

PHILIPPINE BIDDING DOCUMENTS

IB No. 2024-101

**Hiring of an Event Organizer for the conduct of
2024 Philippine Generic Awareness Month Summit
ABC: P 4,000,000.00**

**Department of Health - Metro Manila Center
for Health Development (MMCHD)**

**Sixth Edition
July 2020**

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience. They are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of

Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.

- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	4
Section I. Invitation to Bid.....	7
Section II. Instructions to Bidders.....	8
1. Scope of Bid	11
2. Funding Information.....	11
3. Bidding Requirements	11
4. Corrupt, Fraudulent, Collusive, and Coercive Practices.....	11
5. Eligible Bidders.....	11
6. Origin of Goods	12
7. Subcontracts	12
8. Pre-Bid Conference	13
9. Clarification and Amendment of Bidding Documents	13
10. Documents comprising the Bid: Eligibility and Technical Components	13
11. Documents comprising the Bid: Financial Component	13
12. Bid Prices	14
13. Bid and Payment Currencies	14
14. Bid Security	15
15. Sealing and Marking of Bids	15
16. Deadline for Submission of Bids	15
17. Opening and Preliminary Examination of Bids	15
18. Domestic Preference	16
19. Detailed Evaluation and Comparison of Bids	16
20. Post-Qualification	16
21. Signing of the Contract	17
Section III. Bid Data Sheet	18
Section IV. General Conditions of Contract	22
1. Scope of Contract	23
2. Advance Payment and Terms of Payment	23
3. Performance Security	23
4. Inspection and Tests	23
5. Warranty	24
6. Liability of the Supplier	24
Section V. Special Conditions of Contract	24
Section VI. Schedule of Requirements	29
Section VII. Technical Specifications	30
Section VIII. Checklist of Technical and Financial Documents	31

Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



Republic of the Philippines
Department of Health

METRO MANILA CENTER FOR HEALTH DEVELOPMENT

INVITATION TO BID FOR *IB# 2024-060*

Hiring of an Event Organizer for the conduct of the 2024 Philippine Generic Awareness Month Summit

The DEPARTMENT OF HEALTH - METRO MANILA - CENTER FOR HEALTH DEVELOPMENT, through the GAA 2024 intends to apply the sum of **Four Million Pesos (P 4,000,000.00)** the ABC to payments under the contract for the **Hiring of an Event Organizer for the conduct of the 2024 Philippine Generic Awareness Month Summit**, under IB #2024-101 Bids received in excess of the ABC shall be automatically rejected at bid opening.

DEPARTMENT OF HEALTH - METRO MANILA - CENTER FOR HEALTH DEVELOPMENT now invites bids for the above Procurement Project. Delivery of the Goods is required *within the period specified under SECTION VI. Schedule of Requirements*. Bidders should have completed, *within three (3) years from the date of submission and receipt of bids*, a contract similar to the Project, the description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

Prospective Bidders may obtain further information from **DEPARTMENT OF HEALTH - METRO MANILA - CENTER FOR HEALTH DEVELOPMENT** Mandaluyong City at BAC Office c/o BAC Secretariats and inspect the Bidding Documents at the address given below during office hours from 8:30 AM – 4:00 PM Monday to Friday.

A complete set of Bidding Documents may be acquired by interested Bidders on **May 15, 2024 to June 4, 2024**, from the address below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB*, in the amount of **Five Thousand Pesos (P 5,000.00)**. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

The **DEPARTMENT OF HEALTH - METRO MANILA CENTER FOR HEALTH DEVELOPMENT** will hold a **PRE-BID CONFERENCE¹** on **MAY 23, 2024 9:00 AM** at **MMCHD Amphitheater, Mandaluyong City**, which shall be open to prospective bidders.

Bids must be duly received by the **BAC Secretariat** through (i) manual submission at the office address indicated below, on **June 4, 2024 AT 9:00 AM**. Late bids shall not be accepted.

All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.

Bid opening shall be on **June 4, 2024 AT 10:00 AM** at **the DOH – MMCHD AMPHITHEATER, MANDALUYONG CITY**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

The **DEPARTMENT OF HEALTH - METRO MANILA CENTER FOR HEALTH DEVELOPMENT** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

MMCHD, BAC Office
JEREMIAS FRANCSI Y. CHAN, MD
Licensing Officer V / BAC Chairperson
BAC Secretariat c/o Ma. Rossana C. Fariñas
Block 6 Barangay Road, Welfareville Compound
Barangay Additional Hills, Mandaluyong City 1550
8-531-00-15/32 loc. 308
bacoffice@ncro.doh.gov.ph

You may visit the following websites:

For downloading of Bidding Documents: <http://ncrooffice.doh.gov.ph/BidsAndAwardsCommittee>

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

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, **DEPARTMENT OF HEALTH - METRO MANILA - CENTER FOR HEALTH DEVELOPMENT** wishes to receive Bids for the **Hiring of an Event Organizer for the conduct of the 2024 Philippine Generic Awareness Month Summit** with identification number **IB# 2024-101**.

The Procurement Project (referred to herein as “Project”) is composed one item, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

The GOP through the source of funding as indicated below for *GAA 2024* in the amount of **Four Million Pesos (P 4,000,000.00)**

3. The source of funding is: GAA 2024 Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. *Foreign bidders may be eligible to participate when any of the following circumstances exist:*
 - a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
 - b. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. For the procurement of Consumable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to Fifty Percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.
- 7.2. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants,

or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address **MMCHD Amphitheater, Mandaluyong City**, which shall be open to prospective bidders as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *three (3) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.

- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in the **Section VII Technical Specifications**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in:
 - a. Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until *One Hundred Twenty (120) calendar days from the date of Opening of Bids*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one (1) Original copy of the first and second component of its Bid. The Procuring entity is requesting an additional two (2) hard copies of the bid.

Sealed Original, Copy 1, and Copy 2 in one (1) Single Envelope

<p>TECHNICAL COMPONENT ENVELOPE</p> <p>Copy 1: 1st copy marked as "ORIGINAL"</p> <p>Copy 2 2nd copy mark as "COPY 1" (Duplicate)</p> <p>Copy 3 3rd copy mark as "COPY 2" (Duplicate)</p>	<p>FINANCIAL COMPONENT ENVELOPE</p> <p>Copy 1: 1st copy marked as "ORIGINAL"</p> <p>Copy 2 2nd copy mark as "COPY 1" (Duplicate)</p> <p>Copy 3 3rd copy mark as "COPY 2" (Duplicate)</p>
---	---

The financial component must be placed inside the **YELLOW ENVELOPE**

All copies shall be marked Certified True Copy & signed by the bidder or its duly authorized representative. Additional instructions: All copies must be marked with index/ear tabs or side-end tabs to identify the page components and shall be properly addressed to the BAC Chairperson.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance.

² In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

Option 4- One project that is one lot or item, which shall be awarded as one contract
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated

Bid, or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause				
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. <i>Services for Event Management</i> b. Completed within <i>three (3) years</i> prior to the deadline for the submission and receipt of bids. 			
7.1	Subcontracting is not allowed.			
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:			
	Item to be Bid	Approved Budget for the contract (ABC)	Bid Security (equal to the percentage of the ABC)	
			a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. a) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, That it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. Two Percent (2%) or	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. Five Percent (5%)
	Hiring of an Event Organizer for the conduct of the 2024 Philippine Generic Awareness Month Summit	P 4,000,000.00	P 80,000.00	P 200,000.00
19.3	The ABC is Four Million Pesos (P 4,000,000.00) bid with a financial component exceeding this amount shall not be accepted.			
	Item No.	Description	Qty.	Unit Cost
	1	Hiring of an Event	1	P 1,500,000.00
	Total ABC (Php)			P 1,500,000.00

	<p>Organizer for the conduct of the 2024 Philippine Generic Awareness Month Summit</p>
20.1	<p>The Single/Lowest Calculated Bidder (S/LCB), shall submit one (1) set of original and two (2) sets of certified true copies as such by the issuing agency or the BAC Secretariat (The BAC Secretariat are authorized to certify your copy provided you brought your Original Copy) within the non-extendible period of five calendar (5) days from receipt of the notification arranged, numbered and tabbed as enumerated below: 3 sets (Original and Copy 1 & Copy 2)</p> <ol style="list-style-type: none"> 1. Mayors’s Permit, SEC/DTI, Tax Clearance, Financial Statement (stamped received by the BIR) 2. Certificate of Registration from BIR 3. Tax Returns for 6 months (latest) (Monthly & Quarterly) 4. Bid Bulletin 5. License to Operate (if applicable) 6. Philgeps registration (if Class A documents submitted during the submission and opening of bids) 7. And Other documents stated in BDS <p>Failure of the Bidder declared as Lowest Calculated Bid to duly submit the requirements above or a finding against the veracity of such shall <u>be ground for forfeiture of the bid security and disqualification of the Bidder for award.</u></p> <p><u>NOTE:</u></p> <ol style="list-style-type: none"> 1) In case of a JVA, each joint venture partners shall submit the above cited Post-Qualification Documentary Requirements (GPPB NPM 006- 2010 dated 04 February 2010). 2) As the possible Single/Lowest Calculated Responsive Bidder (S/LCRB), please provide the BAC Office, soft copy in “Word” and in PDF the Technical Specifications you submitted during the Submission and Opening of Bids for the above-cited procurement project. 3) All submitted documents during the Submission and Opening of Bids (original and the two (2) copies) by the S/LCB must be true copies of the original certified as such by the Bidder’s duly authorized signatory 4) Arithmetical corrections. Consider computational errors and omissions to

	<p>enable proper comparison of all eligible bids. It may also consider bid modifications if expressly allowed in the Bidding Documents. Any adjustment shall be calculated in monetary terms to determine the calculated prices</p> <p>5) In case of discrepancies between: (a) bid prices in figures and in words, the latter shall prevail; (b) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail; (c) stated total price and the actual sum of prices of component items, the latter shall prevail; (d) unit cost in the detailed estimate and unit cost in the bill of quantities, the latter shall prevail</p>
20.2	<i>No further Instructions</i>
21.2	<i>No further Instructions</i>

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>[For Goods supplied from abroad, state:] “The delivery terms applicable to the Contract are DDP delivered [indicate place of destination]. In accordance with INCOTERMS.”</p> <p>[For Goods supplied from within the Philippines, state:] “The delivery terms applicable to this Contract are delivered [indicate place of destination]. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is/are:</p> <p>MA. ROSSANA C. FARINAS Administrative Officer V Head, BAC Secretariat Office</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit. The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity. The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier</p>

	<p>Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical, the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>
	<p>Insurance –</p> <p>The Goods supplied under this Contract shall be fully insured by the Supplier in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery. The Goods remain at the risk and title of the Supplier until their final acceptance by the Procuring Entity.</p>
	<p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers, risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>
	<p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of patent, trademark, or industrial design rights infringement arising from using the Goods or any part thereof.</p>

4	<p>Based on the General Provisions of the NEP of 2024, Section 66: Cash Budgeting System, all appropriations shall be made available for release and disbursement for the purpose specified and under the same general and special provisions applicable until December 31, 2024.</p> <p>As a rule, disbursement shall be made not later than December 31, 2024. However, the completion of construction, inspection, and payment of infrastructure capital outlays, shall be made not later than December 31, 2025. On the other hand, the delivery, inspection and payment of MOOE and other capital outlays shall be made not later than June 30, 2025.</p> <p>After the end of validity period, all unreleased appropriations shall lapse, while unexpended or undisbursed funds shall revert to the unappropriated surplus of the General Fund in accordance with Section 28, Chapter IV Book VI of E.O. No. 292 and shall not thereafter be available for expenditure except by subsequent legislative enactment. Departments, bureaus, and offices of the National Government, including constitutional offices enjoying fiscal autonomy, SUCs and GOCCs, shall strictly observe the validity of appropriations and the reversion of funds.</p> <p>Notwithstanding this provision and any other issuance, subsidies released to LGUs and GOCCs under this Act shall be valid until fully expended.</p> <p>All funds transferred between national government agencies, or by national government agencies to GOCCs and vice versa, or by national government agencies to LGUs shall not be considered disbursed under this Section until the transferred amounts have been actually utilized to pay for completed construction, goods delivered and services rendered, inspected and accepted, within the validity period. It is understood that transfer of funds shall strictly be in accordance with pertinent budgeting, accounting, auditing, and procurement laws, rules, and regulations. For staggered delivery: Terms of Payment/billing shall be made for each completed delivery and acceptance upon presentation of signed invoice receipts and submission of relevant documents as stipulated in the contract.</p>
2.2	<p>The inspections and tests that will be conducted are:</p> <ol style="list-style-type: none"> 1) Upon delivery, the Goods shall undergo preliminary physical inspection by the Inspection Team of the PROCURING ENTITY to ascertain the physical condition and acceptability of the Goods. 2) The supplier shall promptly replace the equivalent quantity of Goods taken as samples without cost to the PROCURING ENTITY. 3) Failure to comply within the prescribed time shall compel the Supply Office to have the subject commodities pulled out by the third party logistics service provider of the DOH with the hauling and freight fees chargeable against the concerned supplier/company. <p>In observance of the above-mentioned timeline, coordinate with the Supply Office of the MMCHD.</p>

Section VI. Schedule of Requirements

Item Number	Description	Quantity	Total ABC (Php)	Delivery Site	Delivered, Weeks/Months
	Hiring of an Event Organizer for the conduct of the 2024 Philippine Generic Awareness Month Summit		P 4,000,000.00		

Signature over Printed Name
[date of signing]

In the capacity of:
Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]
(Name of Company)
[Complete office address]
[Contact No.]
[Fax No.]
[Email Address]

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>

TERMS OF REFERENCE

**HIRING OF AN EVENT ORGANIZER FOR THE CONDUCT OF THE 2024
PHILIPPINE GENERICS AWARENESS MONTH**

I. BACKGROUND AND RATIONALE:

The Generics Act is a crucial legislative initiative aimed at ensuring that healthcare remains affordable and accessible to all Filipinos, preventing families from facing impoverishment due to the high costs associated with essential drugs and medicines. The commitment behind this Act aligns with the broader goals of the health system, which strives to provide financial risk protection and improved health outcomes for the entire population, particularly focusing on the well-being of the poor, marginalized, and vulnerable segments.

In commemoration of the 36th year of the Generics Act, the Department of Health Pharmaceutical Division (DOH-PD) sub-allotted funds to the Metro Manila Center for Health Development (MMCHD) for the organization and conduct of advocacy activities to remember the milestones of the law and to promote the use of generic medicines. These activities shall serve as a platform to advocate for the judicious and cost-effective use of affordable generic medicines. Their ultimate goal is to campaign the benefit of generic medicines for the effective and affordable achievement of optimal treatment outcomes for patients and the healthcare system. The conduct of advocacy events detailed in this TOR is aimed at contributing to the ongoing efforts to make healthcare services not only accessible and affordable, but also sustainable and responsive to the diverse healthcare needs of the Filipino population.

The contract shall be awarded to an individual, group, or organization who will be able to comply with all the prescribed specifications and who can perform efficiently and effectively as the Event Organizer for the month-long Generics Awareness Month Celebration in September 2024, as specified in the scope of work and in coordination with Regional Pharmaceutical Unit (RPU) of the DOH-MMCHD and DOH-PD. Furthermore, the individual, group, or organization should agree that payment shall be in accordance with the existing rules, policies, and procedures of the DOH-MMCHD.

TECHNICAL ASSISTANCE CLIENT

Department of Health – Metro Manila Center for Health Development (DOH-MMCHD)

II. OBJECTIVE

- To hire and acquire the services of an event organizer that will manage the conduct of the multiple advocacy activities in celebration of the 2024 Philippine Generics Awareness Month Summit in September 2024.

III. SCOPE OF WORK

IV. DELIVERABLES

ITEM

EXPECTED OUTPUTS

Serve as the overall lead organizer of the month-long celebration of the 2024

Inception Report containing the following:
● Program;

<p>Philippine Generics Awareness Month Summit in September 2024.</p>	<ul style="list-style-type: none"> ● Calendar of activities; ● Landing Page; ● Target Venue/s for the activities; ● Accommodation; and, ● Transportation, among others
<p>1. Preparatory meetings</p>	<ol style="list-style-type: none"> 1. Conduct preparatory meetings in coordination with the DOH-MMCHD, DOH-PD, and other relevant sectors. 2. Provide a venue for meeting(s) if onsite or an online platform if virtual. 3. At least three (3) meetings, with provided meals for at least fifteen (15) participants per meeting (if onsite). 4. Document the meeting and provide minutes and/or key agreements of the meeting.
<p>A. Community Advocacy Event: Generics Zumba</p>	
<p>1. Venue and meal arrangements</p> <p>a. Identify a target area that will maximize public/community engagement</p> <p>b. Parking Area</p> <p>c. Water Stations</p>	<ol style="list-style-type: none"> 1. Take charge of the coordination for the reservation of the venue for the event 2. Take charge of the complete setup of the physical arrangement of the venue. <p>a. Venue open to the public</p> <ul style="list-style-type: none"> ● Activity area should be able to accommodate at least 150 pax on September 11, 2024 (Wednesday). ● Venue must be in Metro Manila, preferably within Pasig City. ● Must be conducted at the same venue as the Herbal Medicines x Generic Medicines Expo. ● Preferably in a park, sports complex or university. ● The venue must prioritize safety for physical activities, ensuring the area is clear or minimal of hazards. Preferably, the pavement should be smooth and well-maintained to prevent tripping hazards. ● Should enforce a no smoking policy. ● Designated restroom facilities must be available, which can be in the form of a portable toilet. <p>b. Parking Area</p> <ul style="list-style-type: none"> ● Venue should have parking spaces. <p>c. Water Station/Coffee Station</p> <ul style="list-style-type: none"> ● Provide designated area for

<p>d. Refreshments and Snacks Area</p> <p>e. Press Conference Area</p> <p>f. VIP Holding Area</p> <p>g. Bag Storage Area</p> <p>h. Meal arrangements during the event</p>	<p>water/coffee stations</p> <p>d. Refreshments and Snacks Area</p> <ul style="list-style-type: none"> ● Provide an area dedicated for distribution of refreshments and snacks. <p>e. Press Conference Area</p> <ul style="list-style-type: none"> ● This area should be strategically placed to allow easy access for the media while minimizing disruptions to the event. ● Ensure the space is equipped with necessary audio-visual equipment for presentations and adequate seating for journalists. ● Consider the acoustics and lighting of the area to facilitate clear communication and optimal filming conditions. <p>f. VIP Holding Area</p> <ul style="list-style-type: none"> ● Designate a dedicated holding area for VIPs. <p>g. Bag Storage Area</p> <ul style="list-style-type: none"> ● Must have tented booths and personnel for the management of the participant’s small baggage. <p>h. Meal arrangements during the event</p> <ul style="list-style-type: none"> ● Provide a healthy meal plan for morning snacks and refreshments good for 150 pax. ● Coordination with DOH-MMCHD for special food preferences and restrictions throughout the entire event duration. ● Provisions of halal food.
<p>2. Master of Ceremonies/Host</p>	<p>Two (2) Class C (Talented but not known host) master of ceremonies</p>
<p>3. Intermission Number/ Zumba Instructor</p>	<p>Secure at least two (2) Class-E performers, or professional Zumba instructor/s to lead and perform Zumba numbers.</p>
<p>4. Tokens</p>	<p>1. Design, prepare and provide tokens for five (5) Resource Speakers and five (5) VIPs</p> <p>2. Tokens shall be in the form of:</p> <ol style="list-style-type: none"> a. Collapsible silicone water bottle b. Generic vitamins c. Tote bag <p>3. Provide a Certificate of Recognition with a certificate holder.</p>

	4. Provide Leis for VIPs
5. Collaterals for participants	1. Provide 150 packs of collateral packages, EO to submit sample designs of the following to TA Client for approval: <ul style="list-style-type: none"> a. Folding umbrella b. Handheld portable fan 2. Provide 20 raffle collateral packages
6. Event kits and document packs for attendees	Provide 100 Event kits and document packs for attendees with the following: <ul style="list-style-type: none"> a. Event program (print & reproduce) b. Information, Education, and Communication (IEC) materials of the advocacy c. Event Feedback Form d. Stamp card
7. Stage Set and Production	Shall include but not limited to the following: stage decorations, lighting, sound system, LED backdrop, podium/s, microphones, speakers, photo wall, floor layout, stage, tables and chairs, etc.
8. Equipment	Provide essential AV equipment, but not limited to: including a 9ft. x 15ft. LED screen, professional lights, laptops, microphones, project screens, LCD projectors, power source, extension cord, and a complete sound system.
9. Medical Assistance Desk	Provision of a medical assistance desk with qualified medical personnel throughout the event proper; coordinate with DOH-MMCHD Health Emergency Management Unit (HEMU).
10. Exhibit	Provision of Advocacy Partners exhibits/booths, which shall be secured by the DOH-MMCHD in close collaboration with the DOH-PD.
11. Registration Area	Shall provide a registration area
B. Herbal Medicines x Generic Medicines Expo	

<p>1. Venue/ Function Room, accommodation and meal arrangements</p> <p>a. Venue</p> <p>b. Venue Requirements</p> <p>c. Meals</p>	<p>Take charge of the complete setup of the physical arrangement of the venue</p> <p>a. Venue</p> <ul style="list-style-type: none"> ● Canvass for the venue and make the necessary arrangement to reserve for the venue of the event <p>b. Venue Requirements</p> <ul style="list-style-type: none"> ● Provide a public space preferably with high foot traffic. ● Must be conducted at the same venue as the Community Advocacy Event: Generics Zumba ● Can accommodate at least 150 pax for a whole day activity on September 11, 2024 (Wednesday). ● Must have a designated area for advocacy partner booths. <p>c. Meals</p> <ul style="list-style-type: none"> ● Coordinate the selection of menu and food tasting with the DOH-MMCHD ● Meals for the events should include: Morning Snacks, Lunch, Afternoon Snacks, and free-flowing Coffee and Tea stations. ● Food for the event should accommodate 150 pax
<p>2. Master of Ceremonies/Host</p>	<p>Secure one (1) Master of Ceremonies for each of the events.</p>
<p>3. Intermission Number/Performer</p>	<p>Hire one (1) Class E talents for the one (1) day event</p>
<p>4. Tokens for Speakers</p>	<p>1. Design, prepare and provide tokens for five (5) Resource Speakers and five (5) VIPs, including certificates with certificate holders.</p> <p>2. Selection of tokens shall be coordinated with the DOH.</p> <p>3. Provide leis for resource persons and/or VIPs</p>
<p>5. Collaterals for Participants</p>	<p>Design and produce 150 collaterals and preparation of kits in collaboration with DOH and advocacy partners.</p>

6. Meeting Kits and Document Packs for Participants	Prepare 100 sets per activity/event and document packs with the following: <ul style="list-style-type: none"> a. Event program (print & reproduce) b. Certificate of appearance and participation c. Evaluation form
7. Stage Set and Production	<ol style="list-style-type: none"> 1. Shall include, but not be limited to the following: stage decorations, lighting, sound system, LED backdrop, podium/s, tables and chairs, etc. 2. Shall also include tarpaulin signage, signage/lobby posting, table place cards, photo booth, etc. 3. Organize the actual conduct of the event with the necessary staff and equipment.
8. Equipment	Shall include, but not limited to, the following: Laptops, LCD projectors, LCD screens, Projector Screens, Printers, Extension Cords, Complete audio system (speakers, microphones)
9. Registration Area	Provide a Registration Area with ushers.
C. Lecture/Forum with Students	
<ol style="list-style-type: none"> 1. Venue/ Function Room, accommodation and meal arrangements <ul style="list-style-type: none"> a. Venue b. Venue Requirements c. Meals 	<p>Take charge of the complete setup of the physical arrangement of the venue</p> <ol style="list-style-type: none"> a. Venue <ul style="list-style-type: none"> • Canvass for the venue and make the necessary arrangement to reserve for the venue of the event b. Venue Requirements <ul style="list-style-type: none"> • Provide a function hall that can accommodate at least 150 pax on September 20, 2024. • Provide a venue in a 4-star hotel • Should enforce a no smoking policy • Provide stable internet/wi-fi connection with at least 25 mbps connection. c. Meals <ul style="list-style-type: none"> • Coordinate the selection of menu and food tasting with the DOH-MMCHD • Meals for the events should include: Morning Snacks, Lunch, Afternoon Snacks, and free-flowing Coffee and Tea

	<p>stations.</p> <ul style="list-style-type: none"> ● Food for the event should accommodate 150 pax
2. Master of Ceremonies/Host	Secure one (1) Class C Masters of Ceremonies.
3. Tokens for Speakers	<ol style="list-style-type: none"> 1. Design, prepare and provide tokens for five (5) Resource Speakers and five (5) VIPs, including certificates with high quality certificate holders. 2. Tokens shall be in the form of: <ol style="list-style-type: none"> a. Bomber jacket b. Automatic and foldable umbrella with UV block c. Insulated coffee cup/mug 3. Provide leis for resource speakers, lecturers and VIPs
4. Collaterals for Participants	<p>Design and produce 150 collaterals and preparation of kits for the following:</p> <ol style="list-style-type: none"> a. Laptop sleeve/meeting bag b. Card-type flash drive c. Tabletop / large mouse pad
5. Meeting Kits and Document Packs for Participants	<p>Prepare 100 sets of document packs with the following:</p> <ol style="list-style-type: none"> a. Event program (print & reproduce) b. PVC event ID with lace c. Notebook and black pen d. Certificate of appearance and participation e. Evaluation form
6. Stage Set and Production	<ol style="list-style-type: none"> 1. Shall include, but not be limited to the following: stage decorations, lighting, sound system, LED backdrop, podium/s, tables and chairs, etc. 2. Shall also include tarpaulin signage, signage/lobby posting, table place cards, photo booth, etc. 3. Organize the actual conduct of the event with the necessary staff and equipment. 4. Set up all the venues for the activities.
7. Equipment	Shall include, but not limited to, the following: Laptops, LCD projectors, LCD screens, Projector Screens, Printers, Extension Cords, Complete audio system (speakers, microphones)
8. Registration Area	Provide a Registration Area with ushers.

D. Philippine Generics Summit

1. Venue/ Function Room, accommodation and meal arrangements

a. Venue

b. Venue Requirements

c. Meals

d. Accommodation

Take charge of the complete setup of the physical arrangement of the venue of the Philippine Generics Summit on **September 27, 2024**

a. Venue

- Canvass for the venue and make the necessary arrangement to reserve for the venue of the event

b. Venue Requirements

- Provide a Plenary Hall with a capacity that must accommodate 250-300 attendees for a one (1) day Summit on September 27, 2024.
- Should be in a 5-star hotel in Metro Manila.
- Should enforce a no smoking policy
- Should have a parking space.
- Must have stable wi-fi connection with at least 25 mbps.

c. Meals

- Meals should include: Morning Snacks, Buffet Lunch, Afternoon Snacks and Free-flowing Coffee and Tea station.
- Food for the event should accommodate 300 pax.

d. Accommodation

- Provide room accommodations and arrangements for a two (2) night stay for participants residing outside of Metro Manila.
- Secure 26 twin-sharing rooms.
- Hotel accommodation shall preferably be in the same hotel venue.
- Check-in date and time - September 26, 2024 at 2:00 pm
- Check-out date and time - September 28, 2024 at 12:00 nn
- Only the accommodated guests will be able to avail of breakfast on

	September 27-28, 2024, and dinner on September 26-27, 2024.
2. Master of Ceremonies/Host	Secure Two (2) Class C Masters of Ceremonies
3. Intermission Number/Performer	One (1) Class E talents for one (1) intermission number.
4. Tokens for Speakers	<ol style="list-style-type: none"> 1. Design, prepare and provide tokens for five (5) Resource Speakers and five (5) VIPs, including certificates with certificate holders. 2. Tokens shall be in the form of: <ol style="list-style-type: none"> a. Bomber jacket b. Automatic and foldable umbrella with UV block c. Insulated coffee cup/mug 3. Provide leis for resource speakers, lecturers and VIPs
5. Collaterals for Participants	<p>Design and produce 300 collaterals with the following:</p> <ol style="list-style-type: none"> a. Laptop sleeve/meeting bag; b. Card-type USB flash drive; and, c. Tabletop / large mouse pad
6. Meeting Kits and Document Packs for Participants	<p>Prepare and provide 250 event kits and document packs for the following:</p> <ol style="list-style-type: none"> a. Event program (print & reproduce) b. PVC event ID with lace c. Notebook and black pen d. Certificate of participation e. Evaluation form
7. Stage Set and Production	<ol style="list-style-type: none"> 1. Shall include but not be limited to the following: stage decorations, lighting, sound system, LED backdrop, podium/s, tables and chairs, etc. 2. Shall also include tarpaulin signage, signage/lobby posting, table place cards, photo booth, etc. 3. Shall set up and organize the actual conduct of the event with necessary equipment. 4. Provide one (1) room for a press conference for the assigned panel interviewee 5. Complete photo and video documentation
8. Equipment	<p>Shall include but not be limited to the following: Laptops, LCD projectors LCD screens, Projector Screens, Printers, Extension Cords, Complete audio system (speakers, microphones)</p>

9. Registration Area	Provide a registration area with ushers throughout the event.
10. Plaques / Trophies and Prizes	Design and provide around 10 glass plaques of recognition for contest winners
11. Post-events Meeting/s	<ol style="list-style-type: none"> 1. Conduct one (1) post-event evaluation meeting 2. Prepare minutes of the meeting, key agreements, and event report. 3. Provide meals during the meeting enough for fifteen (15) participants, if on site. Provide an online platform if the meeting will be done virtually.
12. Documentation	<ol style="list-style-type: none"> 1. Provide complete photo, video, and narrative documentation of the actual run of the activity. 2. Develop and produce video documentation of the highlights of the month-long celebration. 3. Develop and produce a same-day edit (SDE) AVP of the Philippine Generics Summit. 4. Develop and produce an audiovisual presentation (AVP) related to the advocacy of generic medicine 5. All documentation such as videos, recordings, and soft copies of all photos, report on proceedings, summary of participants' feedback and signed attendance sheets, among others, shall be provided and submitted through an external hard drive. 6. Submit to DOH-MMCHD four (4) copies of the financial report and two (2) copies of the final documentation/post-activity report within seven (7) working days after the completion of the events.
13. Other deliverables	Design and develop an online landing page showing the consolidated calendar and details of the celebration of the Generics Awareness Month nationwide (including activities of CHDs and other relevant stakeholders).

GANTT CHART OF ACTIVITIES

	July				August				September				October			
Week	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Submission of Inception Report	■															
Preparatory meetings	■			■				■								
Submission and approval of proposed design for collaterals and kits		■	■	■												
Approval of the draft Program			■													
Confirmation of Venue (submission of signed contract)			■	■	■											
Dissemination of Invitations					■											
Confirmation of Participants						■	■	■								
Production and submission of Collaterals and Kits			■	■	■	■	■									
Event Proper									■	■	■	■				
Post-event Meeting													■			
Submission of documentation and financial report.													■	■	■	

V. ROLES AND RESPONSIBILITIES

A. DOH – Metro Manila Center for Health Development

1. To act as the principal client on behalf of the DOH.
2. To closely coordinate with the DOH Pharmaceutical Division in the planning of conduct of events, coordination with the hired event organizer, approval of the inception report, materials, collaterals, design, financial report, and other deliverables of the organizer.
3. To oversee the conduct of the activity, monitor, and evaluate the progress of the event in collaboration with DOH-PD.
4. To provide necessary documents such as the Department Personnel Order, Template Invitation letter, Certificate of Appearance, and the like.
5. To ensure and facilitate the provision of technical oversight in the conduct of the event.
6. To review and be responsible for the timely provision of all resources, access, information and decision making under its control necessary for the project, as identified in the accepted work plan.

B. Event Organizer

1. To prepare and carry out all assignments and activities as detailed in the Scope of Work and Deliverables in coordination with the DOH-MMCHD and DOH-PD.
2. To maintain the confidentiality of the agreements/ transactions made during the event.
3. To make themselves available for meetings/clarification with the DOH-MMCHD and DOH-PD.
4. To abide by the terms and conditions stipulated in the contract.
5. To ensure timely delivery of the event's requirements, including the inception report, progress and final reports, and all the inputs and outputs required to successfully fulfill this project.
6. To provide updates to the DOH-MMCHD regarding the implementation status and any challenges encountered.
7. To be responsible for the timely provision of resources, information and decision making under its control within the time schedule specified in the TOR.
8. To submit the final materials, reports, and documents to DOH-MMCHD, as agreed upon during negotiation.

VI. DURATION OF ENGAGEMENT (TIMELINE)

The duration of the engagement commences upon receipt of the approved Notice to Proceed (NTP) and ends with the post-evaluation and submission of technical and financial reports, and documentation. Submission must be in both hard and soft copies, saved on an external hard drive. Contract duration is four (4) months upon receipt of approved NTP. The target dates for the events are as follows:

- Community Advocacy Event through Zumba: **11 September 2024**
- Herbal Medicines x Generic Medicines Expo: **11 September 2024**
- Lecture/Forum with Students: **20 September 2024**
- Philippine Generics Summit 2024: **27 September 2024**

Month	1				2				3				4			
Week	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Activities	Overall preparation and planning								Event Proper				Post evaluation and submission of technical and financial report, and documentation			

VII. IMPLEMENTING ARRANGEMENTS:

A. Contact Persons: TO BE FILLED OUT BY DOH-MMCHD

JOEL T. ANZANO, RPh, MMHeA

Pharmacist III, Unit Head – Regional Pharmaceutical Unit

Metro Manila Center for Health Development

Department of Health

6 Barangay Road, Welfareville Compound,

Barangay Addition Hills, Mandaluyong City, 1550
Tel. No. (02) 8531-0037 loc. 107
Email: RPU@ncro.doh.gov.ph

SHAIRA LINN D.J TOLENTINO

Pharmacist II
Metro Manila Center for Health Development
Department of Health
6 Barangay Road, Welfareville Compound,
Barangay Addition Hills, Mandaluyong City, 1550
Tel. No. (02) 8531-0037 loc. 107
Email: slt.rph@ncro.doh.gov.ph

B. Project Management/Contract Administration Arrangement

MMCHD Bids and Awards Committee shall manage the contract.

VIII. QUALIFICATION OF TECHNICAL ASSISTANCE PROVIDER (EVENT ORGANIZER)

- A. The technical assistance provider shall have the following qualifications:
1. At least two (2) years' experience in event organizing, promotion and similar types of activities/programs and projects, preferably staging events with 300 participants
 2. With the appropriate number of staff and crew
 3. With sufficient financial resources to carry out the required activities
 4. At least two (2) positive feedback from previous clients

IX. REPORTING OBLIGATIONS, NOTICES AND APPROVAL PROCESS, AND ESSENTIAL REPORTS, CONTENTS

1. The inception report shall include the concept of the event, time table, and work plan.
2. The design for the materials and collateral shall be submitted to DOH-MMCHD and DOH-PD for approval.
3. The design for the stage and floor plan shall be submitted to DOH-MMCHD and DOH-PD for approval.
4. The organizer shall submit to DOH-MMCHD and DOH-PD the final program of the event as specified in the TOR and as agreed upon during planning meetings and negotiation.
5. The documentation of all meetings conducted prior to and after the event shall be submitted to the DOH-MMCHD and DOH-PD.
6. The registration, report on proceedings and documentation during the event shall be submitted to the DOH-MMCHD and DOH-PD.
7. The media documentation which includes photos and videos of the event shall be submitted to the DOH-MMCHD and DOH-PD
8. The financial report shall be submitted to the DOH-MMCHD, copy furnished the DOH-PD.

X. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the event shall be charged against the funds sub allotted to the DOH-MMCHD, SAA 2024-04-001738 amounting to FOUR MILLION PESOS (PHP 4,000,000.00), inclusive of government taxes and subject to existing government accounting and auditing rules and regulations.

XI. PROPOSED TERMS OF PAYMENT

Payment	Percentage
1st Tranche Submission of the following deliverables two days after the receipt of the approved NTP: <ul style="list-style-type: none">● Inception Report● Signed Contract	15%
2nd Tranche Submission of the following deliverables one month before the event: <ul style="list-style-type: none">● Minutes of the meetings, attendance sheet from preparatory meetings● Design and samples of materials/ collaterals● Hotel reservation● Provisional program Submission of the following deliverables two weeks before the event: <ul style="list-style-type: none">● Materials and collaterals, kits	60%
3rd Tranche Submission of the following deliverables: Registration, documentation (hard and soft copies) and Financial Report seven working days after the conclusion of the event	25%
	100%

XII. Evaluation Criteria

The technical assistance provider shall be evaluated based on the desired qualifications and shall submit the following:

1. Company profile;
2. At least (2) positive feedbacks from previous clients;
3. At least two (2) samples of firm’s documentation/proceedings of previous events organized;
4. Project team composition and their engagement in the project including CVs of key personnel to be assigned; and,
5. Approach and methodology including work plan and facilities and resources needed to accomplish scope of work.

XIII. Property Rights

All final materials shall be submitted to DOH-MMCHD. The DOH-MMCHD shall own and have all the rights to allow or not to allow any parties to execute all activities and use all strategies stipulated in the plan; and reproduce or distribute any of the collateral materials.

Republic of the Philippines Department of Health Metro Manila Center for Health Development			
TECHNICAL SPECIFICATIONS			
Item No. 1	Hiring of an Event Organizer for the conduct of the 2024 Philippine Generic Month Summit	Qty./ Unit	
Name of Manufacturer:		Country of Origin	
Brand:		Model: (if applicable)	
ABC: P 4,000,000.00			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	

	NCE
<p>Specifications:</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>TERMS OF REFERENCE</p> <p>HIRING OF AN EVENT ORGANIZER FOR THE CONDUCT OF THE 2024 PHILIPPINE GENERICS AWARENESS MONTH</p> </div>	
<p>II. BACKGROUND AND RATIONALE:</p> <p>The Generics Act is a crucial legislative initiative aimed at ensuring that healthcare remains affordable and accessible to all Filipinos, preventing families from facing impoverishment due to the high costs associated with essential drugs and medicines. The commitment behind this Act aligns with the broader goals of the health system, which strives to provide financial risk protection and improved health outcomes for the entire population, particularly focusing on the well-being of the poor, marginalized, and vulnerable segments.</p> <p>In commemoration of the 36th year of the Generics Act, the Department of Health Pharmaceutical Division (DOH-PD) sub-allotted funds to the Metro Manila Center for Health Development (MMCHD) for the organization and conduct of advocacy activities to remember the milestones of the law and to promote the use of generic medicines. These activities shall serve as a platform to advocate for the judicious and cost-effective use of affordable generic medicines. Their ultimate goal is to campaign the benefit of generic medicines for the effective and affordable achievement of optimal treatment outcomes for patients and the healthcare system. The conduct of advocacy events detailed in this TOR is aimed at contributing to the ongoing efforts to make healthcare services not only accessible and affordable, but also sustainable and responsive to the diverse healthcare needs of the Filipino population.</p> <p>The contract shall be awarded to an individual, group, or organization who will be able to comply with all the prescribed specifications and who can perform efficiently and effectively as the Event Organizer for the month-long Generics Awareness Month Celebration in September 2024, as specified in the scope of work and in coordination with Regional Pharmaceutical Unit (RPU) of the DOH-MMCHD and DOH-PD. Furthermore, the individual, group, or organization should agree that payment shall be in accordance with the existing rules, policies, and procedures of the DOH-MMCHD.</p>	
<p>TECHNICAL ASSISTANCE CLIENT</p> <p>Department of Health – Metro Manila Center for Health Development (DOH-MMCHD)</p>	

II. OBJECTIVE	
<ul style="list-style-type: none"> To hire and acquire the services of an event organizer that will manage the conduct of the multiple advocacy activities in celebration of the 2024 Philippine Generics Awareness Month Summit in September 2024. 	
III. SCOPE OF WORK	IV. DELIVERABLES
ITEM	EXPECTED OUTPUTS
Serve as the overall lead organizer of the month-long celebration of the 2024 Philippine Generics Awareness Month Summit in September 2024.	<p>Inception Report containing the following:</p> <ul style="list-style-type: none"> Program; Calendar of activities; Landing Page; Target Venue/s for the activities; Accommodation; and, Transportation, among others
2. Preparatory meetings	<p>5. Conduct preparatory meetings in coordination with the DOH-MMCHD, DOH-PD, and other relevant sectors.</p> <p>6. Provide a venue for meeting(s) if onsite or an online platform if virtual.</p> <p>7. At least three (3) meetings, with provided meals for at least fifteen (15) participants per meeting (if onsite).</p> <p>8. Document the meeting and provide minutes and/or key agreements of the meeting.</p>
E. Community Advocacy Event: Generics Zumba	
12. Venue and meal arrangements	<p>3. Take charge of the coordination for the reservation of the venue for the event</p> <p>4. Take charge of the complete setup of the physical arrangement of the venue.</p> <p>i. Venue open to the public</p> <ul style="list-style-type: none"> Activity area should be able to accommodate at least
i. Identify a target area that will maximize public/community engagement	

<p>j. Parking Area</p> <p>k. Water Stations</p> <p>l. Refreshments and Snacks Area</p> <p>m. Press Conference Area</p> <p>n. VIP Holding Area</p> <p>o. Bag Storage Area</p> <p>p. Meal arrangements during the event</p>	<p>150 pax on September 11, 2024 (Wednesday).</p> <ul style="list-style-type: none"> ● Venue must be in Metro Manila, preferably within Pasig City. ● Must be conducted at the same venue as the Herbal Medicines x Generic Medicines Expo. ● Preferably in a park, sports complex or university. ● The venue must prioritize safety for physical activities, ensuring the area is clear or minimal of hazards. Preferably, the pavement should be smooth and well-maintained to prevent tripping hazards. ● Should enforce a no smoking policy. ● Designated restroom facilities must be available, which can be in the form of a portable toilet. <p>j. Parking Area</p> <ul style="list-style-type: none"> ● Venue should have parking spaces. <p>k. Water Station/Coffee Station</p> <ul style="list-style-type: none"> ● Provide designated area for water/coffee stations <p>l. Refreshments and Snacks Area</p> <ul style="list-style-type: none"> ● Provide an area dedicated for distribution of refreshments and snacks. <p>m. Press Conference Area</p> <ul style="list-style-type: none"> ● This area should be strategically placed to allow easy access for the media while minimizing disruptions to the event. ● Ensure the space is 	
---	--	--

	<p>equipped with necessary audio-visual equipment for presentations and adequate seating for journalists.</p> <ul style="list-style-type: none"> ● Consider the acoustics and lighting of the area to facilitate clear communication and optimal filming conditions. <p>n. VIP Holding Area</p> <ul style="list-style-type: none"> ● Designate a dedicated holding area for VIPs. <p>o. Bag Storage Area</p> <ul style="list-style-type: none"> ● Must have tented booths and personnel for the management of the participant’s small baggage. <p>p. Meal arrangements during the event</p> <ul style="list-style-type: none"> ● Provide a healthy meal plan for morning snacks and refreshments good for 150 pax. ● Coordination with DOH-MMCHD for special food preferences and restrictions throughout the entire event duration. ● Provisions of halal food. 	
13. Master of Ceremonies/Host	Two (2) Class C (Talented but not known host) master of ceremonies	
14. Intermission Number/ Zumba Instructor	Secure at least two (2) Class-E performers, or professional Zumba instructor/s to lead and perform Zumba numbers.	
15. Tokens	<p>5. Design, prepare and provide tokens for five (5) Resource Speakers and five (5) VIPs</p> <p>6. Tokens shall be in the form of:</p> <ul style="list-style-type: none"> a. Collapsible silicone water bottle 	

	<ul style="list-style-type: none"> b. Generic vitamins c. Tote bag <p>7. Provide a Certificate of Recognition with a certificate holder.</p> <p>8. Provide Leis for VIPs</p>	
16. Collaterals for participants	<p>3. Provide 150 packs of collateral packages, EO to submit sample designs of the following to TA Client for approval:</p> <ul style="list-style-type: none"> a. Folding umbrella b. Handheld portable fan <p>4. Provide 20 raffle collateral packages</p>	
17. Event kits and document packs for attendees	<p>Provide 100 Event kits and document packs for attendees with the following:</p> <ul style="list-style-type: none"> e. Event program (print & reproduce) f. Information, Education, and Communication (IEC) materials of the advocacy g. Event Feedback Form h. Stamp card 	
18. Stage Set and Production	<p>Shall include but not limited to the following: stage decorations, lighting, sound system, LED backdrop, podium/s, microphones, speakers, photo wall, floor layout, stage, tables and chairs, etc.</p>	
19. Equipment	<p>Provide essential AV equipment, but not limited to: including a 9ft. x 15ft. LED screen, professional lights, laptops, microphones, project screens, LCD projectors, power source, extension cord, and a complete sound system.</p>	
20. Medical Assistance Desk	<p>Provision of a medical assistance desk with qualified medical personnel throughout the event proper; coordinate with DOH-MMCHD Health Emergency Management Unit (HEMU).</p>	
21. Exhibit	<p>Provision of Advocacy</p>	

	Partners exhibits/booths, which shall be secured by the DOH-MMCHD in close collaboration with the DOH-PD.	
22. Registration Area	Shall provide a registration area	
F. Herbal Medicines x Generic Medicines Expo		
10. Venue/ Function Room, accommodation and meal arrangements	Take charge of the complete setup of the physical arrangement of the venue	
d. Venue	a. Venue <ul style="list-style-type: none"> • Canvass for the venue and make the necessary arrangement to reserve for the venue of the event 	
e. Venue Requirements	b. Venue Requirements <ul style="list-style-type: none"> • Provide a public space preferably with high foot traffic. • Must be conducted at the same venue as the Community Advocacy Event: Generics Zumba • Can accommodate at least 150 pax for a whole day activity on September 11, 2024 (Wednesday). • Must have a designated area for advocacy partner booths. 	
f. Meals	c. Meals <ul style="list-style-type: none"> • Coordinate the selection of menu and food tasting with the DOH-MMCHD • Meals for the events should include: Morning Snacks, Lunch, Afternoon Snacks, and free-flowing Coffee and Tea stations. 	

	<ul style="list-style-type: none"> • Food for the event should accommodate 150 pax 	
11. Master of Ceremonies/Host	Secure one (1) Master of Ceremonies for each of the events.	
12. Intermission Number/Performer	Hire one (1) Class E talents for the one (1) day event	
13. Tokens for Speakers	<p>4. Design, prepare and provide tokens for five (5) Resource Speakers and five (5) VIPs, including certificates with certificate holders.</p> <p>5. Selection of tokens shall be coordinated with the DOH.</p> <p>6. Provide leis for resource persons and/or VIPs</p>	
14. Collaterals for Participants	Design and produce 150 collaterals and preparation of kits in collaboration with DOH and advocacy partners.	

15.Meeting Kits and Document Packs for Participants	Prepare 100 sets per activity/event and document packs with the following: d. Event program (print & reproduce) e. Certificate of appearance and participation f. Evaluation form	
16.Stage Set and Production	4.Shall include, but not be limited to the following: stage decorations, lighting, sound system, LED backdrop, podium/s, tables and chairs, etc. 5.Shall also include tarpaulin signage, signage/lobby posting, table place cards, photo booth, etc. 6.Organize the actual conduct of the event with the necessary staff and equipment.	
17.Equipment	Shall include, but not limited to, the following: Laptops, LCD projectors, LCD screens, Projector Screens, Printers, Extension Cords, Complete audio system (speakers, microphones)	
18.Registration Area	Provide a Registration Area with ushers.	
G. Lecture/Forum with Students		
2. Venue/ Function Room, accommodation and meal arrangements d. Venue e. Venue Requirements	Take charge of the complete setup of the physical arrangement of the venue d.Venue <ul style="list-style-type: none"> ● Canvass for the venue and make the necessary arrangement to reserve for the venue of the event e.Venue Requirements <ul style="list-style-type: none"> ● Provide a function hall that can accommodate at 	

<p>f. Meals</p>	<p>least 150 pax on September 20, 2024.</p> <ul style="list-style-type: none"> ● Provide a venue in a 4-star hotel ● Should enforce a no smoking policy ● Provide stable internet/wi-fi connection with at least 25 mbps connection. <p>f. Meals</p> <ul style="list-style-type: none"> ● Coordinate the selection of menu and food tasting with the DOH-MMCHD ● Meals for the events should include: Morning Snacks, Lunch, Afternoon Snacks, and free-flowing Coffee and Tea stations. ● Food for the event should accommodate 150 pax 	
<p>2. Master of Ceremonies/Host</p>	<p>Secure one (1) Class C Masters of Ceremonies.</p>	
<p>3. Tokens for Speakers</p>	<p>4. Design, prepare and provide tokens for five (5) Resource Speakers and five (5) VIPs, including certificates with high quality certificate holders.</p> <p>5. Tokens shall be in the form of:</p> <ol style="list-style-type: none"> a. Bomber jacket b. Automatic and foldable umbrella with UV block c. Insulated coffee cup/mug <p>6. Provide leis for resource speakers, lecturers and VIPs</p>	
<p>4. Collaterals for Participants</p>	<p>Design and produce 150 collaterals and preparation of kits for the following:</p> <ol style="list-style-type: none"> d. Laptop sleeve/meeting bag 	

	<ul style="list-style-type: none"> e. Card-type flash drive f. Tabletop / large mouse pad 	
5. Meeting Kits and Document Packs for Participants	<p>Prepare 100 sets of document packs with the following:</p> <ul style="list-style-type: none"> f. Event program (print & reproduce) g. PVC event ID with lace h. Notebook and black pen i. Certificate of appearance and participation j. Evaluation form 	
6. Stage Set and Production	<p>5. Shall include, but not be limited to the following: stage decorations, lighting, sound system, LED backdrop, podium/s, tables and chairs, etc.</p> <p>6. Shall also include tarpaulin signage, signage/lobby posting, table place cards, photo booth, etc.</p> <p>7. Organize the actual conduct of the event with the necessary staff and equipment.</p> <p>8. Set up all the venues for the activities.</p>	
7. Equipment	<p>Shall include, but not limited to, the following: Laptops, LCD projectors, LCD screens, Projector Screens, Printers, Extension Cords, Complete audio system (speakers, microphones)</p>	
8. Registration Area	<p>Provide a Registration Area with ushers.</p>	
H. Philippine Generics Summit		
14. Venue/ Function Room, accommodation and meal arrangements	<p>Take charge of the complete setup of the physical arrangement of the venue of the Philippine Generics Summit on September 27, 2024</p>	

<p>e. Venue</p> <p>f. Venue Requirements</p> <p>g. Meals</p> <p>h. Accommodation</p>	<p>e. Venue</p> <ul style="list-style-type: none"> ● Canvass for the venue and make the necessary arrangement to reserve for the venue of the event <p>f. Venue Requirements</p> <ul style="list-style-type: none"> ● Provide a Plenary Hall with a capacity that must accommodate 250-300 attendees for a one (1) day Summit on September 27, 2024. ● Should be in a 5-star hotel in Metro Manila. ● Should enforce a no smoking policy ● Should have a parking space. ● Must have stable wi-fi connection with at least 25 mbps. <p>g. Meals</p> <ul style="list-style-type: none"> ● Meals should include: Morning Snacks, Buffet Lunch, Afternoon Snacks and Free-flowing Coffee and Tea station. ● Food for the event should accommodate 300 pax. <p>h. Accommodation</p> <ul style="list-style-type: none"> ● Provide room accommodations and arrangements for a two (2) night stay for participants residing outside of Metro Manila. ● Secure 26 twin-sharing rooms. ● Hotel accommodation 	
--	---	--

	<p>shall preferably be in the same hotel venue.</p> <ul style="list-style-type: none"> ● Check-in date and time - September 26, 2024 at 2:00 pm ● Check-out date and time - September 28, 2024 at 12:00 nn ● Only the accommodated guests will be able to avail of breakfast on September 27-28, 2024, and dinner on September 26-27, 2024. 	
15. Master of Ceremonies/Host	Secure Two (2) Class C Masters of Ceremonies	
16. Intermission Number/Performer	One (1) Class E talents for one (1) intermission number.	
17. Tokens for Speakers	<p>4. Design, prepare and provide tokens for five (5) Resource Speakers and five (5) VIPs, including certificates with certificate holders.</p> <p>5. Tokens shall be in the form of:</p> <ul style="list-style-type: none"> a. Bomber jacket b. Automatic and foldable umbrella with UV block c. Insulated coffee cup/mug <p>6. Provide leis for resource speakers, lecturers and VIPs</p>	
18. Collaterals for Participants	<p>Design and produce 300 collaterals with the following:</p> <ul style="list-style-type: none"> d. Laptop sleeve/meeting bag; e. Card-type USB flash drive; and, f. Tabletop / large mouse pad 	
19. Meeting Kits and Document Packs for Participants	<p>Prepare and provide 250 event kits and document packs for the following:</p> <ul style="list-style-type: none"> f. Event program (print & reproduce) 	

	<p>g. PVC event ID with lace</p> <p>h. Notebook and black pen</p> <p>i. Certificate of participation</p> <p>j. Evaluation form</p>	
20. Stage Set and Production	<p>6. Shall include but not be limited to the following: stage decorations, lighting, sound system, LED backdrop, podium/s, tables and chairs, etc.</p> <p>7. Shall also include tarpaulin signage, signage/lobby posting, table place cards, photo booth, etc.</p> <p>8. Shall set up and organize the actual conduct of the event with necessary equipment.</p> <p>9. Provide one (1) room for a press conference for the assigned panel interviewee</p> <p>10. Complete photo and video documentation</p>	
21. Equipment	<p>Shall include but not be limited to the following: Laptops, LCD projectors LCD screens, Projector Screens, Printers, Extension Cords, Complete audio system (speakers, microphones)</p>	
22. Registration Area	<p>Provide a registration area with ushers throughout the event.</p>	
23. Plaques / Trophies and Prizes	<p>Design and provide around 10 glass plaques of recognition for contest winners</p>	
24. Post-events Meeting/s	<p>4. Conduct one (1) post-event evaluation meeting</p> <p>5. Prepare minutes of the meeting, key agreements, and event report.</p> <p>6. Provide meals during the meeting enough for fifteen (15) participants, if on site. Provide an online platform if the meeting will be done</p>	

	virtually.	
25. Documentation	<p>7. Provide complete photo, video, and narrative documentation of the actual run of the activity.</p> <p>8. Develop and produce video documentation of the highlights of the month-long celebration.</p> <p>9. Develop and produce a same-day edit (SDE) AVP of the Philippine Generics Summit.</p> <p>10. Develop and produce an audiovisual presentation (AVP) related to the advocacy of generic medicine</p> <p>11. All documentation such as videos, recordings, and soft copies of all photos, report on proceedings, summary of participants' feedback and signed attendance sheets, among others, shall be provided and submitted through an external hard drive.</p> <p>12. Submit to DOH-MMCHD four (4) copies of the financial report and two (2) copies of the final documentation/post-activity report within seven (7) working days after the completion of the events.</p>	
26. Other deliverables	Design and develop an online landing page showing the consolidated calendar and details of the celebration of the Generics Awareness Month nationwide (including activities of CHDs and other relevant stakeholders).	

GANTT CHART OF ACTIVITIES

	July				August				September				October			
Week	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Submission of Inception Report																
Preparatory meetings																
Submission and approval of proposed design for collaterals and kits																
Approval of the draft Program																
Confirmation of Venue (submission of signed contract)																
Dissemination of Invitations																
Confirmation of Participants																
Production and submission of Collaterals and Kits																
Event Proper																
Post-event Meeting																
Submission of documentation and financial report.																

V. ROLES AND RESPONSIBILITIES

C. DOH – Metro Manila Center for Health Development

7. To act as the principal client on behalf of the DOH.
8. To closely coordinate with the DOH Pharmaceutical Division in the planning of conduct of events, coordination with the hired event organizer, approval of the inception report, materials, collaterals, design, financial report, and other deliverables of the organizer.
9. To oversee the conduct of the activity, monitor, and evaluate the progress of the event in collaboration with DOH-PD.
10. To provide necessary documents such as the Department Personnel Order, Template Invitation letter, Certificate of Appearance, and the like.

11. To ensure and facilitate the provision of technical oversight in the conduct of the event.
12. To review and be responsible for the timely provision of all resources, access, information and decision making under its control necessary for the project, as identified in the accepted work plan.

D. Event Organizer

9. To prepare and carry out all assignments and activities as detailed in the Scope of Work and Deliverables in coordination with the DOH-MMCHD and DOH-PD.
10. To maintain the confidentiality of the agreements/ transactions made during the event.
11. To make themselves available for meetings/clarification with the DOH-MMCHD and DOH-PD.
12. To abide by the terms and conditions stipulated in the contract.
13. To ensure timely delivery of the event’s requirements, including the inception report, progress and final reports, and all the inputs and outputs required to successfully fulfill this project.
14. To provide updates to the DOH-MMCHD regarding the implementation status and any challenges encountered.
15. To be responsible for the timely provision of resources, information and decision making under its control within the time schedule specified in the TOR.
16. To submit the final materials, reports, and documents to DOH-MMCHD, as agreed upon during negotiation.

VI. DURATION OF ENGAGEMENT (TIMELINE)

The duration of the engagement commences upon receipt of the approved Notice to Proceed (NTP) and ends with the post-evaluation and submission of technical and financial reports, and documentation. Submission must be in both hard and soft copies, saved on an external hard drive. Contract duration is four (4) months upon receipt of approved NTP. The target dates for the events are as follows:

- Community Advocacy Event through Zumba: **11 September 2024**
- Herbal Medicines x Generic Medicines Expo: **11 September 2024**
- Lecture/Forum with Students: **20 September 2024**
- Philippine Generics Summit 2024: **27 September 2024**

Month	1				2				3				4	
Week	1	2	3	4	1	2	3	4	1	2	3	4	1	2
Activities	Overall preparation and planning								Event Proper				Post evaluation submission of and financial documents	

VII. IMPLEMENTING ARRANGEMENTS:

C. Contact Persons: TO BE FILLED OUT BY DOH-MMCHD

JOEL T. ANZANO, RPh, MMHeA

Pharmacist III, Unit Head – Regional Pharmaceutical Unit
Metro Manila Center for Health Development
Department of Health
6 Barangay Road, Welfareville Compound,
Barangay Addition Hills, Mandaluyong City, 1550
Tel. No. (02) 8531-0037 loc. 107
Email: RPU@ncro.doh.gov.ph

SHAIRA LINN D.J TOLENTINO

Pharmacist II
Metro Manila Center for Health Development
Department of Health
6 Barangay Road, Welfareville Compound,
Barangay Addition Hills, Mandaluyong City, 1550
Tel. No. (02) 8531-0037 loc. 107
Email: slt.rph@ncro.doh.gov.ph

D. Project Management/Contract Administration Arrangement

MMCHD Bids and Awards Committee shall manage the contract.

VIII. QUALIFICATION OF TECHNICAL ASSISTANCE PROVIDER (EVENT ORGANIZER)

- B. The technical assistance provider shall have the following qualifications:
5. At least two (2) years' experience in event organizing, promotion and similar types of activities/programs and projects, preferably staging events with 300 participants
 6. With the appropriate number of staff and crew
 7. With sufficient financial resources to carry out the required activities
 8. At least two (2) positive feedback from previous clients

IX. REPORTING OBLIGATIONS, NOTICES AND APPROVAL PROCESS, AND ESSENTIAL REPORTS, CONTENTS

9. The inception report shall include the concept of the event, time table, and work plan.
10. The design for the materials and collateral shall be submitted to DOH-MMCHD and DOH-PD for approval.
11. The design for the stage and floor plan shall be submitted to DOH-MMCHD and DOH-PD for approval.
12. The organizer shall submit to DOH-MMCHD and DOH-PD the final

program of the event as specified in the TOR and as agreed upon during planning meetings and negotiation.

13. The documentation of all meetings conducted prior to and after the event shall be submitted to the DOH-MMCHD and DOH-PD.

14. The registration, report on proceedings and documentation during the event shall be submitted to the DOH-MMCHD and DOH-PD.

15. The media documentation which includes photos and videos of the event shall be submitted to the DOH-MMCHD and DOH-PD

16. The financial report shall be submitted to the DOH-MMCHD, copy furnished the DOH-PD.

X. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the event shall be charged against the funds sub allotted to the DOH-MMCHD, SAA 2024-04-001738 amounting to FOUR MILLION PESOS (PHP 4,000,000.00), inclusive of government taxes and subject to existing government accounting and auditing rules and regulations.

XI. PROPOSED TERMS OF PAYMENT

Payment

1st Tranche

Submission of the following deliverables two days after the receipt of the approved NTP:

- Inception Report
- Signed Contract

2nd Tranche

Submission of the following deliverables one month before the event:

- Minutes of the meetings, attendance sheet from preparatory meetings
- Design and samples of materials/ collaterals
- Hotel reservation
- Provisional program

Submission of the following deliverables two weeks before the event:

- Materials and collaterals, kits

3rd Tranche

Submission of the following deliverables:

Registration, documentation (hard and soft copies) and Financial Report seven working days after the conclusion of the event

XII. Evaluation Criteria

The technical assistance provider shall be evaluated based on the desired qualifications and shall submit the following:

- 6. Company profile;
- 7. At least (2) positive feedbacks from previous clients;
- 8. At least two (2) samples of firm’s documentation/proceedings of previous events organized;
- 9. Project team composition and their engagement in the project including CVs of key personnel to be assigned; and,
- 10. Approach and methodology including work plan and facilities and resources needed to accomplish scope of work.

XIII. Property Rights

All final materials shall be submitted to DOH-MMCHD. The DOH-MMCHD shall own and have all the rights to allow or not to allow any parties to execute all activities and use all strategies stipulated in the plan; and reproduce or distribute any of the collateral materials.

Prepared by:

JOEL T. ANZANO, RPh, MMHeA

Pharmacist III, Unit Head – Regional Pharmaceutical Unit
Metro Manila Center for Health Development
Department of Health

Recommending Approval:

JANICE KATHLEEN R. MALESIDO, RN, MD, MPH

Chief, Local Health Support Division
Metro Manila Center for Health Development
Department of Health

Approved by:

RIO L. MAGPANTAY, MD, PHSAE, CESO III

Regional Director IV
Metro Manila Center for Health Development
Department of Health

Signature over Printed Name
[date of signing]

In the capacity of:
Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]
(Name of Company)
[Complete office address]
[Contact No.]
[Fax No.]
[Email Address]

TERMS OF REFERENCE

Section
VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents Arranged numbered and tabbed as it appears below:

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents:

(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

Technical Documents:

(b) Statement of the prospective bidder of All its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**

(c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, the amount of which should be equivalent to at least twenty five percent (25%) of the ABC for this Project, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; and

(d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;

or

Original copy of Notarized Bid Securing Declaration; **and**

(e) Conformity with the Schedule of Requirements and Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or aftersales/parts, if applicable; **and**

(f) Original duly signed Omnibus Sworn Statement (OSS);

and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents:

(g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

(h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

or

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful. Other documentary requirements under RA No. 9184 (as applicable)

(i) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

(j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

II. FINANCIAL COMPONENT ENVELOPE

(a) Original of duly signed and accomplished Financial Bid Form; *and*

(b) Original of duly signed and accomplished Price Schedule(s).

III. ADDITIONAL DOCUMENTARY REQUIREMENTS TO BE ATTACHED IN THE TECHNICAL SPECIFICATIONS FORM:

(a) Valid and current Certificate Product Registration (CPR) or Certificate of Medical Device Registration (CMDR) or Certificate of Medical Device Notification (CMDN) issued by Philippine Food and Drug Administration (PFDA);

The CPR must be valid for the entire period of the award. If the CPR/CMDN/CMDR is about to expire, the supplier must have submitted a copy of an application of renewal to the FDA at least 3 months before the expiry date (a copy of the expiring CPR, which is stamped with an “Extension of Validity” shall be submitted as proof); [AO 2019-0041]

(b) Valid and current License to Operate (LTO) for Medical Device Importer/ Wholesaler issued by the Philippine Food and Drugs Administration (PFDA);

(c) Product Insert/Product Information or downloaded from the internet and other manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data, etc., as appropriate for a cross-referencing statement of compliance to the technical specification in accordance to what is indicated in Technical Specifications;

(d) Certification from the Manufacturer/Distributor/Importer/Wholesaler (as reflected in the Certificate of Product Registration of the product/s to be bid) that the Bidder is an authorized dealer or distributor of the product

(e) Sworn Statement using the prescribed form

Note:

1) Please refer to http://ncroffice.doh.gov.ph/BidsAndAwardsCommittee_Sample_Forms.pdf for the following requirements:

- a) Sworn Statement;
- b) Computation of NFCC;
- c) Manufacturer's Authorization;
- d) Secretary's Certificate;
- e) Special Power of Attorney;
- f) Statement of Ongoing Contracts; and
- g) Statement of SLCC.

2) For the following requirements, please refer to GPPB Resolution No. 16-2020:

- a) Bid Form;

- b) Price Schedule;
- c) Bid Securing Declaration; and
- d) Omnibus Sworn Statement

