

TERMS OF REFERENCE (TOR)
Safety First Caravan
First Aid Training, Climate Change and Health Impacts on Business, and Promotion
of the BE R.I.C.H.E.R. Self-Assessment Toolkit
For Business Organizations in Quezon City

I. BACKGROUND

The Quezon City Government, through the **Business Permits and Licensing Department (BPLD)**, recognizes the importance of strengthening disaster resilience, environmental awareness, and workplace safety among local businesses. As the city continues to face public health risks, climate-related disruptions, and environmental challenges, it is imperative to build the capacity of the private sector to respond effectively and sustainably.

To address these needs, the City Government is launching a **Learning Symposium Caravan**, which will provide business owners, safety officers, and emergency response personnel with continued education in **First Aid and Emergency Response**, an **interactive seminar on climate change and its impact on health, the environment, and business operations**, and the **promotion of the BE R.I.C.H.E.R. Scorecard**—a comprehensive self-assessment tool for workplace resilience and inclusivity.

II. OBJECTIVES

The Learning Symposium Caravan aims to:

1. Enhance the skills of business personnel in providing immediate first aid and responding to emergencies.
 2. Raise awareness of climate change and its interlinkages with health and environmental issues, as well as their direct and indirect effects on business continuity and operations.
 3. Promote the BE R.I.C.H.E.R. Scorecard as a tool to support organizational assessment in key areas: **Resilience, Inclusivity, Climate Action, Health, and Emergency Response**.
 4. Strengthen collaboration between the local government and business organizations toward a resilient, sustainable, and inclusive Quezon City.
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III. SCOPE OF WORK

The selected partner, event integrator, or implementing agency shall carry out the following:

A. Planning and Coordination

- Develop a detailed implementation plan, timeline, and logistical requirements.
- Coordinate with venue partners and ensure suitability for training and seminar activities.
- Identify and mobilize resource speakers, trainers, and facilitators.

B. First Aid and Emergency Response Training

- Conduct certified first aid training sessions aligned with **DOH** and **DOLE** standards.
- Deliver hands-on CPR and emergency response simulations.
- Provide training materials, manuals, and certificates of completion to participants.

C. Climate Change, Health, and Environmental Seminar

- Facilitate expert-led sessions on:
 - The science of climate change and its urban impacts.
 - Health risks associated with climate change.
 - Environmental issues affecting business operations (e.g., air quality, flooding, waste management, heat stress).

Learning Symposium Caravan:

First Aid Training, Climate Change and Health Impacts on Business, and Promotion of the BE R.I.C.H.E.R. Scorecard

- Adaptation and mitigation strategies for business continuity.
- Engage participants through case studies and real-world scenarios.

D. BE R.I.C.H.E.R. Scorecard Orientation

- Conduct orientation workshops to introduce the Scorecard framework and indicators.
- Guide businesses in self-assessment exercises and gather feedback.

E. Event Documentation and Reporting

- Maintain attendance logs, feedback forms, and training evaluation sheets.
- Submit a comprehensive post-event report per location/session (to include detailed report of plastic/recyclable materials recovery and management).

IV. DELIVERABLES

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 (compliant with Quezon City Executive Order No. 16, series of 2021)
- Coordinate program flow and stage management

3. Training Delivery

- Deploy qualified emergency response trainers certified by DOLE, DOH, or equivalent authorities
- 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

Learning Symposium Caravan:

First Aid Training, Climate Change and Health Impacts on Business, and Promotion of the BE R.I.C.H.E.R. Scorecard

5. Team Composition

- Professional Trainers/Resource Persons
- Program Manager
- Stage Assistant
- Video Playback & AV Technician
- Production and Logistics Team
- 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

IV. APPROVED BUDGET FOR THE CONTRACT

The total approved budget for this project is Eighteen Million Eight Hundred Eighteen Thousand Pesos (₱18,818,000.00).

V. PARTICIPANTS

- Target: **Business managers, safety officers, HR personnel, and designated responders** from registered business establishments in Quezon City.
- Estimated number of participants: **2,000 individuals** across the entire caravan.

VI. PROJECT DURATION

The project shall commence upon issuance of the **Notice to Proceed** and shall conclude no later than **December 31, 2026**.

VII. IMPLEMENTATION AGENCY

The **Business Permits and Licensing Department (BPLD)** of the Quezon City Government shall serve as the lead implementing agency. It shall oversee overall coordination, quality control, and progress monitoring of the activity.

VIII. ELIGIBILITY REQUIREMENTS

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

Learning Symposium Caravan:

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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
- **Audited Financial Statements for the past three (3) years** (including income statement, balance sheet, and cash flow statement filed with the SEC and BIR)
- **List of clients and relevant projects** (on-going and completed within the last three years)
- **Board Resolution authorizing a representative** to submit a proposal and enter into contract negotiations with the Quezon City Government

IX. TERMS OF PAYMENT

Milestone	Payment %
Upon Submission of Concept Paper	20%
Upon Submission of Event Plans & Design Materials	40%
Upon Completion of at least 6 Events	30%
Submission and acceptance of final report	10%

X. BUDGET ALLOCATION

A total indicative budget will be provided and shall be subject to the provisions of **Republic Act No. 12009** and its **Implementing Rules and Regulations (IRR)**. The contract shall be awarded as a **fixed-price agreement**, with any amendments requiring prior approval from the appropriate authorities.


XI. CANCELLATION OR TERMINATION OF CONTRACT

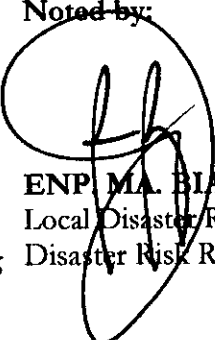
Disputes or controversies arising from the contract shall first be resolved amicably. If unresolved, either party may seek arbitration under existing laws or pursue remedies before a competent court.

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**.

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Noted by:


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 Local Disaster Risk Reduction and Management Officer
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MA. JOSEFINA G. BELMONTE
 City Mayor

Learning Symposium Caravan:

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