



SUPPLEMENTAL/ BID BULLETIN NO. 1

IB#2024-157

Hiring of Event Organizer for the conduct of Regional Health Pilipinas Award

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 25th day of October 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 18th day of October 2024 in MMCHD

Approved by:


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

VII Technical Specifications:

**TERMS OF REFERENCE
HEALTH PROMOTION UNIT
REGIONAL HEALTHY PILIPINAS AWARDS**

Type of Service: Event Organizing Services
ABC: Php 2,500,000.00 inclusive of taxes and duties
Funding Source: Health Promotion 2024 (WFP Item No. 2.a.3.1)

I. RATIONALE

Republic Act (RA) No. 11223 otherwise known as the “Universal Health Care Act” mandates the Department of Health (DOH), to develop a framework strategy for health promotion, which shall serve as the basis for health promotion policies, plans and programs. The Health Promotion Framework Strategy (HPFS) highlights the importance of national and local leadership and governance in health as well as the need for partnerships for health. 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.

The Department of Health - Metro Manila Center for Health Development (DOH-MMCHD) commits in 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. 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.

To operationalize the recognition of Local Government Units’ (LGUs) exemplary efforts, the DOH MMCHD shall confer the Regional Healthy Pilipinas Awards to recognize the health promotion and health program strategies and initiatives of LGU contributing to the achievement of the vision of a Healthy Pilipinas.

II. OBJECTIVES

A. General Objective:

To provide a platform to recognize the implementation of Local Government Units, partner and other stakeholder on health promotion and health program strategies and initiatives.

B. Specific Objectives:

- To prepare the needed materials and logistics needed for the conduct of the event
- To provide support during the conduct of the program
- To provide quality photographer/videographer services for the event
- To coordinate and manage all venue-related administrative and logistical arrangements for the efficient and timely conduct of the Regional Health Pilipinas Awards. This includes stage decorations, seating arrangements, audio-visual equipment, and scheduling of food and beverage, etc.

III. SCOPE OF WORK

The contract for the procurement of event organizing services (“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:** Regional Healthy Pilipinas Awards
- b. **Date of the event:** October - November 2024
- c. **Type of event:** Local event (within Metro Manila)

The Contractor shall provide the following:

- A. Be engaged before, during, and after the conduct of Regional Healthy Pilipinas Awards.
- B. Provide the following services:
 - 1. Conduct pre-event and post-event meetings and submit necessary outputs and documents, as required.
 - 2. Prepare a proposal or inception report for the execution of the event.
 - 3. Rent venue.
 - 4. Provide hosts and intermission numbers.
 - 5. Develop prototypes, samples, and design layouts of materials and collaterals.
 - 6. Prepare documents, letters, and programs.
 - 7. Send invitations and confirmatory of participants.
 - 8. Hire masters of ceremony and intermission number/performer.
 - 9. Produce kits, plaques, certificates, and attire for ushers, secretariat, among others.
 - 10. Provide equipment and transportation needed for the event.
 - 11. Determine the menu and ensure food quality and quantity during the event.
 - 12. Prepare the venue with the concurrence of the end-user.
 - 13. Facilitate the conduct of event.
 - 14. Submit the following reports:
 - a. Inception Report
 - b. Documentation
 - i. Written documentation for preparation and implementation process
 - ii. Photo and Video documentation for the actual event
 - iii. Final Accomplishment and Utilization Report
 - 15. Save all expected outputs and deliverables in an external hard drive which will be submitted at the end of the engagement.

IV. SPECIFICATION/EXPECTED OUTPUTS AND DELIVERABLES

Schedule/ Stage of the Event	Activities	Expected Outputs
	First Preparatory Meeting	
	Conduct 1st Preparatory Meeting	Minutes of the meeting on key agreements

Preparatory Activities	<p>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</p> <ul style="list-style-type: none"> • Venue and accommodation options • Physical arrangement including LED Wall with lights and sounds, tables, and stage design (design depending on the theme, including balloons, flowers) • Hosts (Male and female) • 2 Intermission numbers • 1 singer/ band to serenade while on dinner • Event kits/Collaterals Design • Tokens for VIPs and Speakers • Plaque Design • All other required logistics for the event 	<p>Proposal:</p> <ul style="list-style-type: none"> • Venue and accommodation options • Physical arrangement including LED Wall and lights and sounds, tables, and stage design • Hosts (Male and female) • 2 Intermission numbers • Event kits/Collaterals Design • Plaque Design • All other required logistics for the event
	Presentation of program flow	Program based on the concepts presented in the Preparatory Meeting
	<p>Submit proposed design layouts for the following:</p> <ul style="list-style-type: none"> • Event logo • Invitation letters • Stage design • Floor plan (placement of tables and chairs) • Table cards/numbers • Program of activities • Program souvenir • Event Kits/collaterals • Signages • Award plaques for awardees • Certificates (appreciation for speakers, participation, etc.) 	Final design and layouts in appropriate format (PNG, PPTX/Slides, etc.)P
	Send out invitation letters through electronic or conventional mail (if requested) for VIPs and guests	Sent invitations
	Second Preparatory Meeting	
Conduct 2nd Preparatory Meeting, with special emphasis on the layout and flow of	Minutes of the meeting	

Preparatory Activities	the event and program proper, list of VIPs and guests, etc.	Program prototype
	Layout of the following 350 event kits/collaterals with the following minimum contents: <ul style="list-style-type: none"> ● Bag for kits/collaterals ● Printed program ● Polo Shirts ● Proposed Souvenir/ Collateral 	Prototye of the event kits
	Prepare menu for hors d'oeuvres and meals for guests	Menu of meals for guests
	General specifications for meals and snacks during the event are as follows: <ol style="list-style-type: none"> 1. Planning of meals and snacks must consider restrictions in terms of: <ul style="list-style-type: none"> ● food allergies ● food sensitivities ● food intolerances ● religious beliefs (<i>halal, kosher, etc.</i>) ● options for vegetarian and/or vegan 2. Meal serving must observe high standards of food safety and sanitation including but not limited to, serving temperature, holding time of food, and overall hygiene and sanitation practices. 3. Hors d'oeuvres and meals not utilize high amounts of oil (saturated fats), salt (high in sodium), and sugar 	Menu of Meals for guests with food restrictions
	Prepare attire (cloth sash with regional patterns embroidered with "USHER") for ten (15) ushers	Cloth Sash
	Prepare 2 vans for transportation to and from the venue and for errands or as needed	Trip Ticket of transportation Van

	within the day of the activity	
	Third Preparatory Meeting	
Preparatory Activities	<p>Conduct 3rd Preparatory Meeting, with special emphasis on the following:</p> <ul style="list-style-type: none"> ● final layout of the event proper ● final program flow ● finalization of list of VIPs and guests ● final seating arrangements ● actual ocular visit of venue and accommodation ● food tasting ● registration flow ● 2 masters of ceremony (male and female) ● event performers - 2 intermission number - 1 singer/ band to serenade while on dinner 	Minutes of the meeting
	<p>Prepare 100 plaques (glass/ wooden/ metal) based on approve prototype</p>	100 plaques
	<p>Prepare 350 event kits/ collateral sets based on approve prototype</p>	350 event kits/ collaterals
	<p>Provision of the following:</p> <ol style="list-style-type: none"> 1. Ballroom - in a 4-5 star hotel (non-smoking) large enough to accommodate 350 guests. 2. Holding room - for VIPs 3. Function room - for the following: <ul style="list-style-type: none"> ● event secretariat ● event performers, and ● master of ceremony 4. Function room for event secretariat must have Wi-Fi access/connection and with the following materials needed: 	

	<ul style="list-style-type: none"> ● one (1) colored laser printer ● office supplies (bond paper, pens, markers (<i>white board and permanent</i>), scissors, staplers with staple wires, paper clips, pencil, sharpener, and tapes (<i>double adhesive tape, packaging tape, electric tape, masking tape, duck tape</i>)) <p>5. Five (6) accommodation rooms for one (1) night</p>	
Actual Onsite Event Preparation and Execution	<p>Prepare stage design and production in the main ballroom:</p> <ul style="list-style-type: none"> ● Stage design/decorations and layout, lighting and sound system ● Balloons/ Flowers or any Design based on the final theme ● Podium ● Tables and chairs ● Table cards/numbers ● Electronic LED Wall and backdrop ● Signages ● Other logistics needed in the event 	Prepared stage set and production
	Prepare and edit slides and video presentations	Prepared slides and videos
	<p>Prepare and man equipment on the event proper:</p> <ul style="list-style-type: none"> ● Laptop(s) ● LED Wall ● Sound System ● Extensions cord(s) ● Printers 	Prepared and manned equipment
	<p>Prepare and man registration area:</p> <ul style="list-style-type: none"> ● Tables with tablecloth ● Printed attendance sheet compliant with DOH prescribed templates ● Printed seating arrangement 	Prepared registration area

	<ul style="list-style-type: none"> ● Online evaluation form with printed QR code 	
	Provide 1 male and female host and 2 intermission numbers	1 male and female host and 2 intermission number
	Prepare documentation for the event <ul style="list-style-type: none"> ● Document the event: <ul style="list-style-type: none"> ○ <i>Program</i> ○ <i>Duration of the whole event</i> ● Same-day-edit video (at least 10 minutes) 	Printed event program and video of same day edit
	Photobooth services for the whole duration of the event <ul style="list-style-type: none"> ● Photobooth backdrop ● With printed photos ● Lights and other equipments ● Props 	Printed photos (with soft copy)
	Assist the master of ceremony during the conduct of the program	Assistance to the masters of ceremony
	Facilitate the performer's area and sound system	Facilitation
	Facilitate the distribution of event kits and collaterals	
Post-Event	Conduct post-session debriefing meeting	Minutes of the meeting
	Layout and print five (5) post-event documentation report	Post-event documentation report
	Prepare final report of the event	Final Report

V. DURATION OF ENGAGEMENT AND TIMELINES

The engagement shall commence upon issuance of the approved Notice to Proceed (NTP) and shall end at least one (1) month after the conduct of the event.

VI. PROJECT SITE: Metro Manila Center for Health Development, Mandaluyong, Metro Manila, Philippines

VII. QUALIFICATION OF SERVICE PROVIDER

The Contractor must be / has:

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

VIII. IMPLEMENTING ARRANGEMENTS

A. Contact Person/s

All communications and reports must be addressed to:

DANICA LOU A. VILLENA, RN, MPH

Nurse V, Health Promotion Unit

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. Fariñas.

IX. 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 MMCHD and HPU in relation to the undertaking of its responsibilities under the contract.
4. Perform its services according to the standards and specifications set in this TOR.
5. 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 MMCHD - 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.

X. APPROVED BUDGET OF CONTRACT/SOURCE OF FUNDING

The approved budget contract for the conduct of Regional Healthy Pilipinas Awards is Php 2,500,000.00 inclusive of all charges shall be charged against Health Promotion funds (WFP Item No. 2.a.3.1).

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

XI. 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
First Tranche	15% of total payment	- Completion of Inception Report	- Printed Inception Report (2 copies)
Second Tranche	35% of total payment	- Approval of venue and booking (with ocular inspection) - Approval of all prototypes and layouts	- Presence of signed internal contract between the venue and the contractor - Signed prototypes and layouts
Third Tranche	50% of payment	- After the conduct of event	- Submitted video of the event - Submission of Accomplishment and Utilization Report (printed 2 copies) - Submission of all

			products and procured equipments - Submission of documents and documentation materials saved in an external drive
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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 approved by the MMCHD Regional Director and Assistant Regional Director.
5. Should the contracted supplier be unable to perform the work required in TOR, it shall pay a penalty of one percent (1%) of the total stipulated contract for every day of delay.

XII. 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.