



Republic of the Philippines
Department of Health
METRO MANILA CENTER FOR HEALTH DEVELOPMENT

SUPPLEMENTAL/ BID BULLETIN NO. 1

IB NO. 2023-034

Hiring of Services of an Event Organizer for the conduct of DOH-MMCHD Newborn Screening Program Recognition and Awarding Ceremony 2023

This Supplemental/Bid Bulletin No. 1 is being issued to revise provisions/specifications in the Bidding Documents for a fore cited project:

Revision and clarification to provisions/specifications in the Bidding Documents:	
ORIGINAL TERMS OF REFERENCE	AMENDMENTS / CLARIFICATIONS/ MODIFICATIONS
<p>Date of Activities: October 4, 2023</p> <p>Time: 9:00AM to 3PM</p>	
<p>Event Management Venue</p> <p>Identify a venue within Metro Manila, at least a 4-star hotel, a high ceiling, with a smoke-free policy and wifi connection. Ensure the venue is arranged and large enough to accommodate 300 participants for one (1) day and with allotted free parking for all participants.</p>	<p>NO Casino within the hotel premises</p>
<p>Event Management</p> <p>Provide AV Equipments, including 1 LED Screen 9ft. x 15ft., professional lights and sound system, and conduct necessary checks before the conference begins to ensure it is all functioning well.</p>	<p>Provide AV Equipment, including 1 LED Screen 9ft. x 16ft., professional lights and sound system, and conduct necessary checks before the conference begins to ensure it is all functioning well.</p>
<p>Event Management</p> <p>Design and set up the stage (Electronic backdrop), dressing room, holding area for performers, and area for participants with crowd control</p>	<p>Design and set up the stage (Electronic backdrop), dressing room, holding area for performers, and area for participants with crowd control (for approval of end user)</p>
<p>Event Management</p> <p>Provide a photo booth</p>	<p>Provide a photo booth (unlimited shot with print out, duration of 5 hours with 3 sections before the start, during lunch, during break, with DOH back drop and accessories.</p>
<p>Logistics</p> <p>Provide twenty (20) plaques/trophies with specifications coordinated with HPU for each awardee.</p>	<p>Provide twenty (20) plaques/trophies with specifications coordinated with HPU for each awardee. Materials and design for approval of end user</p>

<p>Food Plan the menu for 300 pax that includes AM snacks, plated lunch, and packed PM snacks. Ensure that food and beverages are served in a timely manner as per the event schedule. Coordinate with DOH-MMCHD for the special food preference and restrictions on the pre-arranged plan for the whole duration of the activity. Food guidelines will also be provided by DOH-MMCHD.</p>	<p>Menu- for approval of end user</p>
<p>Terms of Payment</p>	<p>First Payment (10%) upon submission of Billing Statement and approval of the detailed plan, including stage design, backdrop and collaterals – P150,000.00</p> <p>Second Payment (20%) upon submission of the billing statement and delivery receipt/cash invoice for payment of contract of venue, submission of a copy of the souvenir program registration and attendance sheet, proof of payment of equipment rental list of equipment rented and other expenses- P300,000.00</p> <p>Third and Final Payment (70%) upon submission of the billing statement, photo and video documentation, written documentation report, and result of event evaluation including summary within 5 days from the last date of the event</p>

Bidders are advised to use the following attached forms and submit together with all required documents for the submission of bids on March 27, 2023, 9:00 AM:

This Supplemental/Bid Bulletin No. 1 shall form part of the Bidding Documents. Any provisions in the Bidding Documents inconsistent herewith is hereby amended, modified and superseded accordingly.

For guidance and information of all concerned.

Issued this 20th day of March, 2023 in MMCHD.

Approved by:

PRETCHEL P. TOLENTINO, MD, MCHM
Director III / BAC Chairperson

Section VII. Technical Specifications

Republic of the Philippines
Department of Health
Metro Manila Center for Health Development

TECHNICAL SPECIFICATIONS

Hiring of Services of an Event Organizer for the conduct of DOH-MMCHD Newborn Screening Program Recognition and Awarding Ceremony 2023

TERMS OF REFERENCE

Services of an Event Organizer for DOH- MMCHD Newborn Screening Program Recognition and Awarding Ceremony 2023

I. Background and Rationale

The Department of Health and Newborn Screening Reference Center has been organizing a national biennial ceremony since 2003 to recognize and award Local Government Units (LGUs), institutions, organizations and individuals for their valuable contributions to the implementation of the Comprehensive Newborn Screening System.

The roles and contributions of the practitioners, stakeholders and partners who have helped in improving the health of the Filipino people in the field of Newborn Screening (NBS) through advocacy, education, implementation and institutionalization of the program need to be recognized. A Newborn Screening Program Recognition and Awarding Ceremony will give a big impact on the acknowledgment of the efforts of all the people involved including the NBS program implementers and the screened and saved children by NBS in Metro Manila for the past years.

The contract shall be awarded to an individual, group, or organization who will be able to comply with all the specifications and can perform efficiently and effectively as the Event Organizer at the Newborn Screening Program Recognition and Awarding Ceremony on October 4, 2023, as specified in the scope of work in coordination with the Family Health Cluster (FHC) and Health Promotion Unit (HPU) of the Department of Health-Metro Manila Center for Health Development (DOH-MMCHD). Furthermore, the individual, group, or organization agreed that payment shall be under the DOH-MMCHD policies and procedures.

II. Goal/Objective:

The purpose of this contract is to obtain the services of an Event Organizer in the conduct of the Newborn Screening Program Recognition and Awarding Ceremony in a smooth manner. Under the supervision of the Metro Manila Center for Health Development (MMCHD), the specific objectives of these events management services are as follows:

- a. Coordinate and manage all venue-related administrative and logistical arrangements for the efficient and timely conduct of the Newborn Screening Program Recognition and Awarding Ceremony. This also includes stage decorations, seating arrangements, audio-visual equipment, scheduling of food and beverage, etc.
- b. Manage the registration process and provide registration desk and other secretarial assistance for guests/participants.
- c. Lead and facilitate the design and production of the event materials (including plaque, signage, invitation cards, etc.), and stage (screen, stage set-ups, hall decorations, props, etc.).
- d. Provide quality photographer/videographer services for the conference.
- e. Facilitate the Recognition and Awarding Ceremony.

III. Scope of Work:

1. Event action plan and design theme

- Prepare a proposal on the detailed plans of venue-related administrative and logistical arrangements of the events and run of the program for the approval of DOH –MMCHD.
- Orient DOH-MMCHD Family Health Cluster NBS Team and HPU staff on the layout of the event proper, actual ocular visit of the venue and accommodation site.

2. Participant's/guests management

- Sending out invitation letters to speakers, VIP visitors, participants, and those with official invites to confirm attendance.
- Manage the pre-registration process for the participants, and compile a confirmed registration list of participants/ guests in close consultation with DOH MMCHD.

3. Event Management

3.1 Venue

- Identify a venue within Metro Manila, at least a 4-star hotel, a high ceiling, with a smoke-free policy and wifi connection. Ensure the venue is arranged and large enough to accommodate 300 participants for one (1) day and with allotted free parking for all participants.
- Design scale floor venue sitting plan. Seat and table arrangement in coordination with DOH-MMCHD Family Health Cluster- Newborn Screening Program
- Design and set up the stage (Electronic backdrop), dressing room, holding area for performers, and area for participants with crowd control.
- Provide AV Equipments, including 1 LED Screen 9ft. x 15ft., professional lights and sound system, and conduct necessary checks before the conference begins to ensure it is all functioning well.
- Provide reception management throughout the event, which involves:
 - 3..1 A registration area with 10 people as secretariat.
 - 3..2 Provide a photo booth
 - 3..3 Provide 5 escorts and 5 usherettes

3.2 Program

- Conceptualize and prepare invitations, and program of activities, including delivery to the respective office.
- Provide male and female celebrity hosts/Master of Ceremony (emcee).
- Provide Production numbers by:
 - a. Music band to entertain in between the program.
 - b. Dance Troupe to entertain and dance at least two (2) numbers.

(Selection of the above performers is subject to DOH-MMCHD's approval)

3.3 Documentation

- Provide and submit a full video and photo coverage with edited output and raw video and photo files of the whole event.
- Provide a write-up using the template that will be provided by DOH-MMCHD. A hard and soft copy will be submitted to DOH-MMCHD FHC.

3.4 Logistics

- Provide tokens/collaterals (vacuum insulated water tumbler) worth Php 500.00 for each attendee.
- Provide twenty (20) plaques/trophies with specifications coordinated with HPU for each awardee.

3.5 Food

- Plan the menu for 300 pax that includes AM snacks, plated lunch, and packed PM snacks.
- Ensure that food and beverages are served in a timely manner as per the event schedule.
- Coordinate with DOH-MMCHD for the special food preference and restrictions on the pre-arranged plan for the whole duration of the activity. Food guidelines will also be provided by DOH-MMCHD.

IV. DELIVERABLES

Deliverables	Deadline
Proposal for DOH –MMCHD on the detailed plans of venue-related administrative and logistical arrangement of the events and run of the program.	August 18, 2023
Submission of the final detailed plans of the venue and related administrative and logistical arrangements of the events and run of the program. Presentation of complete design for event-related services which includes signages, certificates, invitations, trophies, attendance, token etc.	August 31, 2023
Approval of the final plan and orientation of DOH-MMCHD NBS Team and HPU on the layout of the event proper, actual ocular visit of the venue.	September 11, 2023
The final confirmed list of attendees.	September 20, 2023
Submission of the final event documentation	October 9, 2023

V. PRODUCTION/OPERATION COST

- Provide funds for the salaries of the staff and other expenses of the Event.
- Warrant the quality of work performed as required and shall be according to acceptable professional and technical standards.
- To enable the performance of the above, the DOH-MMCHD is responsible to:
 - Approve the proposal submitted by the contracted individual, group, or organization.
 - Release payment as mutually agreed with the selected event organizer of the Newborn

- Screening Program Recognition and Awarding Ceremony
- Provide guidance to the contracted individual, group, or organization.
 - Monitor the progress of the preparations and implementation of the Newborn Screening Program Recognition and Awarding Ceremony
 - Ensure active participation in the preparation and conduct of the Newborn Screening Program Recognition and Awarding Ceremony.
 - Review the complete results for acceptability and proper compliance with the conditions and requirements agreed upon.

VI. DESIRED QUALIFICATIONS OF EVENT ORGANIZER

Type: Events Organizer

Desired Qualifications:

- At least (3) three years' experience in Event Organizing, Promotion and similar types of activities/programs and projects, preferably staging events with 300 participants
- Must have organized and staged at least two (2) events in the last 3 years
- With the appropriate number of staff and crew
- With sufficient financial resources to carry out the required activities
- At least two (2) positive feedback from previous clients

VII. DURATION OF THE CONTRACT

This is a short-term contract. The actual number of days will be based on a detailed work plan that will be developed by the contracted individual, group or organization.

VIII. BUDGETARY REQUIREMENT

The budgetary requirements for the event is PhP 1,500,000.00 inclusive of all charges charged against NBS FUND 2023 WFP Item No. 2.a.1.1 subject to existing government accounting and auditing rules and regulations.

IX. TERMS AND CONDITIONS

The following terms are mutually agreed by and between the contracted individual, group, or organization and the DOH-MMCHD:

1. All payments shall be subject to the usual accounting and auditing rules and regulations of DOH-MMCHD.
2. The ownership of all materials, papers, and documents prepared in connection with the Newborn Screening Program Recognition and Awarding Ceremony shall belong to DOH-MMCHD and may not be used, copied, or published by any party without expressed approval from DOH-MMCHD.
3. Any amendment or modification of addition to or deletion from the scope of work or other matters concerning the Newborn Screening Program Recognition and Awarding Ceremony covered in the TOR shall be undertaken only through the Family Health Cluster (FHC) and with the consent of DOH-MMCHD.
4. In the event that the Contractor violates any of the terms and conditions of the Terms of Reference or

contract to be signed by the parties, or neglects to perform in a timely manner, any of the works, duties, functions, responsibilities or obligations stipulated herein, inclusive of the duly granted time extension, if any, or fails to carry out the tasks herein required in an acceptable manner, for any reason whatsoever, the Contractor shall be liable for the damages for such failure and shall pay the DOH-MMCHD liquidated damages in an amount equivalent to AT LEAST one-tenth (1/10) of one percent (1%) of the total contract price of every day of delay or breach, unless another rate for liquidated damages is indicated in the contract. The imposition of liquidated damages is in addition to other remedies that MMCHD may exercise under the contract, pertinent laws, rules, and regulations until services are finally delivered and accepted by MMCHD.

MMCHD reserves the right to rescind its offer and the contract in accordance with R.A. No. 9184, without prejudice to other courses of action and remedies open to it.

Prepared by:

JANICE C. ACOSTA, RN

Project Development Officer III

Recommending Approval:

JANICE KATHLEEN R. MALESIDO, MD, MPH

OIC- MO V, Local Health Support Division

Approved By:

ALELI ANNIE GRACE P. SUDIACAL, MD, MPH

Director IV

Name of Company: _____

Address: _____

Signature Over Printed Name : _____

Telephone/Fax Number : _____

Email: _____

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Description	Delivery Period
Hiring of Services of an Event Organizer for the conduct of DOH-MMCHD Newborn Screening Program Recognition and Awarding Ceremony 2023	Date of Activities: October 4, 2023 Time: 9:00AM to 3PM

Name of Company: _____

Address: _____

Signature Over Printed Name : _____

Telephone/Fax Number : _____

Email: _____