



SUPPLEMENTAL/ BID BULLETIN NO. 1

IB#2024-105

Event Organizer for the conduct of the Reshaping Individuals Overall Health and Wellness

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

Revision and clarification to provisions/specifications in the Bidding Documents:	
ORIGINAL TECHNICAL SPECIFICATIONS	AMENDED
LED Video Wall – 12 x 16 mts. in size with lights and sound system for outdoor with band setup; with minimum of 4 wireless microphones;	LED Video Wall – 12 x 16 ft. in size with lights and sound system for outdoor with band setup; with minimum of 4 wireless microphones

Bidders are advised to use the following attached forms and submit them together with all required documents for the submission of bids on the 4th day of June 2024, 9:00 AM:

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

For guidance and information of all concerned.

Issued this 27th day of May 2024 in MMCHD

Approved by:

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

**TERMS OF REFERENCE
RESHAPING INDIVIDUALS' OVERALL HEALTH AND WELLNESS**

Type of Service: Event Organizing Services

ABC: Php 1,299,999.10 inclusive of taxes and duties

Funding Source: CONAP Health Promotion

I. BACKGROUND/RATIONALE:

The Department of Health has developed the Health Promotion Framework Strategy (HPFS) as mandated by the Universal Health Care Law (RA 11223) that articulates the expanded role of health promotion in the country. It outlines the long-term direction of the national and local health promotion-related policies, projects, and activities. HPFS identifies seven priority areas that address certain social determinants of health behavioral risk factors with corresponding behavioral and health outcome objectives. The strategies were geared towards shaping healthier settings and behavior with the ultimate goal of achieving a Healthy Pilipinas.

Based on the DOH Administrative Order 2021-0063 or the Health Promotion Framework Strategy 2030, health promotion activities must be designed and strategically implemented through the settings-based approach reaching communities, learning institutions, and workplaces. The settings-based approach acknowledges that health is created and lived by people within the settings of their everyday life; where they learn, work, and live.

The Department of Health-Metro Manila Center for Health Development (DOH-MMCHD) commits to promoting the health and well-being of people by ensuring that health services are readily available and accessible in all levels of care and in all healthy settings to include the workplaces. Moreover, DOH-MMCHD recognizes the value of fostering the health and well-being of employees as part of its commitment to supporting public health efforts. By prioritizing the wellness of the workforce, the morale, productivity, and overall organizational performance will improve. Moreover, this addresses the fifth (5th) and sixth (6th) health sector 8-point action agenda, which are to improve healthy behaviors through the promotion of health-enabling settings such as workplaces and ensure mental health and overall well-being of Filipinos, respectively.

In relation to this, pursuant to the National Healthy Lifestyle and Lifestyle Related Diseases Programs of the Department of Health (DOH) and as stipulated in the CSC-DOH-DOLE Joint Memorandum Circular No.1, s. 2020 entitled, "Occupational Safety and Health Standards for the Public Sector", a physical and mental fitness program for government employees such as sports and other recreational activities aiming to provide a stress-free environment and opportunities for the employees of DOH-MMCHD to become more physically active and healthy are being advocated.

Through these, DOH-MMCHD will conduct Reshaping Individuals’ Overall Health and Wellness promoting sports and recreational activities, camaraderie among personnel of men and women of all ages that can improve quality of life through physical activities, and will be strengthened leading to increased productivity of the employees that will ultimately help to the delivery of quality health services to the public.

II. OBJECTIVES

General Objective:

To provide a platform and provide logistics to intensify key components found in a workplace namely, Physical Wellness, Mental Health Support, Social Connection and Safe Environment by integrating evidence-based strategies.

Specific Objectives:

- To prepare the needed materials and logistics needed for the conduct of the activity
- To provide support during the conduct of the program

III. SCOPE OF WORK

The contract for the procurement of Reshaping Individuals’ Overall Health and Wellness Events Organizer (“Contract”) shall be awarded to the contractor (“Contractor”) who shall agree to perform efficiently and effectively the specifications in this Terms of Reference (TOR).

Details of the Event:

- a. Title of the event: Reshaping Individuals’ Overall Health and Wellness
- b. Date of the event: June 17, 18, 24, and 25, 2024
- c. Type of event: Local event

The Contractor shall provide the following:

EVENT DETAILS	DELIVERABLES
OPENING CEREMONIES	A. Stage design inclusion of balloon pillars and balloon arcs B. Venue (Contractor to provide tables and chairs needed per sports event) C. LED Video Wall – 12 x 16 ft in size with lights and sound system for outdoor with band setup; with minimum of 4 wireless microphones; provision of Video wall equivalent size stage with skirting and steps/stairs for 2 feet high platform. D. Meals and Snacks with the MMCHD recommended/ approved menu (MMCHD recommended/approved menu) for the Opening Ceremonies. E. 400 pcs of T-shirts (Dri-Fit material) in assorted sizes according to the list of actual player/team members respective sizes. There will be 4 colors: <ul style="list-style-type: none"> ● Red Team: 100 pieces

<p style="text-align: center;">OPENING CEREMONIES</p>	<ul style="list-style-type: none"> ● Blue Team: 100 pieces ● Green Team: 100 pieces ● Yellow Team: 100 pieces <p>F. Four (4) specific colored flag banners for each team (red, blue, green, yellow).</p>
<p style="text-align: center;">SPORTS/GAMES</p>	<p>A. Provide the judges/umpires/referees/scorer/officiating committee using the recommended official rules and regulations for all of the sports events.</p> <p>B. Rental of Sound System to all sports events identified below.</p> <p>C. Provide the following for each sport/event identified on Table D below.</p>
	<p>MEDALS</p> <p>Basketball</p> <ul style="list-style-type: none"> ● 5 Medals for the Mythical 5 Selection (based on points of a player of each team) ● 1 Medal for MVP Finals (special award) ● 1 Medal for MVP Tournament (special award) ● 12 Gold Medals for Champion Team ● 12 Silver Medals for 2nd Placer ● 12 Bronze Medals for 3rd Placer <p>Volleyball</p> <ul style="list-style-type: none"> ● 6 Medals for the Mythical 6 Selection (based on points of a player of each team) ● 1 Medal for MVP Finals (special award) ● 1 Medal for MVP Tournament (special award) ● 1 Medal for Best Setter (special award) ● 1 Medal for Best Spiker (special award) ● 1 Medal for Best Blocker (special award) ● 1 Medal for Best Libero (special award) ● 12 Gold Medals for Champion Team ● 12 Silver Medals for 2nd Placer

AWARDING
CEREMONIES/
CULMINATING RITES

- 12 Bronze Medals for 3rd Placer

Badminton

- Men's Doubles
 - Champion: 2 gold medals
 - 2nd Placer: 2 silver medals
 - 3rd Placer: 2 bronze medals
- Women's Doubles Champion
 - Champion: 2 gold medals
 - 2nd Placer: 2 silver medals
 - 3rd Placer: 2 bronze medals
- Mixed Doubles Champion
 - Champion: 2 gold medals
 - 2nd Placer: 2 silver medals
 - 3rd Placer: 2 bronze medals
- Men's Singles Champion
 - Champion: 1 gold medal
 - 2nd Placer: 1 silver medal
 - 3rd Placer: 1 bronze medal
- Women's Singles Champion
 - Champion: 1 gold medal
 - 2nd Placer: 1 silver medal
 - 3rd Placer: 1 bronze medal

Table Tennis

- Men's Competition
 - Champion: 1 gold medal
 - 2nd Placer: 1 silver medal
 - 3rd Placer: 1 bronze medal
- Women's Competition
 - Champion: 1 gold medal
 - 2nd Placer: 1 silver medal
 - 3rd Placer: 1 bronze medal

Chess (6 medals)

- Men's Competition
 - Champion: 1 gold medal
 - 2nd Placer: 1 silver medal
 - 3rd Placer: 1 bronze medal
- Women's Competition
 - Champion: 1 gold medal
 - 2nd Placer: 1 silver medal
 - 3rd Placer: 1 bronze medal

Darts (16 medals)

- Killers Men's Competition
 - Champion: 1 gold medal
 - 2nd Placer: 1 silver medal
 - 3rd Placer: 1 bronze medal

AWARDING
CEREMONIES/
CULMINATING RITES

- Killers Women's Competition
 - Champion: 1 gold medal
 - 2nd Placer: 1 silver medal
 - 3rd Placer: 1 bronze medal
- 5,001 Team (10 members) Competition
 - Champion: 10 gold medal

Cheerdance (60 medals)

- Champion: 20 gold medals
- 2nd Placer: 20 silver medals
- 3rd Placer: 20 bronze medals

TROPHY

Basketball

- Champion team
- 2nd placer
- 3rd placer

Volleyball

- Champion team
- 2nd placer
- 3rd placer

Badminton

- Champion team (overall)

Table Tennis

- Champion (male/female)

Chess

- Champion (male/female)

Darts

- Champion (Team competition)

Cheerdance

- Champion team

Mr. and Ms. MMCHD

- Champion (male and female)

AWARDING
CEREMONIES/
CULMINATING RITES

D. SPORTS/EVENT AND LOGISTICS

SPORTS EVENTS	LOGISTICS
Basketball	3 pcs basketball ball (standard size for indoor and outdoor)
	Score sheet/Tally sheet
	3 pcs basketball pin
	1 basketball air pump
	Portable Electronic Working/Adjustable Shot Clock and Scoreboard (with inclusion of timer for officials)
	Basketball Game Buzzer
	2 Magnetic Tactical coaching board with write and wipe pen

Volleyball	1 Standard Volleyball Net
	3 Basic Volleyball Balls
	Score board
	2 Magnetic Tactical coaching board with write and wipe pen
Badminton	4 sets of portable folding badminton net rack indoor and outdoor with adjustable steel tube bracket (Dimensions: The standard size of Badminton net is 6.1 meters wide and 1.55 meters high)
	8 pairs of Badminton rackets
	4 tubes, 12 pcs/tube Badminton feathered shuttlecock
	3 duct tape (122 ft)
Darts	3 pcs dart boards with scoreboard
	12 ets of 24 gms, tungsten dart pins with case and spare shaft and flights
Table Tennis	2 pingpong table with net and wheels
	2 pairs of Table Tennis rackets
	Table Tennis balls (30pcs)
Chess	4 Complete Wooden Chess Board Set with Chess Pieces
	4 timer/clock
	Score sheets/Tally sheets
Palarong Pinoy: Sack Race	8 sacks
Palarong Pinoy: Tug of War	2 ropes
Cheerdance	Rubber Foam Mat: 60 pcs (60cm x 60cm)

Mr. and Ms. MMCHD	Customized Sash (placers):
	<ul style="list-style-type: none"> ● Champion (male/female) 2 pcs customized sash ● 1st runner-up (male/female) 2 pcs customized sash ● 2nd runner-up (male/female) 2 pcs customized sash ● 3rd runner-up (male/female) 2 pcs customized sash
	Pageant numbers (1 to 8)
	2 Pageant crown (for female and male champion)

E. Warrant that the quality of items provided as required herein shall be according to industry and technical standards.

IV. SPECIFICATION/EXPECTED OUTPUTS AND DELIVERABLES

Stage of Event	Activities	Schedule	Expected Outputs
	Conduct 1st Preparatory Meeting	May	Minutes of the meeting on key agreements Inception Report
	Prepare a proposal for Metro Manila Center for Health Development (MMCHD) on the detailed plans for guidance in the execution and control of the activities <ul style="list-style-type: none"> ● Physical arrangement including LCD, tables, and stage design ● Ocular inspection of the venue with MMCHD ● All other required logistics for the 	May	Proposal outlining the following as minimum: <ul style="list-style-type: none"> ● Physical arrangement including LCD, tables, and stage design

Preparatory Activities	event		<ul style="list-style-type: none"> All other required logistics for the event
	Presentation of program flow	May	Based on the concepts presented in the Preparatory Meeting
	Submit proposed design layouts for: <ul style="list-style-type: none"> Event title and logo Program of activities Collaterals Award plaques and medals for champion team/players and placers 	May	Final design and layouts in appropriate format (PNG, PPTX/Slides, etc.)
	Send out invitation letters through electronic or conventional mail (if requested) for VIPs and guests	May	Sent invitations
	Provide regular updates on the confirmation of VIPs and guests	May	Update report
	Identify Masters of Ceremony	May	% DOH-MMCHD
	Finalize the list of guests, players and teams	May	List of confirmed guests, players and

Preparatory Activities			teams
	Prepare glass and/or metal trophies/plaques and customized medals for champion players/team and placers	May	203 customized medals 15 trophies/plaques
	Prepare dri-fit shirt layout and reproduction	May	Attires (dri-fit shirt), as specified
	Conduct 2nd Preparatory Meeting, with special emphasis on the layout of the event proper, final program flow, final list of players, etc.	May	Minutes of the meeting
Actual Onsite Event Preparations and Execution	Prepare stage design and production in the main ballroom: <ul style="list-style-type: none"> ● Stage design/decorations (balloon pillars) and layout, lighting and sound system ● Podium ● Electronic LED Wall backdrop ● Sound system 	June	Prepared stage set and production
	Prepare and edit slides and video presentation	June	Prepared slides and videos
	Prepare and man equipment: <ul style="list-style-type: none"> ● Laptop(s) ● Sound System ● Extensions cord(s) 	June	Prepared and manned equipment
	Prepare and man	June	Prepared

Actual Onsite Event Preparations and Execution	registration area: <ul style="list-style-type: none"> ● Tables with tablecloth ● Printed attendance sheet compliant with DOH prescribed templates ● Online evaluation form with printed QR code 		registration area
	Prepare documentation for the event (% MMCHD - CMU): <ul style="list-style-type: none"> ● Document the event: <ul style="list-style-type: none"> ○ Program ○ Duration of the whole sports events ● Same-day-edit video (at least 10 minutes) 	June	% MMCHD - Communications Management Unit
	Assist the masters of ceremony during the conduct of the program	June	Assistance to the masters of ceremony
	Facilitate the program and sound system	June	Facilitation
Post-Event	Conduct post-session debriefing meeting	June	Minutes of the meeting
	Layout and print four (4) post-event documentation report	June	Post-event documentation report
	Prepare final report of the event	June	Final Report

V. DURATION OF ENGAGEMENT AND TIMELINES

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

VI. QUALIFICATION OF SERVICE PROVIDER

The Contractor must be / has:

- A. Of good reputation and has a 5-year satisfactory evaluation rating from previous assignments;
- B. At least two years of experience in event organizing and sports events;
- C. Has not been previously blacklisted from any government organizations;
- D. Composed of but not limited to the following staff members:
 - 1. Event Manager
 - 2. Account Manager
 - 3. Event Assistant
 - 4. Floor Director
 - 5. Sound System Operator
 - 6. Lighting Operator
 - 7. And other crew required to deliver the Scope of Work and Deliverables

VII. IMPLEMENTING ARRANGEMENTS

- A. Contact Person/s

All communications and reports must be addressed to:

DANICA LOU A. VILLENA, RN, MPH

Nurse V/Officer-In-Charge Head, Health Promotion Unit

Local Health Support Division

hpulhsd.dohncr@gmail.com

ATTN:

REGINALD V. SANTIAGO

Health Education and Promotion Officer II, Health Promotion Unit

- B. Project Management/Contract Administration Arrangement

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

VIII. ROLES AND RESPONSIBILITIES

A. CONTRACTOR shall:

1. Exercise all reasonable diligence and prudence in the discharge of the duties agreed to be delivered and work in the best interest of the MMCHD.
2. Fulfill its obligations under this Term of Reference and contract in accordance with professional standards.
3. Conduct regular consultation with the HPU in relation to the undertaking of its responsibilities under the contract.
4. Deliver on time all deliverables according to the instructions of HPU:
 - a. Inform the HPU for any concerns related to the deliveries.
 - b. Submit complete delivery and invoice receipts to the HPU with clear means of verification (MOVs).

B. The DOH-MMCHD shall:

1. Approve the quality of the items included in the deliverables before the event.
2. Provide any necessary guidance to the Contractor/Supplier.
3. Monitor the progress of the delivery and inspection schedules of the Supply Section of MMCHD.
4. Review the output and Contractor's compliance with conditions and requirements agreed upon.
5. Release payment in accordance with rules on government accounting.

IX. APPROVED BUDGET OF CONTRACT/SOURCE OF FUNDING

The approved budget contract for the conduct of Reshaping Individuals' Overall Health and Wellness is Php 1,299,999.10 inclusive of all charges shall be charged against CONAP Health Promotion funds, subject to its availability and to the annual accounting and auditing rules and regulations.

X. PROPOSED TERMS OF PAYMENT

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

1. All payment shall be subject to the usual accounting and auditing rules and regulations of DOH-MMCHD.
2. Payment will be processed upon completion of the deliverables and upon submission of the Statement of Account by the Contractor.
3. Payment shall be done in tranches based on the submission of deliverables:

Tranches of payment	% of Payment	Deliverables	Means of Verification
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First Tranche	15% of total payment	- Completion of Inception Report - Approval of all prototypes and layouts	- Printed Inception Report (2 copies) - Approved and signed prototypes and layouts
Second Tranche	85% of total payment	- Conduct of Post Event Meeting and Documentation - Endorsement of all the procured sports logistics to MMCHD	- Receiving copy of all procured sports logistics of MMCHD - Post Event Documentation Report 4 copies

All submitted documents and MOVs must be approved by MMCHD.

4. Any amendment or modifications in the TOR shall be undertaken only through the HPU and with the consent of DOH-MMCHD.
5. Should the contracted supplier be unable to perform the work required in TOR, it shall pay a penalty of one percent of the total stipulated contract for every day of delay.

XI. AMENDMENTS

Any amendments, modifications, addition, or deletion from the scope of work or other matters concerning the conduct of the activity/event covered in the TOR shall be made only upon consultation with the HPU and with the consent of DOH-MMCHD.

Prepared by:

REGINALD V. SANTIAGO

Health Education and Promotion Officer II

Noted by:

DANICA LOU A. VILLENA, RN, MPH

Nurse V - OIC Head, Health Promotion Unit

Recommending Approval:

JANICE KATHLEEN R. MALESIDO, RN, MD, MPH

Chief, Local Health Support Division

Approved by:

RIO L. MAGPANTAY, MD, PHSAE, CESO III

Director IV