

TERMS OF REFERENCE
Conceptualization, Planning, and Execution of
Learning Symposium Caravan: First Aid Training for Business Organization Staff and
Emergency Responders & Promotion of the BE R.I.C.H.E.R. Scorecard
A Resilience, Inclusivity, Climate Action, Health, and Emergency Response Self-Assessment
Toolkit for Businesses

I. BACKGROUND / RATIONALE

The Quezon City Government, through the Business Permits and Licensing Department (BPLD), continues to champion programs that enhance disaster preparedness, risk reduction, and community resilience—particularly within the business sector. These initiatives are part of the City’s overarching strategy to reduce vulnerabilities, promote sustainable practices, and build a shared culture of safety among local stakeholders.

Earlier this year, the City launched the “We Mean Business Caravan”, a mobile symposium that brought together SMEs, business chambers, and the QC Government in promoting inclusive and sustainable workplace practices. This successful initiative reinforced the importance of equipping the private sector not only with tools but also with knowledge to manage risk and build organizational resilience.

Building on this momentum, the City is launching a new initiative that deepens and broadens engagement. Central to this effort is the implementation of a comprehensive First Aid and Emergency Response Training Program for both designated business emergency responders and staff members of business establishments. This recognizes that emergency preparedness must be an organization-wide competency, not just the responsibility of a few.

In tandem with the training, the program will also promote the BE R.I.C.H.E.R. Scorecard — a self-assessment toolkit that helps businesses evaluate and improve their resilience, inclusivity, climate action responsiveness, health protocols, and emergency preparedness systems.

This two-pronged approach underscores the City’s commitment to building future-ready workplaces through practical capacity building, strategic planning tools, and stronger public-private collaboration.

II. PROJECT DESCRIPTION

This project involves the conceptualization, planning, and execution of a 13-event Learning Symposium Caravan across key Quezon City locations, with a total reach of 3,000 participants. Each symposium integrates two essential components:

1. **Primary Focus:**
A comprehensive First Aid and Emergency Response Training Program for business managers, safety officers, and staff designated as first responders—

delivered over two days to ensure adequate knowledge transfer and practical skills assessment.

2. **Complementary Component:**

Promotion and guided application of the **BE R.I.C.H.E.R. Scorecard**, a self-assessment toolkit designed to help businesses evaluate and improve their resiliency, inclusivity, climate responsiveness, health standards, and emergency preparedness.

The Learning Symposium Caravan will be led and managed by an event integrator, responsible for full-cycle execution, from program design and trainer deployment to event logistics and post-activity deliverables.

Objectives:

- A. Equip business emergency responders with practical, life-saving knowledge and competencies in first aid, CPR, and emergency response, appropriate for urban workplace settings.
- B. Promote a culture of safety and preparedness among business establishments in Quezon City.
- C. Strengthen collaboration between local government and private sector stakeholders to build more resilient communities.
- D. Encourage institutional use of the BE R.I.C.H.E.R. Scorecard as a structured approach to improving disaster risk reduction, climate action, and inclusive workplace practices.

SCOPE OF WORK

The selected **Integrator** shall submit a comprehensive proposal and implement the following responsibilities:

1. Pre-Event Planning and Management

- Develop a detailed execution roadmap and organizational structure
- Source and secure appropriate venues with adequate space for plenary sessions and hands-on training zones
- Design event layouts and capacity management plans

2. Event Production and Logistics

- Provide all required technical and staging equipment, including LED screens or projectors, sound systems, and training demo materials
- Procure and install event branding and educational collateral
- Coordinate ingress, egress, and venue setup/dismantling
- Arrange meals and refreshments for participants and trainers
- Coordinate program flow and stage management

3. Training Delivery

- Deploy a minimum of forty-five (45) qualified emergency response trainers, each certified by the Department of Labor and Employment (DOLE), the Department of Health (DOH), or other equivalent competent authorities, or ensure a ratio of at least one (1) trainer for every five (5) participants per event, whichever is higher
- Design and deliver content aligned with DOLE- and DOH-accredited first aid training standards
- Provide training materials, equipment and certificates

4. BE R.I.C.H.E.R. Scorecard Facilitation

- Conduct orientation and guided sessions on the use of the Scorecard
- Provide digital toolkits or forms for business representatives
- Document feedback for reporting purposes

5. Team Composition

- At least 45 - Professional Emergency Response Trainers
- At least 2/event - Program Manager
- At least 2/event - Stage Assistant
- At least 4/event - Video Playback & AV Technician
- At least 10/event - Production and Logistics Team
- At least 10/event - Administrative and Support Staff

6. Deliverables:

- 13 fully implemented symposium events
- Event plans including venue layouts, training session schedules, and group rotations
- Production and installation of collaterals
- Complete training equipment setup
- Training reports, attendance logs, and post-event documentation
- Participant certificates and trainer reports
- BE R.I.C.H.E.R. Scorecard toolkit

III. APPROVED BUDGET FOR THE CONTRACT

The total approved budget for this project is Twenty-Two Million Five Hundred Thousand Pesos only (₱22,500,000.00).

This is a fixed-price contract.

Any price adjustment is subject to provisions under RA 12009, as amended, and will require clearance from the National Economic and Development Authority (NEDA) and Government Procurement Policy Board (GPPB).

Refer to Annex A for the detailed cost breakdown.

IV. PROJECT STANDARDS AND REQUIREMENTS

The **Business Permits and Licensing Department (BPLD)**, on behalf of the Quezon City Government, shall serve as the implementing and supervising agency.

Qualified bidders may include both public and private sector entities, whether stock or non-stock, profit or non-profit corporations. Interested proponents must submit the following for pre-qualification:

- **Company Profile**, including ownership structure, history, and business scope
- **List of clients and relevant projects** (on-going and completed within the last three years)

V. TERMS OF PAYMENT

15% Upon Submission and approval of Concept Paper
50% Upon Submission and approval of Event Plans & Design Materials
25% Upon Completion of at least 6 Events
10% Upon Completion of all 13 Events & Acceptance of Deliverables

VI. PROJECT DURATION

The project implementation period begins upon the issuance of the **Notice to Proceed** and concludes on **December 31, 2025**.

VII. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver services as stipulated shall subject the contractor to penalties and/or liquidated damages, under **Republic Act No. 12009** (amending RA 9184) and its IRR.

VIII. CANCELLATION OR TERMINATION OF CONTRACT

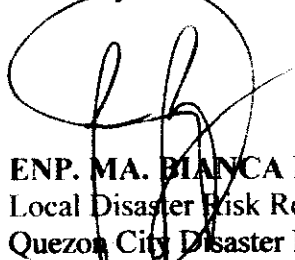
Disputes or controversies arising from the contract shall first be resolved amicably. If unresolved, either party may seek arbitration under existing laws or pursue remedies before a competent court.

In the event of default, insolvency, or just cause, the Quezon City Government reserves the right to terminate the contract and initiate **negotiated procurement** under **Section 35 of RA 12009 and its IRR.**

Prepared and Submitted by:


MA. MARGARITA S. MEJIA, DPA
City Government Department Head III

Noted by:


ENP. MA. BIANCA D. PEREZ, MPA
Local Disaster Risk Reduction and Management Officer
Quezon City Disaster Risk Reduction and Management Office

Approved by:


MA. JOSEFINA G. BELMONTE
City Mayor

COST DERIVATION

**Conceptualization, Planning, and Execution of
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ITEM NO.	TITLE	AMOUNT (in PhP)
1	Training Costs - 3 Days, 3000 participants - 2 Days on First Aid, 1 Day on Ber RICHER Scorecard - 13 Training Events - Trainors, Training Equipment, Resource Materials	
2	EVENT TECHNICAL EQUIPMENT Technical Equipment - Lights, Sounds, LED Screen 3 Days, 13 Training Events	
3	Food and Beverage Packed meal for Trainees (3,000-pax) x (PhP 700/pax) x (3-days) - AM Snack: Clubhouse Sandwich/Hamburger, Healthy Juice Drink - LUNCH: Rice, 2 viands (chicken/pork/fish/beef and vegetable), Dessert, Healthy Juice Drink - PM Snack: Rice Cakes/Pastries, Healthy Juice Drink	
4	Event Management (13 Venues) 13 Training Events x 3 Days Production Team Event Day Logistics, Ingress & Egress Creative Services & Promotions Fabrication of Photo Wall Event Secretariat Event Coordination & Preparation	
TOTAL		22,500,000.00