

0928

**TERMS OF REFERENCE**  
**EVENT MANAGEMENT OF BUSINESS INNOVATION ROADSHOW**

**I. RATIONALE**

Quezon City's Economic Development and Investment Plan (EDIP) 2022-2025 outlines the city's strategy to become a vibrant, inclusive, and resilient economy by focusing on key priorities such as social services, housing, healthcare, education, and business growth. The plan emphasizes developing new growth hubs and creating jobs across priority sectors, including logistics, ICT, education, health, design, alternative tourism, manufacturing, retail, and green infrastructure. The Local Economic Development and Investment Promotions Office (LEDIPO) leads efforts to attract investments by updating incentives and fostering partnerships with businesses and investors. This investment priority plan aims to create a business-friendly environment that drives inclusive growth and long-term economic development in Quezon City.

In accordance with Ordinance No. SP-3296, S-2024, otherwise known as the Revised Quezon City Economic Development Incentives Code, shall be the implementing arm of the Local Economic Development and Investment Promotions Office (LEDIPO) and shall function as the Technical Secretariat of the Quezon City Economic Development Investment Board (QC-EDIB).

**II. PROJECT DESCRIPTION**

These sessions aim to position Quezon City as a leading destination for business, investment, and sustainable urban development. Composed of two separate one day events, this project seeks to showcase the city government's key initiatives in economic growth, infrastructure, sustainability, and community development, highlighting the city's commitment to progress and innovation. By bringing together local and foreign businesses, investors, and community leaders, the roadshow provides a platform for fostering partnerships and collaborative opportunities that support Quezon City's vision for inclusive growth.

The event series also encourages open dialogue and feedback on ongoing and future city programs, ensuring that stakeholders are actively engaged in shaping the city's development agenda.

**III. SCOPE OF WORK**

**A. EVENTS MANAGEMENT AND VISUAL CONCEPTUALIZATION AND EXECUTION & PRODUCTION OF PARAPHERNALIAS**

1. The Project Proposal of the Integrator should contain an Event Plan composed of Pre-event preparation activities, Event Proper Activities adhering to the guidelines stated above.

- a. Venue plan, layout, capacity and designs;

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*[Handwritten signature]*

- Use of Energy Efficient Lighting Fixtures and Components
- Use of Water Efficient Fixtures and Components

b. Table of Organization for the project;

2. Conceptualize, plan, and execute various activities of the Quezon City Program in close coordination with the Local Economic Development and Investment Promotions Office (LEDIPO) of the Quezon City Government;

3. Manage, coordinate, and oversee the planning, execution, and follow-up of the event, as well as the merchandising collaterals, physical structures, technical equipment, logistical requirements, and other aspects related to the activities, form a project management team with qualified personnel;

4. Concept of visual theme, design, and layout, photography direction, and execution.

5. Provide the following for the project:

- Booking and reservation of the event venue, inclusive of:
  - Lights and structure
  - Technical equipment
- Provide logistics, workforce, and manage ingress and set up, egress, and dismantling of merchandising collaterals, physical structures, technical equipment, and electrical fixtures (if applicable)
- Provide a production team, creative, and technical workforce for the events

6. Submit Post-Event Documentation – Provide a concise report including visuals, attendance, feedback, outcomes, and future recommendations.

#### IV. APPROVED BUDGET FOR THE CONTRACT AND COST DERIVATION

The sum of Eight Hundred Thousand Pesos Only (Php 800,000.00) is the Approved Budget for the Contract for the above-mentioned project.

It shall cover the following expenditures:

##### I. RENT EXPENSE OF EQUIPMENT FOR MINI EVENT

Php 200,000.00

Item Description	Qty	Unit	Unit Price	Total
<b>EQUIPMENT FOR MINI EVENT</b> May include the following but not limited to: Lights and Sound System <b>LIGHTS</b> <ul style="list-style-type: none"> <li>• 8 pcs LED Par Amber White</li> <li>• 4 pcs LED Par RGBW</li> <li>• 1 pc DMX Controller</li> <li>• 1 pc DMX Splitter</li> </ul>	2	lot		

*[Handwritten signatures and initials]*

<ul style="list-style-type: none"> <li>• 2 pcs Light Stand</li> <li>• 1 lot Extension Wires</li> <li>• 1 lot XLR Cables (Lights)</li> <li>• 1 pc Power Strip</li> </ul> <p><b>AUDIO</b></p> <ul style="list-style-type: none"> <li>• 4 pcs Line Array Loudspeaker System</li> <li>• 2 pcs Sub</li> <li>• 2 pcs Active Ported Loudspeaker</li> <li>• 3 pcs Two Way Portable Array System</li> <li>• 2 pcs Speaker Stand</li> <li>• 1 pcs Mixer 16 Channel</li> <li>• 2 pcs Wireless Mic</li> <li>• 3 pcs Wired Mic</li> <li>• 1 lot Extension Wires</li> <li>• 1 lot XLR Cables</li> <li>• 1 pc Power Pack</li> <li>• 2 pcs Snake Cable</li> <li>• 1 pc Measurement Mic</li> <li>• 1 set Commset</li> <li>• 1 pc Power Strip</li> <li>• 2 pcs Mic Stand</li> </ul> <p><b>LED Screen</b></p> <ul style="list-style-type: none"> <li>• Led wall size</li> <li>• 3.5 meters x 2.5 meters</li> </ul> <p><b>Video Playback System</b></p> <ul style="list-style-type: none"> <li>• 1 pc Laptop</li> <li>• 1 pc Audio Interface</li> <li>• 10 pcs HDMI Cable</li> <li>• 6 pcs HDMI Connectors</li> <li>• 1 pc Mini Pro Switcher</li> <li>• 2 pcs Power Strip</li> <li>• 1 lot Audio Connectors</li> </ul>				
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**II. VENUE RENTAL WITH FOOD**

Php 600,000.00

Item Description	Qty	Unit	Unit Price	Total
<p><b>VENUE RENTAL WITH FOOD</b>            90 Guest            Either an event place or restaurant or a 3-4 star hotel around NCR</p> <p>May include the following, but not limited to:</p> <ul style="list-style-type: none"> <li>• Use of the function space for 6 hours</li> </ul>	2	lot		

<ul style="list-style-type: none"> <li>● With allocated parking spots for guests</li> <li>● With at least 2-hours ingress time before the contracted time</li> <li>● With at least 2-hours egress time after the contracted time</li> <li>● Inclusive of Corkage and Other Fees</li> <li>● Inclusive of free-flowing water and coffee or Tea</li> <li>● With Servers/Wait Staff</li> <li>● Inclusive of but not limited to table linen and set-up / arrangement</li> <li>● AM/PM Snack: <i>Choice of pasta, sandwich, or Filipino Snack</i></li> <li>● Lunch or Dinner: <i>Rice, Main Course/s 3 Viand (Pork, Chicken, Beef &amp; Fish), Drink/s, 1 Dessert</i></li> <li>● No Bottled water, no disposable/single-use cutlery</li> </ul>				
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SUMMARY	AMOUNT
I. RENT EXPENSE OF EQUIPMENT FOR MINI EVENT	
II. VENUE RENTAL WITH FOOD	
<b>TOTAL</b>	

**V. AREA OF COVERAGE**

The deliverables shall be delivered and undertaken at the Local Economic Development and Investment Promotions Office with proper coordination with City General Services Department.

**VI. PROJECT STANDARDS AND REQUIREMENTS**

- The Bidder or 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 service to show its capability to undertake the Project. An Organizational Chart must be submitted as part of the Technical Requirements.
- Sufficient qualified personnel must be provided to ensure proper and efficient implementation of the program. The following are the minimum personnel required:

Personnel	Required No. of Personnel	Personnel Minimum Qualification
Program Leader	1	- With Bachelor's Degree - With at least two (2) years of work experience
Program Associates	2	- With Bachelor's Degree - With at least one (1) year of work experience

- The Contractor shall submit the complete list of personnel with their corresponding qualifications accompanied with the following documentary requirements as part of the Technical Requirements: Curriculum Vitae (CV) highlighting relevant work experience.

#### VII. PROJECT DURATION

The program shall be valid upon issuance of Notice to Proceed until December 31, 2025.

#### VIII. DELIVERY SCHEDULE

Description / Output	Projected Implementation Schedule*
Submission of Proposed Event Plan approved by the Local Economic Development and Investment Promotions Office	September 2025
After the completion of the event 1st Mini Event (90 Pax)	September 2025
After the completion of the event 2nd Mini Event (90 Pax)	November 2025

*\*Still subject to changes*

#### IX. BASIS OF PAYMENT

No.	Particular	Weight
1	Submission of Proposed Event Plan approved by the Local Economic Development and Investment Promotions Office	15%
2	After the completion of the event 1st Mini Event (90 Pax)	40%
3	After the completion of the event 2nd Mini Event (90 Pax)	45%
	<b>TOTAL</b>	<b>100%</b>

**X. PENALTIES FOR BREACH OF CONTRACT**

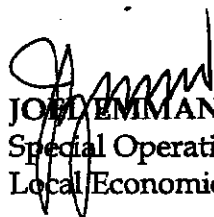
Failure to deliver the services set by the City shall subject the Contractor to penalties and/or liquidated damages pursuant to the to RA No. 12009 and its Implementing Rules and Regulations, otherwise known as the New Government Procurement Reform Act. AN ACT PROVIDING THE NECESSARY RULES AND REGULATIONS FOR THE PROCUREMENT ACTIVITIES OF THE GOVERNMENT OF THE PHILIPPINES IN ACCORDANCE WITH THE STATE POLICIES AND PRINCIPLES DECLARED UNDER THE ACT.

**XI. CANCELLATION OR TERMINATION OF CONTRACT**

In the event of a dispute, controversy, or disagreement arising from this TOR, the parties agree to make every effort to resolve the matter amicably. If such efforts fail to achieve a mutually satisfactory resolution, the dispute may be referred to arbitration in accordance with applicable laws. This does not preclude the aggrieved party from seeking remedy through a court with appropriate jurisdiction.

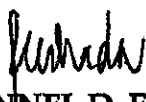
The guidelines contained in RA 12009 shall be followed in termination of any service contract. In the event the City terminated the contract sue to default insolvency, or for cause, it may enter into negotiated procurement pursuant to Section 35 of RA 12009 and its Implementing Rules and Regulations.

Prepared by:



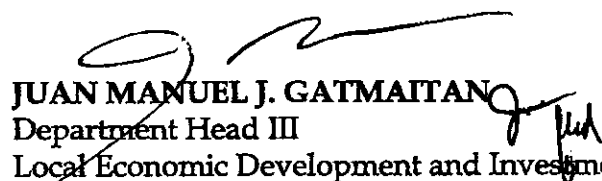
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