

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 of ocular visit to the venue together with the QCYDO.
3. 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 Booth Design and Equipments</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 connecting to the venue's electricity source • 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 PACKAGE

C. PRODUCTION OF KITS, PRINTED MATERIALS & PARAPHERNALIAS

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

No	Item Description	Qty
1	Merchant Kit Set (Customized Apron w/ front pocket, Plain lanyard, ID Card Holder, Printed ID) Customized Apron - 2 pocket, adjustable fit Fabric Option: Katrina, Microfiber, Twill, Denim Imprint Suggestions: Embroidery, Silkscreen	150 set
2	Special Paper - 200GSM (A4) 10's/pack Item Weight, A4: 3.68kg; Product dimension A4: 9in x 2in x 12.5in	5 packs
3	Certificate Holder A4 in Size with 2 hangers for portrait and landscape orientations, clear transparency	30 pcs

D. EVENT MANAGEMENT AND COORDINATION

1. Manage the venue and coordinate with the suppliers of each provision of services.
2. Implement and execute the approved Floor Plan and Event Layout.
3. Conduct a technical run at least one hour before the event begins, involving the host, program, technical, and organizing staff.
4. 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	4	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 December 31, 2026.

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is ONE MILLION THREE HUNDRED SEVENTY-EIGHT THOUSAND EIGHT HUNDRED TWENTY-FOUR PESOS AND 00/100 ONLY(Php 1,378,824.00) 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 12009 An Act Providing for the Modernization, Standardization, and Regulation of the

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:



JOHN LUKE JR. N. HOSPITAL

Administrative Assistant
Administrative Division



KRISABETH CLEA C. DESALISA, CHRA

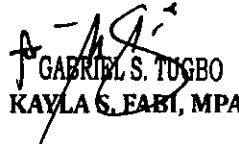
Administrative Officer V (Administrative Officer III)
Administrative & Finance Staff Division

Recommending Approval by:



MARIELLE DOMINIQUE S. ABELA

Youth Development Officer II
Policy Research Program Development and
Planning Division



GABRIEL S. TUGBO
KAYLA S. FABI, MPA

Planning Officer III
Policy Research Program Development and
Planning Division

Noted by:



EDDILYN DC. DIVIDINA, DBA
Head, QCYDO†

TERMS OF REFERENCE (TOR)
Sangguniang Kabataan Mandatory and Continuing Training

I. BACKGROUND / RATIONALE

The Sangguniang Kabataan Mandatory and Continuing Training is a training program of the City Government to develop and upskill all SK Officials in their fulfillment of duties and functions pursuant to Republic Act 10742, otherwise known as the SK Reform Act of 2015, and City Ordinance SP-2803, S-2018 or the Quezon City Youth Development Office (QCYDO) Ordinance.

II. PROJECT DESCRIPTION

The Sangguniang Kabataan Mandatory and Continuing Training is a training program which consists of the following: Local Youth Planning, Basic Project Management and Monitoring Evaluation, Data Profiling, Resource Mobilization and Communication Skills.

- To promote and protect their physical, moral, spiritual, intellectual, and social well-being.
- To encourage their involvement in public and civic affairs.
- To pursue youth empowerment through leadership training.
- To equip them with relevant skills as a productive partner of the City Government for development .
- 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 of ocular visit to the venue together with the QCYDO.
3. Source and hire the necessary staff and manpower for coordinating and executing the technical and logistical requirements.

B. EVENT CONCEPTUALIZATION

1. The following items are required for the successful implementation of the program:

No	Item Description	Qty
1	<p>SANGGUNIANG KABATAAN MANDATORY AND CONTINUING TRAINING - EVENT ORGANIZER SERVICES</p> <p>A total of 3 days of implementation, subject to availability of a conducive function room that can accommodate set number of participants for each day:</p> <p>Event Registration and Designing of stage, tables and chairs;</p> <p>For Event Registration: Provide sketches and drafts which give detailed drawings or 3D models. Once the design is approved by the program lead</p> <p>For Designing of stage, tables and chairs: Provide sketches and drafts which give detailed drawings or 3D models. Once the design is approved by the program lead.</p> <p>Whole day Meeting Package: Use of function room or hall with fully air-conditioned Conference Pads and pencil, mints for all participants WIFI internet access in the meeting room. Complimentary use of standard conference equipment such as Basic PA System with 2 Microphone, Projector/LED Screen, Podium. Available to use room or hall division for breakout session With inclusion of whole day meeting package:</p>	2,200 PACK

	<p>Inclusive of AM Snacks, PM Snacks and Lunch with flowing water and basic coffee and tea</p> <p>AM Snack - Options of Clubhouse Sandwich, Chicken Sandwich, Roast Beef Sandwich</p> <p>Lunch Meal - Viands: Chicken options of Chicken Breast Cordon Bleu, Chicken ala Pobre, Chicken Barbecue, Roast chicken</p> <p>Fish options of Fish in Caper Sauce, Fish with Lemon Cream Sauce, Grilled Mahi - Mahi with Mango Salsa</p> <p>Beef options of Beef Steak Tagalog, Beef Salpicao, Beef Kare Kare</p> <p>Side: Options of Seasoned Garden Vegetables, Caesar Salad, Ensaladang Kangkong at Kamatis</p> <p>Soup: Options of Mushroom Soup, Tomato and Basil Soup, Seafood Sinigang</p> <p>Steamed Rice</p> <p>Dessert: Options of Fresh Fruits in Season, Pastry Bars, Buko Pandan, Coffee Jelly, Assorted Kakanin</p> <p>Drinks: Flowing water and Iced Tea</p> <p>PM Snacks - Pasta with Garlic Bread, Options of Chicken Alfredo, Lasagna, Seafood Pasta</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 Resource Speakers

No	Item Description	Qty
1	Customized box with transparent cover and ribbon Large - L33cm x W24cm x H9cm/ L12.99in x W9.45in x H3.54in Wooden Gift Box with Acrylic Transparent Cover, Customized logo, use of satin ribbon, sturdy, pop up easily and easy to handle.	20 pieces
2	Customized Tote Bag 5oz natural cotton, dimension: 37cm(L)x 8cm (W) x 40cm(H), handle: 55cm (L), weight: +/-110g, Printing Area: 28cm (L) x 28cm (H) full colour with sublimation and DTF Printing, thickness of 8oz to 12oz	20 pieces
3	Customized Bamboo Journal with customized ballpen with engrave via laser etching, smooth finished, BPA free and non-toxic, size:14cmx18cm Cover and environmentally friendly paper Pen, No engraved on pen Material: inspired in bamboo design or made of wood Press gel pen with 0.5 millimeter in writing	20 pieces
4	Customized eco-friendly Tumbler- 600ml, double wall, customized with logo printing, reusable travel mug, maintain desired temperature for longer, inclusion of reusable straw, colors will be based on availability	20 pieces

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

No	Item Description	Qty
1	Customized Certificates Print in landscape format, A4 Size 120-200gsm special paper - splendorgel matt (A4 size), printed on the one side colour.	1,420 pieces
2	Customized design for Certificates of Participation Print in landscape format, A4 Size 120-200gsm special paper - splendorgel matt (A4 size), printed on the one side colour	20 pieces

3	Certificate Holder A4 in Size with 2 hangers for portrait and landscape orientations, clear transparency	20 pieces
4	Metal Fastener Size: 7 cm Color: Silver Packaging Size: 50 sets per box	639 pack

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 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.

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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>)
Production Staff/	4	Must have experience in safety and security of attendees, staff,

Support Staff		and exhibits. Maintains the cleanliness of the fairgrounds and booths.
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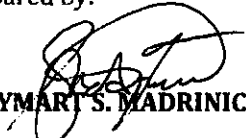
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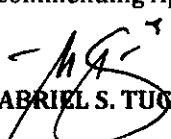
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Prepared by:


REYMART S. MADRINICO
 Administrative Assistant
 Administrative Division


KRISABETH CLEA C. DESALISA, CHRA
 Administrative Officer V (AO III)
 Administrative Division

Recommending Approval by:


GABRIEL S. TUGBO
 Planning Officer III
 Policy Research, Program Development and
 Planning Division


MARIELLE DOMINIQUE S. ABELA
 Youth Development Officer II
 Policy Research, Program Development and
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Noted by:


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 Head, QCYDO

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V. PROJECT IMPLEMENTATION

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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:


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REYMART S. MADRINICO
 Administrative Assistant
 Administrative Division



KRISABETH CLEA C. DESALISA, CHRA
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Recommending Approval by:


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 Planning Officer III
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MARIELLE DOMINIQUE S. ABELA
 Youth Development Officer II
 Policy Research, Program Development and
 Planning Division

Noted by:


EDDILYN DC. DIVIDINA, DBA
 Head, QCYDO *q est*

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 of ocular visit to the venue together with the QCYDO.
3. Source and hire the necessary staff and manpower for coordinating and executing the technical and logistical requirements.

B. EVENT CONCEPTUALIZATION

1. 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.
2. Track key performance indicators to measure the project's success and make data-driven adjustments.

No	Item Description	Qty
1	<p>LINGGO NG KABATAAN - EVENTS MANAGEMENT SERVICES Stage Platform and Full Stage Design:</p> <p>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 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 a basic floor plan that will showcase the layout of the booth this will help to visualize the flow and key areas. The end-user will provide the list of participating booth activities and conduct a thorough assessment to specify the</p>	1 PACKAGE

	<p>dimensions of the booth space. Put the name of the booth which can help the 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. The ideal stage backdrop is 8 ft height and 16 ft width.</p> <p>Inclusion of the following items for Booth Decor and Equipment;</p> <ul style="list-style-type: none"> - Booth rental setup or installation with 30 sets of wirings and sockets for electricity source of each booth - Provision of thirty (30) pieces outdoor booth tent 2m height x2m width tents with corresponding 5-6 ft tables, table cover and chairs. -With 30 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. -Styled Photo-op Area: align to the overall event theme and location, consider accessibility and safety measures with at least two (2) staff to assist in the photo-opt area. 10x 6.5feet framed photo wall, with 4 corners eyelet, customized lay-out, 10-13 oz thickness. -Wirings and sockets for electricity source of each booth connecting to the venue's electricity source 	
6	<p>LINGGO NG KABATAAN - ENTRANCE ARCH DECOR Welcome Arch</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 9-10 ft height x 8 ft width. Entrance space 8 ft. height x 8ft. width with installation, manpower, and transportation fee-</p>	1 PACKAGE

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 Tote Bag 5oz natural cotton, dimension: 37cm(L)x 8cm (W) x 40cm(H), handle: 55cm (L), weight: +/-110g, Printing Area: 28cm (L) x 28cm (H) full colour with sublimation and DTF Printing, thickness of 8oz to 12oz	300 pieces
2	Customized Notebook with Pen premade notebook, made of bamboo outside eco-friendly plain with black pen or with black garter, size: 14x18cm, 70 lined sheets, costs include logo printing on the front cover of the notebook and the ballpen, pen tip size: 0.5mm	300 pieces
3	Customized Button Pin- full colored, sturdy steel or aluminum forms the base, with clear plastic film for a glossy finish and protection, attached for easy wear like a safety pin, size of 2.25" inches round	300 pieces

Token for Resource Speakers

No	Item Description	Qty
1	Customized box with transparent cover and ribbon small - L28cm x W17cm x H7cm/ L11.02in x W36.69in x H2.76in, use of satin ribbon, sturdy, pop up easily and easy to handle	20 pieces
2	Customized Tote Bag 5oz natural cotton, dimension: 37cm(L)x 8cm (W) x 40cm(H), handle: 55cm (L), weight: +/-110g, Printing Area: 28cm (L) x 28cm (H) full colour with sublimation and DTF Printing, thickness of 8oz to 12oz	20 pieces
3	Customized Bamboo Journal with customized ballpen with engrave via laser	20 pieces

	etching, smooth finished, BPA free and non-toxic, size:14cmx18cm Cover and environmentally friendly paper Pen, No engraved on penMaterial: inspired in bamboo design or made of wood Press gel pen with 0.5 millimeter in writing	
4	Customized eco-friendly Tumbler- 600ml, double wall, customized with logo printing, reusable travel mug, maintain desired temperature for longer, inclusion of reusable straw	20 pieces
5	Customized design for Certificates of Participation Print in landscape format, A4 Size 120-200gsm special paper - splendorgel matt (A4 size), printed on the one side colour and Certificate Holder A4 in Size with 2 hangers for portrait and landscape orientations, clear transparency	20 pieces
6	Certificate Holder A4 in Size with 2 hangers for portrait and landscape orientations, clear transparency	30 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 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 December 31, 2026.

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is SIX HUNDRED NINETY-ONE THOUSAND FOUR HUNDRED FORTY AND 00/100 PESOS ONLY (Php 691,440.00) 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

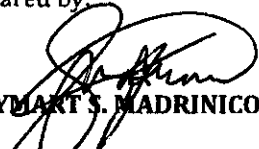
Failure to deliver the services shall subject the Service Provider to penalties and/or liquidated damages pursuant to RA 12009 An Act Providing for the Modernization, Standardization, and Regulation of the Procurement Activities of the Government and for Other Purposes, otherwise known as the "New Government Procurement Act," and its 2025 Implementing Rules and Regulations (IRR).


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:


REYMART S. MADRINICO
 Administrative Assistant
 Administrative Division


KRISABETH CLEA C. DESALISA, CHRA
 Administrative Officer V (Administrative Officer III)
 Administrative Division

Recommending Approval by:



GABRIEL S. TUBO

Planning Officer III
Policy Research, Program Development and
Planning Division


MARIELLE DOMINIQUE S. ABELA

Youth Development Officer II
Policy Research, Program Development and
Planning Division

Noted by:


EDDILYN DC. DIVIDINA, DBA
Head, QCYDO

TERMS OF REFERENCE (TOR)
Seal of Good Youth Governance

I. BACKGROUND / RATIONALE

The Seal of Good Youth Governance (SGYG) is an award, incentive, and recognition program for Sangguniang Kabataan (SK) councils who have performed and championed good governance through transparency, accountability, participation, and institutionalized performance.

II. PROJECT DESCRIPTION

The Seal of Good Youth Governance (SGYG) is a training program which consists of the following; Local Youth Planning, Basic Project Management and Monitoring Evaluation, Data Profiling, Resource Mobilization and Communication Skills.

- To honor and recognition-based program for all Sangguniang Kabataan (SK) to elevate the practice of governance that values transparency, accountability, participation and performance in an institutionalized status
- To promote and protect their physical, moral, spiritual, intellectual, and social well-being.
- To encourage their involvement in public and civic affairs.

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 of ocular visit to the venue together with the QCYDO.
3. Source and hire the necessary staff and manpower for coordinating and executing the technical and logistical requirements.

B. EVENT CONCEPTUALIZATION

1. The following items are required for the successful implementation of the program:

No	Item Description	Qty
1	<p>SEAL OF GOOD YOUTH GOVERNANCE - EVENT MANAGEMENT FOR AWARDING CEREMONY Stage Backdrop (Size: 8x16 ft) / customized backdrop as per theme</p> <p>Led Wall Rent (Size: 15ft (H) × 24ft (W)) Installation of led wall / operator of ledwall / maximum of 4 hours event 3 hours ingress and 1-2 hours egress</p> <p>Basic Lights and Sound System with DJ / Operator/ Assistant Maximum of 4 hours event / 2 hours ingress and egress</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</p>	1 PACKAGE

	<p>in a computer cut-cut sticker 2.0M X 2.0M Booth = 4.0 SQ. MTS. 30 Unit tent 30 Unit 2MX2M</p> <p>- Booth rental setup or installation with 30 sets of wirings and sockets for electricity source of each booth</p> <p>- Provision of thirty (30) pieces outdoor booth tent 2m height x2m width tents with corresponding 5-6 ft tables, table cover and chairs.</p> <p>-With 30 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.</p>	
3	<p>OUT-OF-SCHOOL YOUTH (OSY) REFERRAL SYSTEM - OPPORTUNITIES FAIR STAGE DECOR</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. The end-user will provide the list of participating booth activities and conduct a thorough assessment to specify the dimensions of the booth space. Put the name of the booth which can help the 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. The ideal stage backdrop is 8 ft height and 16 ft width</p>	2 PACKAGE
4	<p>OUT-OF-SCHOOL YOUTH (OSY) REFERRAL SYSTEM - OPPORTUNITIES FAIR WELCOME ARCH</p> <p>Based on the Motif / Theme Ribbon for the Ribbon Cutting Ceremony size: 9-10 FT Height / 8Ft Width.</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 9-10 ft height x 8 ft width. Entrance space 8 ft. height x 8ft. width with installation, manpower, and transportation fee</p>	2 PACKAGE

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:

Training and Orientation Kits

No	Item Description	Qty
1	Customized Tote Bag 5oz natural cotton, dimension: 37cm(L)x 8cm (W) x 40cm(H), handle: 55cm (L), weight: +/-110g, Printing Area: 28cm (L) x 28cm (H) full colour with sublimation and DTF Printing, thickness of 8oz to 12oz	2,010 SET
2	Customized Bamboo Journal with customized ballpen with engrave via laser etching, smooth finished, BPA free and non-toxic, size:14cmx18cm Cover and environmentally friendly paper	2,010 SET
3	Pencil - T-Pencil Wooden Pencils Hexagonal 12's No.2, Weight: 0.1kg, Length: 15cm, Width: 4.9cm, Height: 1.6cm	2,010 SET

Token for Resource Speakers

No	Item Description	Qty
1	Customized Tote Bag jute/abaca material, natural brown/beige color 25-30cm x 25-30cm x 15-18cm	85 SET
2	Custom mug with lid (logo laser engraved, logo size 1.5 x 1.5", 350ml, 304 Food Grade Stainless Steel)	85 SET

3	Customized Colored Printed Design and Names in A4 Paper 300 gsm Splendorgel Matte with A4 Certificate Frame Holder comes with super clear transparency, with flap to prevent certificates from falling off, with 2 hangers for portrait and landscape orientations	85 SET
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2. The following printed materials and booth designs shall be printed and available during the ingress:

No	Item Description	Qty
1	<p>Printed Module Paper Size: A4 (210 × 297 mm) or Letter (8.5 × 11 in) Paper Type: Cover: 220–250 gsm, coated/matte/glossy board Inside Pages: 70–80 gsm book paper (white or cream)</p> <p>Printing: Cover: Full color (CMYK) Inside Pages: Black & white or grayscale (with optional spot color)</p> <p>Binding: Saddle-stitch (stapled) for modules under 120 pages Perfect binding (glue) for 120+ pages</p> <p>Design & Layout: based upon the softcopy of Module</p> <p>Cover: With protective lamination (matte or glossy)</p> <p>Print Quality: Clear text, no smudges or faded prints</p> <p>Binding Quality: Durable, able to withstand frequent use</p> <p>For Module it has 2 types: Participants module 106 pages Facilitators module 178 pages quantity of this item will be provided upon procurement</p>	453 MODULE
2	<p>Promotional Tarpaulin with X-Stand Customized Tarpaulin, 5-6ft height x 2-3ft width, good quality full color print, eyelets on corner, thickness (13 oz) Lightweight yet durable X-frame structure and fit to the tarpaulin banner size, Comes with a carrying case</p>	7 PIECE

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 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>)
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 Out-of-School Youth (OSY) referral system will be implemented upon request until December 31, 2026.

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is TWO MILLION TWO HUNDRED TWENTY-ONE THOUSAND AND 00/100 PESOS ONLY (Php 2,221,000.00) 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

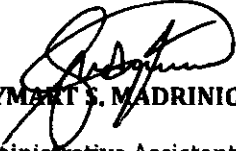
Failure to deliver the services shall subject the Service Provider to penalties and/or liquidated damages pursuant to RA 12009 An Act Providing for the Modernization, Standardization, and Regulation of the Procurement Activities of the Government and for Other Purposes, otherwise known as the "New Government Procurement Act," and its 2025 Implementing Rules and Regulations (IRR)

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:


REYMART S. MADRINICO
Administrative Assistant
Administrative Division

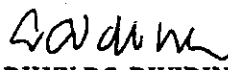
Recommending Approval by:


HAZEL ANN MARIE R. DUYA
Youth Development Officer
Quezon City Youth Development Office


MARIELLE DOMINIQUE S. ABELA
Youth Development Officer II
Policy Research, Program Development and
Planning Division


KRISABETH CLEA C. DESALISA, CHRA
Administrative Officer V (AO III)
Administrative Division

Noted by:


EDDILYN DC. DIVIDINA, DBA
Head, QCYDO