



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

**SUPPLEMENTAL/ BID BULLETIN NO. 1**

**IB 2024-047**

**Provision of Site Installation for Health Events**

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

Revision and clarification to provisions/specifications in the Bidding Documents:	
ORIGINAL TECHNICAL SPECIFICATIONS	
No changes stipulated in Technical Specifications	No changes stipulated in Technical Specifications

Bidders are advised to use the following attached forms and submit them together with all required documents for the submission of bids on the 25<sup>th</sup> day of March 2024, 9:00 AM:

This Supplemental/Bid Bulletin No. 1 shall form an integral part of the Bidding Documents. All other provisions indicated in the bidding documents that are not affected by this Supplemental/Bid Bulletin No. 1 shall remain in effect.

For guidance and information of all concerned.

Issued this 15<sup>th</sup> day of March, 2024 in MMCHD

Approved by:

SGD.

**JEREMIAS FRANCIS Y. CHAN, MD**  
Licensing Officer V / BAC Chairperson

Section VII. Technical Specifications

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

Technical Specifications

Item No.	Installation site for Health Events	Qty./Unit	
Name of Manufacturer:			Country of Origin
Brand:			Model: (if applicable)
<b>ABC: P 1,200,000.00</b>			
PURCHASER'S SPECIFICATION			STATEMENT OF COMPLIANCE
See Attached TOR			



Republic of the Philippines  
Department of Health

## **METRO MANILA CENTER FOR HEALTH DEVELOPMENT**

### **HEALTH PROMOTION UNIT**

#### **TERMS OF REFERENCE**

##### **SITE INSTALLATION FOR HEALTH EVENTS**

#### **I. BACKGROUND/RATIONALE:**

Based on the Department of Health (DOH) Administrative Order 2021-0063 or the Health Promotion Framework Strategy (HPFS) 2030, health promotion activities must be designed and strategically implemented through the settings-based approach reaching communities, learning institutions, and workplaces; and life-stage approach reaching all populations. The Settings-based approach acknowledges that health is created and lived by people within the settings of their everyday life; where they learn, work, and live. And the Life Stage Approach acknowledges that cultivation of healthy habits starts from birth until old age. The HPFS recognizes that implementation through a settings-based approach accelerates health by creating health-supportive environments where policies are health-promoting, creating physical structures that are conducive to health, and ensuring quality and responsive health services are available, affordable, and accessible to all members of the community.

In promoting health, it is imperative to consider the seven (7) priority areas to impart, experience, and adapt the seven (7) healthy habits. In view of the foregoing, as part of the efforts to streamline health promotion events and campaigns, the DOH has provided directives to conduct one (1) major campaign per quarter and minor events highlighting programs under the KonsulTayo and Health is Life Campaigns. To support the conduct of these campaigns it is necessary to utilize installations to different settings to aid messaging and wider information dissemination.

#### **II. OBJECTIVE**

To provide site installations in local government units in the National Capital Region that are in line with the KonsulTayo and Health is Life Campaign events.

#### **III. SCOPE OF WORK**

The contract for the procurement of lease and operations services for site installations ("Contract") shall be awarded to the contractor ("Contractor") who shall agree to provide the services efficiently and effectively the specifications in this Terms of Reference (TOR).



Contractor shall:

1. Provide the following materials for each site installation needed for the execution of the contract:
  - a. One (1) bike connected to a pumping heart for three (3) LGUs for the celebration of the Philippine Heart Month
  - b. One (1) functional billboard for three (3) LGUs for the celebration of the World Immunization Week
  - c. One (1) functional billboard for three (3) LGUs for the celebration of the National Tuberculosis Day
  - d. One (1) interactive mood board for three (3) LGUs for the celebration of the National Mental Health Week
2. Prepare the site installation according to the design agreed upon with Metro Manila Center for Health Development (MMCHD).
3. Provide a sufficient number of workforce and personnel to install the aforementioned site installations.
4. Install the site installation on agreed ingress timeline and disassemble them on agreed egress timeline, if applicable.
5. Make necessary arrangements and coordinate with MMCHD on the ingress and egress.
6. Ensure the quality of work according to the industry and technical standards; contingencies shall be made available in cases of equipment malfunction.
7. Provide a detailed report and means of verification (MOV), as deemed necessary.

#### **IV. DURATION OF ENGAGEMENT AND TIMELINES**

The duration of engagement shall commence upon issuance of the approved Notice to Proceed (NTP) or Purchase Order until December 31, 2024.

Given the flexibility and variability of the health events,

1. The MMCHD - Health Promotion Unit (HPU) may request for the services of the Contractor within the aforementioned time period, *provided that*, prior notice two weeks before the installment of the site installation is made through an official letter/email.
2. The confirmation of the installment date shall be mutually agreed upon by Contractor and end-user.

#### **V. IMPLEMENTING ARRANGEMENTS**

##### **A. Contact Person/s**

**MS. DANICA LOU A. VILLENA**  
Nurse V, Health Promotion Unit  
Metro Manila Center for Health Development  
0919-093-4738

**REGINALD V. SANTIAGO**  
Health Education and Promotion Officer II  
Metro Manila Center for Health Development  
0912-230-8649

**B. PROJECT MANAGEMENT/ CONTRACT ADMINISTRATION  
ARRANGEMENT**

MMCHD Bids and Awards Committee shall manage the contract and will be assisted by Ms. Ma. Rossana C. Fariñas.

**VI. QUALIFICATION OF SERVICE PROVIDER**

The Service Provider Service Provider:

1. Has at least two (2) years experience in installation services.
2. Has undertaken similar projects in the past three (3) years.

**VII. ROLES AND RESPONSIBILITIES OF METRO MANILA CENTER FOR  
HEALTH DEVELOPMENT**

- A. Provide directions and any necessary guidance to the Contractor.
- B. Provide materials such as slides, presentations, videos, audio and the like to the Contractor.
- C. Review the Contractor's compliance with conditions and requirements agreed upon.
- D. Monitor the implementation of the contract.
- E. Release payment in accordance with government accounting rules and guidelines.

**VIII. ROLES AND RESPONSIBILITIES OF CONTRACTOR**

- A. Exercise all reasonable diligence and prudence in the discharge of the duties agreed to be performed and work in the best interest of the MMCHD.
- B. Fulfill its obligations under this Term of Reference and contract in accordance with professional standards.
- C. Conduct regular consultation with the HPU in relation to the undertaking of its responsibilities under the contract.
- D. Perform its services according to the standards and specifications set in this TOR:
  1. Inform the HPU for any concerns related to the provision of services.
  2. Submit complete delivery and invoice receipts to the HPU with clear means of verifications (MOVs).

**IX. APPROVED BUDGET OF CONTRACT AND SOURCE OF FUNDING**

**Health Promotion 2024 Funds (WFP 1.2.4)**

- Site Installation for Health Events  
(12 installations x P100,000.00/each) Php 1,200,000.00

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**Over-all Total: Php 1,200,000.00**

*Note: The actual amount indicated here may vary with the actual contract price depending on the winning bid price.*

**X. PROPOSED TERMS OF PAYMENTS**

Furthermore, the following terms are mutually agreed by and between the Contractor and DOH-MMCHD.

1. All payment shall be subject to the usual accounting and auditing rules and regulations of DOH-MMCHD.
2. Payment will be processed and released upon submission of the Statement of Account covering the deliveries. Payment shall be done in tranches by quarter based on the number activities catered within the covered quarter.
3. Any amendment or modifications in the TOR shall be undertaken only through the HPU and with the approval of the Local Health Support Division Chief, Regional Director and/or Assistant Regional Director.
4. Should the contracted publisher be unable to perform the work required in the TOR, it shall pay a penalty of one percent of the total stipulated contract.

Prepared by:

  
**DANICA LOU A. VILLENA, RN, MPH**  
Nurse V, Officer-in-Charge, Health Promotion Unit

Recommending Approval:

  
**JANICE KATHLEEN R. MALESIDO, MD, RN, MPH**  
Chief, Local Health Support Division

Approved by:

  
**RIO L. MAGPANTAY, MD, PHSAE, CESO III**  
Director IV

