



Republic of the Philippines
DEPARTMENT OF HEALTH
Metro Manila Center for Health Development



SUPPLEMENTAL/ BID BULLETIN NO. 1

IB#2024-121

Hiring of Event Organizer for the conduct of 2024 World Philippine Antimicrobial Resistance Awareness Month Summit (rebid)

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

1. Query during Pre-bidding Conference:		
Technical Specifications	Query	Response of the End User Unit
No changes as stipulated in the technical specification		

Bidders are advised to use the **following attached forms and submit them together with all required documents for the submission of bids on the 7th day of August 2024, 9:00 AM:**

This Supplemental/Bid Bulletin No. 1 shall be integral to the Bidding Documents. All other provisions indicated in the bidding documents not affected by this Supplemental/Bid Bulletin No. 1 shall remain in effect.

For guidance and information of all concerned.

Issued this 31st day of July 2024 in MMCHD

Approved by:

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

TERMS OF REFERENCE

HIRING OF AN EVENT ORGANIZER FOR THE CONDUCT 2024 WORLD/PHILIPPINE ANTIMICROBIAL RESISTANCE AWARENESS MONTH (W/PAAW) SUMMIT

I. BACKGROUND AND RATIONALE:

Antimicrobial Resistance (AMR) is a worldwide public health threat that greatly challenges our ability to fight infections. The COVID-19 pandemic exacerbated the problem of AMR due to the increase in the use of antimicrobials to treat COVID-19 patients, disruptions to infection prevention and control practices in overwhelmed health systems, and diversion of human and financial resources away from monitoring and responding to AMR. In hindsight, we are currently on the precipice of a looming crisis. Thus, if no actions are taken, the consequences will be catastrophic, a lesson we all learned from the coronavirus pandemic.

Cognizant of the rapidly-emerging global public health threat of AMR, the World Health Organization (WHO) has identified education and awareness campaigns as fundamental strategies in the Global Action Plan to combat AMR. In relation to this, the World Antimicrobial Awareness Week (WAAW) is being observed and celebrated every 18th to 24th of November worldwide to increase awareness of global AMR and to advocate best practices among the general public, health workers, and policymakers in order to prevent the further emergence and spread of drug-resistant infections. The Philippines, as one of the forefront WHO member states actively fighting against AMR, has been participating in this global activity through the celebration of the Philippine Antimicrobial Resistance Awareness Week (PAAW) since 2015.

For this year's celebration of the PAAW, 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 a month-long activity to increase awareness of relevant stakeholders on the problem of AMR, including ways for mitigation of emergence and spread and promotion of responsible use of antimicrobials to preserve their efficacy against infections.

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 Antimicrobial Awareness Week in November 2024.

III. SCOPE OF WORK

ITEM

IV. EXPECTED OUTPUTS/ DELIVERABLES

EXPECTED OUTPUTS/ DELIVERABLES

<p>Serve as the overall lead organizer in the planning and conduct of the multi-sectoral celebration of the 2024 PAAW.</p>	<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; and ● Accommodation.
<p>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. 5. Collating and consolidating the calendar of PAAW-related activities of the different sectors.
<p>A. PAAW Go Blue – One Health Fun Run</p>	
<ol style="list-style-type: none"> 1. Venue/ Function Room and meal arrangements <ol style="list-style-type: none"> a. Identify a target area that will maximize public/community engagement, with ample space for running activities. 	<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. <ol style="list-style-type: none"> a. Venue open to the public <ul style="list-style-type: none"> ● Activity area that should be able to accommodate at least five hundred (500) attendees on November 16, 2024 (Saturday). ● Venue must be in Metro Manila. ● 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. ● Must have a running route/path that can accommodate. ● Should enforce a no smoking policy. ● Must allow pets within the activity area. ● Designated restroom facilities must be available, which can be in the form of a portable toilet. b. Parking Area <ul style="list-style-type: none"> ● Venue should have parking spaces.

<p>b. Parking Area</p> <p>c. Water Stations</p> <p>d. Press Conference Area</p> <p>e. VIP Holding Area</p> <p>f. Bag Storage Area</p> <p>g. Booth Provisions and Specifications</p>	<p>c. Water Station</p> <ul style="list-style-type: none"> ● Provide designated area for water stations <p>d. 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>e. VIP Holding Area</p> <ul style="list-style-type: none"> ● Designate a dedicated holding area for VIPs. <p>f. Baggage Claim Booth</p> <ul style="list-style-type: none"> ● Must have tented booths and personnel for the management of the participant’s small baggage. <p>g. Booth Provisions and Specifications</p> <ul style="list-style-type: none"> ● Must have an area for advocacy partner booths, equipped with tents and chairs. <p>h. Completion Booth</p> <ul style="list-style-type: none"> ● Must have a booth for runners who finished the 1km, 5km, and 10km activity. ● Shall be the distribution point of completion medals, activity booth bingo cards, feedback forms and certificate of appearance. <p>i. Refreshments and Snacks Area</p> <ul style="list-style-type: none"> ● Provide an area dedicated for distribution of refreshments and snacks. <p>j. Meal arrangements during the event</p> <ul style="list-style-type: none"> ● Provide a healthy meal plan for morning snacks and refreshments good for 500 pax. ● Coordination with DOH-MMCHD for special food preferences and restrictions throughout the entire event duration. ● Provisions of halal food.
---	---

<p>h. Completion Booth</p> <p>i. Refreshments and Snacks Area</p> <p>j. Meal arrangements during the event</p>	
<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/ Performer</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>	<ol style="list-style-type: none"> 1. Design, prepare and provide tokens for 10 speakers and 10 VIPs 2. Tokens shall be in the form of: <ol style="list-style-type: none"> a. Water tumbler b. Bomber/windbreaker jacket c. Generic vitamins 3. Provide Certificate of Recognition with holder, and leis.
<p>5. Collaterals for participants</p>	<ol style="list-style-type: none"> 1. Provide 500 pcs of collateral packages, EO to submit sample designs of the following to TA Client for approval: <ol style="list-style-type: none"> a. Race bibs with the specified distance of the runners b. Running singlet 2. Prepare and provide 500 finishing kits for the attendees in the form of: <ol style="list-style-type: none"> a. Drawstring bag b. Foldable umbrella c. Round foldable fan d. Water tumbler
<p>6. Event kits and document packs for attendees</p>	<p>Provide 500 Event kits and document packs with the following:</p> <ol style="list-style-type: none"> a. Event program (print & reproduce)

	<ul style="list-style-type: none"> b. information, Education, and Communication (IEC) materials of the advocacy c. Map of the routes d. Event Feedback Form e. 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, start and end point of the run, 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. Security Detail	Provide the appropriate amount of security personnel and marshalls
10. Medical Assistance Desk/Team	Provision of a medical assistance desk with qualified medical personnel throughout the event proper; coordinate with DOH-MMCHD Health Emergency Management Unit (HEMU).
11. Exhibit	Provision of Advocacy Partners exhibits/booths, which shall be secured by the DOH-MMCHD in close collaboration with the DOH-PD.
12. Registration Area	Shall provide a registration area
13. Plaques or Trophies	Provide 500 finisher medals for the participants
14. Photo Booth and Photo wall	Provide and set-up photo booth and photo wall
15. Post-event Meeting/s	<ul style="list-style-type: none"> 1. Conduct one (1) post event evaluation meetings 2. Provide meals enough for ten (10) participants, if on site. Provide an online platform if the conduct is done virtually.

16. Documentation	<ol style="list-style-type: none"> 1. Provide complete photo, video, and narrative documentation on the actual run of the activity 2. Develop and produce a 3-5-minute same-day edit (SDE) AVP of the Activity. 3. Develop and produce a 10-minute audiovisual presentation (AVP) related to the advocacy of Antimicrobial Resistance Awareness. 4. All documentation such as videos, recordings, and soft copies of all photos submitted through an external hard drive and report on proceedings including, a summary of participants' feedback and signed attendance sheets. 5. Submit a financial report to the Department of Health. Financial Report shall be submitted within 7 working days after the completion of the event.
B. Antimicrobial Resistance Awareness Symposium	
<ol style="list-style-type: none"> 1. Venue/ Function Room, accommodation and meal arrangements <ol 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 November 19, 2024 (Tuesday). ● 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 stations. ● 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. Provide tokens for five (10) resource persons <ol style="list-style-type: none"> a. Certificates with holder b. Laptop sleeve/meeting bag c. Bomber jacket 2. Provide ten (10) leis for resource persons and ten (10) leis for VIPs
4. Collaterals for Participants	Design and produce 100 collaterals and preparation of kits for the following: <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	Prepare 100 sets per activity/event and document packs with the following: <ol style="list-style-type: none"> a. Event program (print & reproduce) b. PVC event ID with lace c. Notepad and black pen d. Certificate of 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.
9. Plaques or Trophies	Design and provide ten (10) glass plaques of appreciation for ten (10) resource persons and ten (10) VIPs.
10. Documentation	Provide complete photo, video, and narrative documentation of the actual run of the activity.
C. National Summit with Stakeholders & Launching of the Philippine Action Plan to Combat AMR through One Health Approach 2024-2028	
1. Venue/ Function Room, accommodation and meal arrangements	Take charge of the complete run of activities and setup of the physical arrangement of the venue

<p>a. Venue</p> <p>b. Venue Requirements</p> <p>c. Meals</p> <p>d. Accommodation</p>	<p>a. Venue</p> <ul style="list-style-type: none"> ● Canvass for the venue to meet specification and if approved make the necessary arrangement to reserve the venue of the event ● Contract with the venue/proof of reservation. <p>b. Venue Requirements</p> <ul style="list-style-type: none"> ● Provide a Plenary Hall for a one (1) day Culminating Activity and High-Level Media Forum. ● Capacity must accommodate an estimated of 250 - 300 pax on November 22, 2024 (Friday). ● Venue should be in a 5 star hotel located in Metro Manila ● Should enforce a no smoking policy ● Should have a parking space ● Should have good internet connection at all times, capable of hybrid set up. <p>c. 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. ● Provision of halal food. <p>d. Accommodation</p> <ul style="list-style-type: none"> ● Provide room accommodations for a two (2) night stay. ● Secure 30 twin-sharing rooms, for the following: ● Hotel accommodation shall be in a 3–4-star hotel. Preferably, located at the same venue hotel of the Culminating Activity. If it is not amenable, at least at a walking distance near the venue. ● Check-in date and time - November 21, 2024 at 2:00 pm ● Check-out date and time - November 23, 2024 at 2:00 pm ● Only the accommodated guests will be able to avail of breakfast on November 21-23, 2024, and dinner on November 21-22, 2024.
<p>2. Master of Ceremonies/Host</p>	<p>Secure Two (2) Class C Masters of Ceremonies</p>
<p>3. Intermission Number/Performer</p>	<p>One (1) Class E talents for one (1) intermission number.</p>

4. Tokens for Speakers	Prepare (as per advised by the end user) and provide tokens for ten (10) resource persons and ten (10) VIPs. a. Glass plaques b. Certificates with holder c. Leis d. Laptop sleeve/meeting bag e. Bomber jacket f. E-copy of presentations in card-type USB flash drive
5. Collaterals for Participants	Design and produce 300 collaterals with the following: a. Bag b. Card-type USB flash drive; and, c. Tabletop / large mouse pad d. Pouch e. Notebook
6. Meeting Kits and Document Packs for Participants	Prepare and provide 300 event kits and document packs with the following: 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	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
8. Equipment	Shall include but not limited to the following: Laptops, LCD projectors, LCD screens, electronic / LED backgrounds, Projector Screens, Printers, Extension Cords, Complete audio-visual system and equipment (camera, video camera, speakers, microphones)
9. Exhibit	Must have an area to present research posters
10. Registration Area	Provide a registration area with ushers throughout the event.

11. Plaques or Trophies	Design and provide ten (10) trophies and certificates with certificate holders for the AMR Champion and Research winners.
12. Post-events Meeting/s	<ol style="list-style-type: none"> 1. Conduct one (1) post-event meetings with the DOH 2. Provide consolidated minutes of the meeting, key agreements, financial reports, post-event reports, feedback forms and such necessary documents. 3. If on-site, provide meals during the meeting. If virtual, provide a platform.
13. Documentation	<ol style="list-style-type: none"> 1. Must provide photo, video, and narrative documentation on all of the actual run of the activities. 2. Develop and produce video documentation of the highlights of the week-long celebration. 3. Develop and produce a same-day edit (SDE) AVP of the Culminating Activity. 4. Develop and produce an audiovisual presentation (AVP) related to the advocacy of AMR. 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 a financial report to the DOH-PD and DOH-MMCHD within seven (7) working days after the completion of the event.
14. Other deliverables	Design and develop an online landing page showing the consolidated calendar and details of the celebration of the Philippine Antimicrobial Awareness Week's nationwide (including activities of CHDs and other relevant stakeholders).

GANTT CHART OF ACTIVITIES

Month	September				October				November				December			
Week	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4

Submission of Inception Report	█																			
Preliminary meetings	█	█	█																	
Submission and approval of the 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									█	█	█	█								
Pre-event Meeting												█	█							
Event Proper															█					
Post-event Meeting																█	█	█		
Submission of Registration, 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 approve 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.
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 on time in coordination with the DOH.
2. To maintain the confidentiality of the agreements/ transactions made during the event.
3. To make themselves available for meetings/clarification with the DOH.
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 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:

- PAAW Go Blue – One Health Fun Run: **16 November 2024**
- Antimicrobial Resistance Awareness Symposium: **19 November 2024**
- National Summit with Stakeholders & Launching of the Philippine Action Plan to Combat AMR through One Health Approach 2024-2028: **22 November 2024**

Month	September		October				November			December		
Week	3	4	1	2	3	4	1	2	3	4	1	2
Activities	Overall preparation and planning							Event proper		Post evaluation and submission of technical and financial report, and documentation		

VII. IMPLEMENTATION ARRANGEMENTS:

A. Contact Persons:

JOEL T. ANZANO, RPh, MMHeA

Pharmacist III

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

JAM CLAUDINEE S. BOLAÑOS

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: jcb.rph.dohncro@gmail.com

B. Project Management/Contract Administration Arrangement

MMCHD Bids and Awards Committee shall manage the contract.

VIII. QUALIFICATIONS OF TECHNICAL ASSISTANCE (TA) PROVIDER

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

The inception report shall include the concept of the event, time table, and work plan.

1. The design for the materials and collateral shall be submitted to DOH-MMCHD and DOH-PD for approval.
2. The design for the stage and floor plan shall be submitted to DOH-MMCHD and DOH-PD for approval.
3. 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.
4. The documentation of all meetings conducted prior to and after the event shall be submitted to the DOH-MMCHD and DOH-PD.
5. The registration, report on proceedings and documentation during the event shall be submitted to the DOH-MMCHD and DOH-PD.
6. The media documentation which includes photos and videos of the event shall be submitted to the DOH-MMCHD and DOH-PD
7. The financial report shall be submitted to the DOH-MMCHD, copy furnished the DOH-PD.

X. APPROVED BUDGET AND SOURCE FOR 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● Design and samples of materials/ collaterals● Hotel reservation 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.