMENT SERVICES Styled Photo-op Area:</p> <p>The set-up of this item must align to the overall event theme and location. Preferably, photo-op with the use of backdrop with props and lighting setup, incorporate the use of technology such as instant printing, social media integration (<i>sharing of photos directly to social media</i>) or interactive screen (<i>a screen setup displaying the photos and encouraging engagement</i>). The ideal size of the photo-opt area is 10feet x 6.5feet framed photo wall, with 4 corners eyelet, customized lay-out, 10-13 oz thickness.</p> <p>Consider safety measures in the place in terms of props and accessibility at least two (2) staff will assist in the photo-op area.</p>	1 PACKAGE
3	<p>LINGGO NG KABATAAN - ENTRANCE ARC DECOR Entrance Decor:</p> <p>These items are in the form of an archway with key design elements such as visuals, materials, theme design, props and special effects. This was the main entrance and ribbon cutting as the opening of the programs. The ideal size of the Welcome Arch is 10 ft height x 12 ft width. Entrance space 8 ft. height x 8ft. width with installation, manpower, and transportation fee-</p>	1 PACKAGE
4	<p>LINGGO NG KABATAAN - LIGHTS, SOUND, AND LED WALL Lights, Sounds and LED Wall</p> <p>The following items must observe the specifications, quantity and quality; Professional Sound System Audio Mixer 4-8 Units Highmaxx Powered speakers 2 Units Monitor Speaker 4 -6 Units Wireless Microphone 2 Units Wired Microphone 1 Unit Laptop (Music Source) Line, Accessories And Others 2 Units Microphone Stand</p> <p>Generator 1 Set Capacity: Apparent Power: 60-100 kVA Real Power (kW): 48-80 kW (assuming a power factor of 0.8) Voltage: Output: Typically available in multiple voltage options, such as 220V, 380V, or 400V Phase Configuration: Single-phase or three-phase, depending on the application</p>	1 PACKAGE

	<p>Frequency: Standard: 50 Hz or 60 Hz, depending on the region Fuel Type: Diesel, natural gas, propane, or other fuels, depending on the generator model Engine: Type: Internal combustion engine, usually a diesel engine for generators of this size Cooling System: Air or liquid cooling system to regulate the engine's temperature Control Panel: Features: Digital displays, warning lights, and control buttons for monitoring and managing the generator Enclosure: Protection: Soundproof or weatherproof enclosure for protection against environmental conditions and noise reduction Run Time: Duration: Depends on the generator's load level and fuel tank capacity Regulations: Compliance with local environmental regulations and emission standards is crucial.</p> <p>Lights Light Stand Light Control Light Accessories 2-4 Units Of Amber Lights 2-4 Units Beam Moving Heads 2-12 Units Par Lights With Stand 1 Unit Spotlight</p> <p>Ledwall Ledwall Panels 9 ft height x 12 ft width Video Processor Sender Box AV Matrix Video Mixer With Monitor Screen Aluminum Riser (Rubber Wood Panels, Aluminum Brace, Alum Post, Base Jack) 1 Unit - High Performance Laptop Or Gaming Laptop AVP Lines, Cables And Accessories Electrical Cord, Wires And Other Accessories</p> <p>Inclusions of 2 to 4 manpower for technical and manpower and 14 Hours of use of ingress and egress. Use of energy efficient lighting fixtures and components. Use of water efficient fixtures and components.</p>	
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C. PRODUCTION OF KITS, PRINTED MATERIALS & PARAPHERNALIAS

1. The following items will be delivered to the QCYDO Fourteen (14) calendar days prior to the event:
Token for Participants

No	Item Description	Qty
1	Customized Cap Trucker Cap , Imprint Method: Embroidered, Silkscreen Printed, Color: Navy Blue and White, Black and Gray, Red and White	1,500 pieces
2	Raincoat Disposable poncho raincoat with 130 x 101CM/145-180 size and 1mm thickness, Material: EVA, color Blue	1,500 pieces
3	Customized Tote Bag Tote bag, jute/abaca material, natural brown/beige color 25-30 cm x 25-30 cm x 15-18 cm	1,500 pieces

4	Customized Collapsible Tumbler Cup Program Logo Print, Material: FDA Approved Silicone + Food Grade PP, Capacity: 380-500ml, Net Weight: 140g, Applicable for holding hot and cold drinks, safe for the dishwasher.	1,500 pieces
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Token for Resource Speakers

No	Item Description	Qty
1	Custom steel mug with lid (logo engraved)	40 pieces
2	Custom bamboo notebook (13 x 17.5 cm) with ballpen	40 pieces
3	Custom tote bag, jute/abaca material, natural brown/beige color 25-30cm x 25-30cm x 15-18cm	40 pieces

2. The following printed materials and booth designs shall be printed and available during the ingress:

No	Item Description	Qty
1	Customized Printed Certificate Design Template, Letter/A4 Paper 150-250 gsm	450 pieces
2	Photowall (Approved design, tarpaulin, 8ft height x 8ft width, water resistant or waterproof material with 4 corner eyelet, customized layout, 10-13 oz thickness)	1 piece
3	Drop down banner (Approved design, Tarpaulin, 3ft height x 8 ft width , water resistant or waterproof material with 4 corners eyelet, customized lay-out, 10-13 oz thickness)	75 pieces

D. EVENT MANAGEMENT AND COORDINATION

1. Conduct and manage the Event Ingress at least one day before the event date.
2. Implement and execute the action points from the meeting and the approved Floor Plan and Event Layout.
3. Manage the venue and coordinate with the suppliers of each provision of services for the 8-hour event.
4. Conduct a technical run at least 2-3 hours before the event begins, involving the host, program, technical, and organizing staff.
5. Provide one round trip of a 1000 kg-capacity FB/Van for transporting office equipment and materials between the venue and QCYDO.

IV. PROJECT STANDARDS AND REQUIREMENTS

Minimum Qualification Requirement:

Track Record

- 1. The Service Provider should have at least three (3) years of actual experience in conducting and managing events that involve business fairs, conference and conventions, expos, summits, job fairs, assemblies, conventions and symposiums.
- 2. The Service Provider should have a single similar completed contract within the last three (3) years.

Personnel

Sufficient qualified personnel must be provided to ensure the proper implementation of the scope of work. In line with this, the Service Provider shall submit the complete list of personnel of the Event Management Team with Curriculum Vitae (CV) highlighting relevant work experience as part of the Technical Requirements.

PERSONNEL	REQUIRED NO. OF PERSONNEL	PERSONNEL MINIMUM QUALIFICATIONS
Event Organizer	1	Must be a Filipino with extensive knowledge and experience in overall management of a business fairs, conference and conventions, expos, summits, job fairs, assemblies, conventions and symposiums. Or possess a TESDA certification in EVENTS MANAGEMENT SERVICES NC III (<i>optional</i>)
Host	2	Must have experience in hosting assemblies, conventions, forums, and symposiums with 200-500 participants. Or possess a TESDA certification in EVENTS MANAGEMENT SERVICES NC III(<i>optional</i>)
Technical Staff/Operator	2	Must have extensive knowledge in the set-up and operation of technical equipment. Manages any audio-visual equipment, internet connectivity, and technical issues. Or possess a TESDA certification in LIGHTING FOR LIVE PERFORMANCES NC II (<i>optional</i>)
Logistic Manager	1	Must have experience assisting and managing the logistical aspects, including booth setup, transportation and event-day operations
Production Staff/Support Staff	4	Must have experience in safety and security of attendees, staff, and exhibits. Maintains the cleanliness of the fairgrounds and booths.

V. PROJECT IMPLEMENTATION

The Quezon City Linggo ng Kabataan (Youth Week) Program will be implemented upon request until September 30, 2025.

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is TWO MILLION ONE HUNDRED SEVENTEEN THOUSAND NINE HUNDRED FIFTY AND 00/100 PESOS ONLY (Php 2,117,950.00) inclusive of all applicable taxes, commissions, bank charges, remuneration, professional fee, and all incidental expenses such as printing of reports, deliverables, transportation, fuel, communications, etc. and other fees that may be incurred in the process.

VII. PROJECT TIMELINE AND TERMS OF PAYMENT

The service provider will be paid in full payment upon completion of the project.

VIII. PENALTIES FOR BREACH OF CONTRACT

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IX. CANCELLATION OR TERMINATION OF CONTRACT

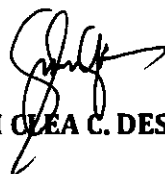
This City may, without prejudice to other remedies against the Service Provider, unilaterally cancel or terminate the Contract, in whole or in part, due to default, insolvency or for justifiable cause or on any ground which it deems inimical to the City's public's interest, which includes but is not limited to the following:

1. Failure of the Service Provider to provide/meet the necessary requirements as stated in this TOR and in other bidding/contract documents;
2. Violation or non-performance of the other terms and conditions of the Contract; and
3. Other acts inimical to public interest.

Prepared by:


KAREN B. BOBILES

Youth Development Officer I
Administrative Division


KRISABETH CLEA C. DESALISA

Administrative Officer V (Administrative Officer III)
Administrative Division

Recommending Approval by:


GABRIEL S. TUGBO

Administrative Officer IV (Budget Officer II)
Policy Research, Program Development and
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MARIELLE DOMINIQUE S. ABELA

Youth Development Officer II
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KAYLA S. FABI

Planning Officer III
Policy Research, Program Development and
Planning Division

Noted by:


DR. EDDILYN D.C. DIVIDINA, DBA
Head, QCYDO