

TERMS OF REFERENCE (TOR)

Events Management for events celebrated during the second semester of the year (PROJECT)

I. RATIONALE AND BRIEF BACKGROUND

In alignment with global environmental goals, Quezon City, through the Climate Change and Environmental Sustainability Department (CCESD), will organize a series of events in the second half of 2025, including Plastic Free July, International Youth Day, Environmental Awareness Month, Climate Change Consciousness Week, and Youth in Climate Action Day. These events will emphasize the city's commitment to sustainability and showcase its role in both local and global climate action. Through these events, the city aims to actively engage schools, residents, and key stakeholders by fostering participation, promoting knowledge sharing, and encouraging collaboration on sustainability goals. By aligning these local initiatives with global environmental movements, Quezon City not only strengthens community involvement but also reinforces its leadership in climate action and environmental innovation.

II. PROJECT DESCRIPTION AND OBJECTIVES

The Events Management for events celebrated during the second semester of the year will include several activities aligned with both local and international environmental celebrations. These events aim to inspire, educate, and involve various stakeholders, including students, local communities, and the general public, to actively participate in climate action and sustainability efforts.

The Project shall have the following components:

- Activity 1 - Plastic-Free July Celebration
 - Roadshow to promote the Plastic-Free policies of Quezon City
- Activity 2 - International Youth Day Celebration
 - Community conversations with environmental youth advocates
- Activity 3 - Environmental Awareness Month Celebration
 - Workshop on sustainability topics and climate issues in the media
- Activity 4 - Climate Change Consciousness Week Celebration
 - Launching of the digital interactive books
- Activity 5 - Youth in Climate Action Day Celebration
 - Green Projects Fair

III. PROJECT SCOPE OF WORK

The service provider will be responsible for planning, coordinating, and executing the components of this project aimed at raising awareness and promoting sustainable practices.

The scope of work includes, but is not limited to, the following activities:

1. Development of the Project Concept

- Create detailed project concepts for each event, outlining the objectives, target audience, themes, and key components.
- Develop comprehensive event plans that include the program flow, schedule, venue design, and other necessary elements to achieve the event's goals.
- Both project concepts and event plans are subject to the approval of the end user before implementation.

2. Event Planning and Coordination:

- Coordinate with stakeholders, partners, and participants to finalize event details, including logistics, schedules, and necessary approvals or permits.
- Arrange pre-event preparations such as venue selection, layout planning, and coordination with speakers, experts, or performers.

3. Event Execution and Coverage:

- Oversee the successful implementation of each event, ensuring smooth operations during ceremonies, presentations, or interactive activities.
- Provide technical support, including audio-visual equipment setup, stage design, and other necessary arrangements for live or virtual events.

4. Promotion and Publicity:

- Create communication materials to promote the events and their objectives and engage the target audience (e.g. women, youth, vulnerable sector, and general public).
- Implement a communication strategy to maximize outreach, ensuring awareness and participation in all activities.

5. Logistics and On-site Management:

- Manage logistics for each event, including the setup of venues, technical equipment, and on-site coordination of staff and volunteers.
- Provide any necessary physical structures (e.g., tents, booths, signage) and support services for workshops, discussions, or hands-on activities.

6. Submission of Documentation of the Events:

- Post-Event Reports (pictures, videos, etc.)

IV. PROJECT STANDARDS & REQUIREMENTS

Minimum Qualifications and Requirements

Track Record

1. The Service Provider should have at least five (5) years of actual experience in conducting and managing events that involve several activities such as environmental campaigns, public awareness initiatives, educational programs, and international celebrations.
2. The Service Provider should have a single largest similar completed contract within the last three (3) years which must be at least fifty percent (50%) of the Project Cost.

The Service Provider must submit a statement of all of its ongoing and completed government and private projects relative to the conduct and management of events that involve environmental awareness initiatives or public education programs, among others, as part of the Technical Requirements.

Organization

The Service Provider should have an established Organizational Structure that clearly identifies the line of authority and responsibility as well as the specific divisions/sections dedicated to the needed services to show its capability to undertake the Project. An Organizational Chart must be submitted as part of the Technical Requirements.

Personnel

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

PERSONNEL	REQUIRED NO. OF PERSONNEL	PERSONNEL MINIMUM QUALIFICATIONS
Program Manager/ Director	1	Must be a Filipino with extensive knowledge and experience in the overall management of forums/summits, event exhibits and similar activities

Technical staff/operator	1	Must be a Filipino and has in-depth knowledge and expertise on coordination, negotiating, and planning all technical set-ups and requirements for the conduct of events
Production Manager	1	Must be a Filipino and has in-depth knowledge and expertise on event preparations ensuring completeness of project requirements
Electrical Engineer	1	Must be a Filipino licensed Electrical Engineer
Writer	1	Must be a Filipino and has in-depth knowledge of style guides. Excellent creativity skill and research and analytical skills
Stage Designer	1	Must be a Filipino and has in-depth knowledge and expertise on designing the scenery- and more broadly , the artificial environment- in which a stage, television, or film performance takes place.
Production Assistants	2	Must be a Filipino

V. PROJECT IMPLEMENTATION

The project will be implemented upon issuance of the Notice to Proceed (NTP) until December 31, 2025.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC) AND BASIS OF PAYMENT

The Approved Budget for the Contract is Seven Million Five Hundred Thousand Pesos Only (Php 7,500,000.00). The Service Provider shall be paid based on the following tranches:

Tranches	Description	Amount (Php)
15%	Upon submission and approval of the project concept	
10%	Upon completion of Activity 1	
30%	Upon completion of Activity 2	
45%	Upon completion of Activities 3, 4, and 5	
100%		7,500,000.00

VII. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services shall subject the Service Provider to penalties and/or liquidated damages pursuant to RA 12009 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.

VIII. 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.

The guidelines contained in RA 12009 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 35 of RA 12009 and its IRR.

Prepared by:



KRISTINE LEA S. GAON

Chief, Environmental Management Specialist

Noted by:



ANDREA VALENTINE A. VILLAROMAN

City Government Department Head III

Climate Change and Environmental Sustainability Department