



TERMS OF REFERENCE
SPORTS DEVELOPMENT OFFICE PROJECTS FOR 2025
Event Management and Others

I. Rationale & Brief Background

The City-Wide Basketball Q.C. Schools Cup, City-Wide Darts and Chess Tournament, Volleyball Tournament, Football for All and Combat Sports Training were conceptualized to promote an active and inclusive sports culture in Quezon City. These programs provide students and community members with opportunities to showcase their talents, develop essential life skills such as discipline and teamwork, and foster a strong sense of pride and unity within the community. By offering a variety of sports activities, the initiative encourages participation from individuals of all interests and abilities, contributing to the holistic development of Quezon City residents.

These cornerstone programs, spearheaded by the Quezon City Government, aim to cultivate athleticism, enhance community engagement, and support the overall development of students and residents. They serve as a platform for local talent to thrive, instill the values of sportsmanship, and strengthen camaraderie across the community.

II. Project Descriptions

City-Wide Basketball (QC Schools Cup)

The QC Schools Cup is a premier basketball tournament engaging student-athletes from both public and private schools across Quezon City. The event aims to promote the development of basketball skills, teamwork, and school pride. It also serves as a talent identification platform to scout and nurture young athletes who can represent the city in regional, national, and international competitions. By creating a structured and competitive environment, the program encourages discipline, healthy competition, and the values of perseverance and teamwork.

Indoor Sports (Darts and Chess Tournament)

This dual-sport tournament highlights the significance of precision, strategy, and mental acuity. Open to both students and community members, the darts and chess competition provides an inclusive opportunity for participants for various age groups and skill levels to engage in intellectually stimulating and accessible sports. The program emphasizes mental development, focus, and strategic planning, underscoring the importance of mind sports in holistic personal growth.

QC Combat Sports (Muay Thai, Karate, and Wushu)

The Quezon City Combat tournament features dynamic martial arts disciplines, including Muay Thai, Karate, and Wushu. This project aims to celebrate the artistry, discipline, and cultural heritage of these combat sports. It provides a platform for budding martial artists to showcase their skills and gain recognition, while also promoting self-



defense, fitness, and mental resilience. The event fosters respect, discipline, and cross-cultural understanding through the shared appreciation of martial arts.

Volleyball Tournament

The volleyball tournament is organized to promote camaraderie, teamwork, physical fitness, and sportsmanship among participants. This activity aims to foster unity and strengthen relationships within the community/organization and to encourage active participation in sports and recreational activities.

Football for All

The *Football for All* is a community sports initiative that seeks to promote the values of inclusivity, teamwork, and healthy competition among the youth. The event encourages young individuals from diverse backgrounds and skill levels to participate, aiming to develop their athletic abilities, social skills, and discipline through football.

All Projects shall have the following components:

- Create an effective event program that will deliver the objectives of different projects
- Event concept design (opening & closing)
- Event coverage (opening & closing)
- Event promotion thru FB live coverage
- Rental of Light, Sounds, Canopy and Others.

III. Project Scope of Work

A. Event Management Services

- ✓ Pre-event coordination meeting with organizers.
- ✓ Provision of personnel: Event Coordinator; Onsite Event Marshals/Assistants; Technical Support Personnel
- ✓ Supervision of event flow, program assistance, and logistical coordinator
- ✓ Photo & Video Coverage with FB Live and Drone Coverage (If Applicable)
- ✓ Provision of essential equipment and materials (if applicable)

B. Rental of Light, Sounds and Canopy

- ✓ Sound system capable of covering a large area
- ✓ Lighting System
- ✓ On-site technical team for setup, testing, event support, and dismantling
- ✓ Setup and testing must be completed at least 2 hours before event

C. Provision of Food & Drinks

- ✓ Provision of packed meals for participants, guests, and staff of each activity
- ✓ Breakdown/s:
 - **City-Wide Basketball** – Full Meal (Budget-Packed) – 1 viand of Chicken, plain rice, drinks (water) with eco-friendly packaging and utensils for 8,000 pax
 - **City-Wide Darts & Chess Tournament** - Snacks (Regular) – Tuna Sandwich & Drinks (Water) with eco-friendly packaging and utensils for 5,000 pax & Full Meal (Budget-Packed) – 1 viand of Pork, plain



rice, drinks (water) with eco-friendly packaging and utensils for 2,500 pax

- **QC Combat Sports** – Full Meal (Regular-Packed) – 1 viand of Chicken, 1 vegetable dish, 1 dessert (fruit or brownie), drinks (water) for 5,000 pax
 - **Volleyball Tournament** – Full Meal (Budget Packed) – 1 viand of Fish, plain rice, drinks (water), with eco-friendly packaging and utensils for 4,000 pax
 - **Football for All** – Snacks (Regular) – Ham Sandwich & drinks (water) with eco-friendly packaging and utensils for 10,000 pax & Full Meal (Budget-Packed) – 1 viand of Chicken, plain rice, drinks (water) with eco-friendly packaging and utensils for 5,000 pax
- ✓ Proper sanitation, presentation, and food handling to be ensured
 - ✓ Provision of proper clean-up and waste disposal after meals
 - ✓ With provision of (3) water dispenser per game, participants are encouraging to bring their own tumbler

D. Participants

- ✓ Volleyball Tournament – Residents of Quezon City
- ✓ Combat Sports Tournament – Children ages 17 and below from Quezon City
- ✓ City-Wide Basketball Tournament – Residents of Quezon City
- ✓ Indoor Sports Tournament – Residents of Quezon City
- ✓ Football for All - Children ages 15 and below from Quezon City

E. Number of Games

- ✓ Volleyball Tournament – 208 games to be played
Breakdown of foods: Minimum of 15 to maximum of 20 meals per game
- ✓ Combat Sports Training – Every weekend for 1 month
Breakdown of foods: Minimum of 600 to maximum of 625 meals per training
- ✓ City-Wide Basketball Tournament – 135 games to be played
Breakdown of foods: Minimum of 50 to maximum of 60 meals per game
- ✓ Indoor Sports Tournament – 18-day tournament
Breakdown of foods: Minimum of 250 to maximum of 280 snacks per day & Minimum of 100 to maximum of 140 meals per day
- ✓ Football for All – 244 games to be played
Breakdown of foods: Minimum of 30 to maximum of 40 snacks per game & Minimum of 15 to maximum of 20 meals per game

IV. Project Standards and Requirements

The Event Management Service Provider shall meet the following to ensure the successful delivery of the event:

- Demonstrate at least 3 years of experience in organizing and managing similar events.
- Coordinate closely with the Client/Organizing Committee throughout the planning and implementation stages.



- Consists of the following manpower/personnel:

QUANTITY	POSITION	REQUIREMENTS
1	Event Manager/Overall Coordinator	<ul style="list-style-type: none">Oversees the entire event.At least 1 year experience in event planning, leadership skills
1	Logistics Coordinator	<ul style="list-style-type: none">Coordinates venue setup and teardown.At least 1 year experience
3	Security Personnel/Marshals	<ul style="list-style-type: none">Assist in emergency protocols.At least 1 year experience
3	Venue & Technical Crew	<ul style="list-style-type: none">Physical stamina, knowledge in basic tech/sound setup.Set up sound system and electronics.At least 1 year experience

V. Project Implementation

Delivery Period is upon request by end-user until December 31, 2025.

VI. Approved Budget for the contract and basis of payment

The approved budget for the contract is Ten Million Nine Hundred Eighty Thousand Pesos Only (Php 10,980,000.00) from the Community Based Program of the QC Sports Development Office.

VII. Terms of Payment

Full payment upon completion of all the events.

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 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.



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.

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.

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