



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

INVITATION FOR NEGOTIATED PROCUREMENT TWO FAILED BIDDINGS Section (53.1)

RFQ NO 2025-06-264

In view of the two (2) failed bids, the Metro Manila Center for Health Development (MMCHD), through its Bids and Awards Committee, invites bidders to participate in the negotiation for the **Hiring of an Event Organizer** in accordance with Section 53.1 of the Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184.

1. The MMCHD, through the RRHFS 2025 intends to apply the sum of One Million Two Hundred Thousand Pesos (**P 1,200,000.00**), the Approved Budget for the Contract (ABC), to payments under the contract for the abovementioned procurement.
2. The MMCHD now invites interested bidders to submit and negotiate offers for the project on June 30, 2025, at 9:00 AM, at the MMCHD Amphitheater.
3. The MMCHD BAC will negotiate with a sufficient number of bidders to ensure effective competition. The successful offer shall be selected based on the best and final offer that will be submitted on the specified date shown below, and that meets the minimum technical specifications required.
4. The schedules of activities are as follows:

Activities	Schedule	Venue
Issuance and Availability of Request for Quotation	June 19, 2025, to June 30, 2025	MMCHD BAC Secretariat Office
Conduct of Pre-Negotiation Conference	June 24, 2025	MMCHD Amphitheater
Deadline for the submission of Quotation	June 30, 2025	MMCHD Amphitheater

5. Interested bidders shall submit the following documents in sealed envelopes, labeled as "Negotiated Documents," one (1) original and two (2) duplicate copies, marked as Original, Copy 1 and Copy 2 with the title of the procurement project, name of the bidder, address of the Bidder, and contact details of the bidder, addressed to the BAC Chairperson
7. All submitted documents (original and the two (2) copies) shall be originally duly certified by the bidder or his duly authorized signatory, arranged, numbered and tabbed as enumerated below:
 - a. Price Quotation, inclusive of taxes;
 - b. Duly accomplished and signed Technical Specifications using the attached form;
NOTE: The supplier shall indicate the page(s) where the specific technical data in

each technical specification can be found and attach these documents referred to with this form.

- c. Duly signed Schedule of Requirements using the attached form, including Conformity with Terms of Reference;
- d. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;
- e. Statement 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;
- f. Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid within two (2) years from the Submission and Opening of Bids, must be at least twenty percent (50%) of the ABC. For this purpose, similar contracts shall refer to various IT Equipment.
- h. The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC) which must be at least equal to the ABC to be bid, calculated as follows:
$$\text{NFCC} = [(\text{Current Assets minus Current Liabilities}) (15)] \text{ minus the value of all outstanding or uncompleted portions of the projects under on-going contracts, including awarded contracts yet to be started coinciding with the contract to be bid.}$$

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

OR

- i. If the prospective bidder submits a Committed Line of Credit (CLC), it must be at least equal to ten percent (10%) of the ABC to be bid issued by Universal or Commercial Bank; Provided, that if the same is issued by a foreign Universal or Commercial Bank, it shall be confirmed or authenticated by a local Universal or Commercial Bank.

NOTE: In case of a Joint Venture Agreement (JVA), the entity using its Audited Financial Statement (AFS) shall submit a statement of its on-going contracts including contracts awarded and not yet started, if any, provided that, its on-going contracts shall be reflected in the computation of NFCC. Provided further, that the Current Assets and Current Liabilities of foreign bidders shall be based on their AFS accomplished in compliance with International Financial Reporting Standards (Circular 02-2014 dated 20 June 2014 pursuant to GPPB Resolution 14-2014 dated 20 June 2014). 8. If applicable, valid Joint Venture Agreement (JVA) in case of the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners should be included in the bid, stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful. Failure to enter into a Joint Venture in the event of a contract award shall be ground for the forfeiture of the bid security (2016 Revised IRR of RA No. 9184).

NOTE:

Based on ITB Clause 24.6, in case of a JVA, each partner shall submit the following documents. All the documents shall be submitted arranged, numbered and tabbed as enumerated below:

- (1) Valid and current Certificate of PhilGEPS Registration and Membership – Platinum (all pages) in accordance with Section 8.5.2 of the 2016 Revised IRR of RA No. 9184;
- (2) Original duly signed Omnibus Sworn Statement (OSS);
- (3) Duly notarized authority of the signatory, if applicable:
 - a. Secretary's Certificate (i.e. Corporation; Joint Venture Agreement); or
 - b. Special Power of Attorney (i.e. Sole Proprietor; Partnership)

8. A complete set of Bidding Documents/RFQ may be acquired by interested Bidders from June 19, 2025 to June 30, 2025, from the given address and website below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, One thousand pesos (PhP1,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through electronic means.

9. For further information, please refer to:

MA. ROSSANA C. FARINAS
BAC SECRETARIAT
MMCHD, Mandaluyong City
Tel. No. 8531-0034 loc 308
Email: bacoffice@ncro.doh.gov.ph

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

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

TECHNICAL SPECIFICATIONS

Item No. 1	<i>Hiring of an Event Organizer for the conduct of World Environmental Health Day</i>	Qty./Unit	
Name of Manufacturer: not applicable		Country of Origin (not applicable)	
Brand:		Model: (if applicable)	
ABC: P 1,200,000.00			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
Details of the Event: a. Title of the event: World Environmental Health Day b. Date of the event: September 26, 2025 c. Venue of the event: Within Metro Manila The Contractor shall A. Be engaged before, during, and after the conduct of the advocacy activities; and B. Provide the following services: <ol style="list-style-type: none">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/ coordinate with the venue.4. Develop prototypes, samples, and design layouts of materials and collaterals.5. Prepare documents, letters, and programs.6. Send invitations and confirm participants.7. Hire intermission number/performer.8. Produce kits, certificates, and attire for ushers/secretariat, among others.9. Provide equipment and transportation needed for the event.10. Determine the menu and ensure food quality and quantity during the event.			

11. Prepare the venue with the concurrence of the end-user.
12. Facilitate the conduct of the Event.
13. Submit the following reports:
 - a. Inception Report
 - b. Documentation
 - i. Written documentation for the preparation and implementation process
 - ii. Video documentation for the actual event
 - iii. Final Accomplishment and Utilization Report
14. Save all expected outputs and deliverables in an external hard drive which will be submitted at the end of the engagement.

SET UP:

- A. Venue (Contractor to coordinate with the identified venue of the end user)
- B. Stage design of environmental friendly materials (recycled or upcycled decor items)
- C. Color scheme could be green, blue, and earthy tones, representing nature, water, and the planet
- D. Tables and chairs needed for the program
- E. Registration and documentation setup
- F. LED Video Wall – 9 ft x 16 ft in size with lights and sound system for indoor/ outdoor setup; with minimum of 5 wireless microphones; provision of Video wall equivalent size stage with skirting and steps/ stairs for 2 feet high platform.
- G. Sticker on sintra panel for stage

GALLERY:

- A. Exhibit Setup
- B. Tables and Chairs
- C. Platforms for the submitted Structures
- D. Description for each masterpiece
- E. Brochure IEC Material (500 pcs)
- F. Electrical setup
- G. Booth facilitator

Booth 1: Water Quality: Clean Water, Safe

Communities: Alamin ang Kalidad ng Inyong Tubig

- A. Booth Setup: 3 x3 booth with booth Name
- B. Decor: any environmental friendly materials (recycled or upcycled decor items)
 - water refilling station setup
- C. Information Wall: Understanding Water Quality (background size, with frame and mechanism)
 - Common waterborne diseases (e.g., cholera, diarrhea, typhoid).
 - Infographics on how water is treated by local utilities or how to treat it at home.
- D. X-banners (for booth instructions and for other additional Information)
- E. Spin-the-Wheel Game: Participants will answer water-related questions to win small prizes
- F. Prizes for the game: 350 collapsible cups
- G. Water station for drinking water
- H. Booth facilitator

Booth no. 2: Food SafetyClean or Contaminated?

- A. Booth Setup: 3x3 booth with booth Name
- B. Decor: Balloon pillars or any environmental friendly materials (recycled or upcycled decor items)
 - clean kitchen realistic/mock setup
- C. Information Wall: Information on Food safety (preferably Kitchen background, background size, with frame and mechanism)
- D. X-banners (for booth instructions and for other additional Information)
- E. Needed Logistics for the booth:
 - with kitchen utensils/ toys
 - hairnet
 - apron
 - gloves
 - with tables and chairs
 - Flash Cards or Images showing Food handling practices (2 sets)
 - 2 baskets with Label "CLEAN" and "CONTAMINATED"
- F. Prizes: 350 food containers
- G. Booth facilitators

Booth 3: Know Your Wastes: Tamang Segregation,

Kalikasan ay Panalo!

- A. 3x3 booth with booth Name
- B. Decor: Balloon pillars or any environmental friendly materials (recycled or upcycled decor items)
 - park like setup
- C. Waste segregation game:
 - a. Color coded trash bins (3 sets)
 - b. Trash (3 sets): can be toy versions, printed images, or clean recyclables
- D. Waste Information Corner: (background size, with frame and mechanism)
 - a. Types of waste (with Filipino terms and pictures)
 - b. Impact of poor waste disposal on health (dengue, clogged drains, dirty water, etc.)
- E. X-banners (for booth instructions and for other additional Information)
- F. Prizes: small trash can
- G. Booth facilitator

Booth 4: Shoot that Poop

- A. 3x3 booth with booth Name
- B. Decor: Balloon pillars or any environmental friendly materials (recycled or upcycled decor items)
 - bathroom setup with a display toilet bowl
 - Soft toy poop emojis or bean bags
- C. 2 banners (Instructions and IEC)
- D. X-banners (for booth instructions and for other additional Information)
- E. Prizes: 350 hygiene kits/soap bars
- F. Booth Facilitator

Booth 5: Handwashing Station

- A. 3x3 booth with booth Name
- B. 2 units of Portable Handwashing Setup/ Area (with water supply)
- C. With IEC Sintraboard Size per portable handwashing setup: 24 in x 36 in (poster size) (Proper Handwashing)
- D. With Soap/ Liquid Soap
- E. Paper Towel

- F. X-banners (for booth instructions and for other additional Information)
- G. Prizes: IEC on Proper Handwashing (Carton Fan)
- H. Booth Facilitator

World Environmental Health Day

- A. Wooden Tangram
- B. With logos of each program in each piece

World Environmental Health Day Commitment Installation

- A. Circular Puzzle pieces
- B. Size:
- C. Sintraboard
- D. With Mechanism
- E. With Environmental Program Logos
- F. Installation facilitator

Meals and Snacks

Meals and Snacks with the MMCHD recommended/ approved menu, packaging should be environmental friendly:

AM Snack

- For organizers and participants: 300 pcs Cake slice and water
- For VIPs: 50 pcs Pancit with 1 pc toasted siopao and water

Lunch

- For organizers and participants 300 pcs 1 rice, 1 meat/chicken, 1 vegetable and water
- For VIPs: Catering service for 50 guests

PM Snack

- For organizers and VIPs: 300 pcs sandwich and water
- For participants: 50 pcs sandwich and water

Minimize the use of disposable products and encourage reusable or compostable materials for any food or drink

served during the event

Other booths

- A. 6 additional open booth (3x3) (for partners and other stakeholders)
- B. additional 2 x-banners for each booths
- C. Tables and monoblock chairs for each booth
- D. Electrical Installation (1 light and outlet per tent)
- E. Route Markers
- F. Balloon Pillars and arch, or any environmental friendly materials (recycled or upcycled decor items)

Other Logistics

- A. 350 pcs white drifit shirts with collar, front and back printing
- B. 50 pcs bucket hat with logo (for organizers and ushers)
- C. 350 pcs kits
 - Tote bag with graphic design, 1 side only
 - Umbrella

3 holding areas with aircon (1 for VIPs, 1 for secretariat, 1 for food and other logistics)

Documentation

- A. Photographers
 - B. Videographers
 - C. Drone with operator permit
 - D. SDE Team
 - E. Sony System- Full highlights SDE Film 12 mins max
 - F. Stabilizer equipment
- 4 camera set-up plus drone videography

Others

- A. Drum beaters (festival band)
 - B. Personnel for Registration
- 1 intermission number

Environmental Health Mural

- A. Venue for mural
- B. Logistics (Paint, other materials)
- C. Artists and othet human resources for the mural
- D. The mural should be visible for at least 2 months in a location with high foot-traffic

<p>VI. QUALIFICATION OF SERVICE PROVIDER</p> <p>The Contractor must be / has:</p> <ul style="list-style-type: none"> 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; and D. Composed of but not limited to the following staff members: <ul style="list-style-type: none"> 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. 	
<p>A. TERMS OF PAYMENT</p> <ul style="list-style-type: none"> a. The SERVICE PROVIDER shall submit an original Statement of Account (SOA) to the PROCURING ENTITY within one (1) day from the last Event date. b. Pay the SERVICE PROVIDER within_____ c. Pay in full the SERVICE PROVIDER the Rate for minimum number of participants for the SERVICES even if Services were not fully utilized. 	

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

WORLD ENVIRONMENTAL HEALTH DAY

World Environmental Health Day serves as a vital platform to champion the cause of environmental health, urging individuals, communities, and governments to take meaningful actions in preserving and improving the environment for the well-being of all. Celebrated annually on September 26, this day calls attention to the profound link between the health of our environment and the health of humanity. By advocating for cleaner air, safer water, sustainable waste management, and reducing harmful pollutants, it emphasizes the responsibility each of us carries in protecting the planet and promoting public health.

It encourages governments to adopt stronger policies, businesses to implement eco-friendly practices, and individuals to become proactive stewards of the environment. As the planet faces challenges like climate change, pollution, and the depletion of natural resources, World Environmental Health Day advocacy is a critical reminder that safeguarding our environment is integral to safeguarding our health.

Through collective action and commitment, we can foster healthier communities, reduce health disparities, and create a sustainable future for generations to come.

II. OBJECTIVES

General Objective: To raise awareness about the critical connection between environmental factors and human health, and to encourage and promote sustainable action through interactive and educational activities.

Specific Objectives:

- To prepare the needed materials and logistics needed for the conduct of the identified advocacy activities; and
- To provide support during the conduct of the activities.

III. SCOPE OF WORK

The contract for the procurement of World Environmental Health Day 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:** World Environmental Health Day
- b. Date of the event:** September 26, 2025
- c. Venue of the event:** Within Metro Manila
- d. Type of event:** Local event

The Contractor shall:

- A. Be engaged before, during, and after the conduct of the advocacy activities; and
- 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/ coordinate with the venue.
 4. Develop prototypes, samples, and design layouts of materials and collaterals.
 5. Prepare documents, letters, and programs.
 6. Send invitations and confirm participants.
 7. Hire intermission number/performer.
 8. Produce kits, certificates, and attire for ushers/secretariat, among others.
 9. Provide equipment and transportation needed for the event.
 10. Determine the menu and ensure food quality and quantity during the event.
 11. Prepare the venue with the concurrence of the end-user.
 12. Facilitate the conduct of the Event.
 13. Submit the following reports:
 - a. Inception Report
 - b. Documentation
 - i. Written documentation for the preparation and implementation process
 - ii. Video documentation for the actual event
 - iii. Final Accomplishment and Utilization Report
 14. Save all expected outputs and deliverables in an external hard drive which will be submitted at the end of the engagement.

List of Activities and Logistics

Activities	Logistics
Setup	<ol style="list-style-type: none">A. Venue (Contractor to coordinate with the identified venue of the end user)B. Stage design of environmental friendly materials (recycled or upcycled decor items)C. Color scheme could be green, blue, and earthy tones, representing nature, water, and the planetD. Tables and chairs needed for the programE. Registration and documentation setupF. LED Video Wall – 9 ft x 16 ft in size with lights and sound system for indoor/ outdoor setup; with minimum of 5 wireless microphones; provision of Video wall equivalent size stage with skirting and steps/ stairs for 2 feet high platform.G. Sticker on sintra panel for stage
Gallery	<ol style="list-style-type: none">A. Exhibit SetupB. Tables and ChairsC. Platforms for the submitted StructuresD. Description for each masterpiece

	<p>E. Brochure IEC Material (500 pcs)</p> <p>F. Electrical setup</p> <p>G. Booth facilitator</p>
<p>Booth 1: Water Quality</p> <p>Clean Water, Safe Communities: Alamin ang Kalidad ng Inyong Tubig</p>	<p>A. Booth Setup: 3 x3 booth with booth Name</p> <p>B. Decor: any environmental friendly materials (recycled or upcycled decor items)</p> <ul style="list-style-type: none"> - water refilling station setup <p>C. Information Wall: Understanding Water Quality (background size, with frame and mechanism)</p> <ul style="list-style-type: none"> - Common waterborne diseases (e.g., cholera, diarrhea, typhoid). - Infographics on how water is treated by local utilities or how to treat it at home. <p>D. X-banners (for booth instructions and for other additional Information)</p> <p>E. Spin-the-Wheel Game: Participants will answer water-related questions to win small prizes</p> <p>F. Prizes for the game: 350 collapsible cups</p> <p>G. Water station for drinking water</p> <p>H. Booth facilitator</p>
<p>Booth 2 : Food Safety</p> <p>Clean or Contaminated?</p>	<p>A. Booth Setup: 3x3 booth with booth Name</p> <p>B. Decor: Balloon pillars or any environmental friendly materials (recycled or upcycled decor items)</p> <ul style="list-style-type: none"> - clean kitchen realistic/mock setup <p>C. Information Wall: Information on Food safety (preferably Kitchen background, background size, with frame and mechanism)</p> <p>D. X-banners (for booth instructions and for other additional Information)</p> <p>E. Needed Logistics for the booth:</p> <ul style="list-style-type: none"> - with kitchen utensils/ toys - hairnet - apron - gloves - with tables and chairs - Flash Cards or Images showing Food handling practices (2 sets) - 2 baskets with Label "CLEAN" and "CONTAMINATED" <p>F. Prizes: 350 food containers</p> <p>G. 2 Booth facilitators</p>
<p>Booth 3: Know Your Wastes: Tamang Segregation, Kalikasan ay Panalo!</p>	<p>A. 3x3 booth with booth Name</p> <p>B. Decor: Balloon pillars or any environmental friendly materials (recycled or upcycled decor items)</p> <ul style="list-style-type: none"> - park like setup <p>C. Waste segregation game:</p> <ol style="list-style-type: none"> Color coded trash bins (3 sets) Trash (3 sets): can be toy versions, printed images, or clean recyclables <p>D. Waste Information Corner: (background size, with frame and mechanism)</p> <ol style="list-style-type: none"> Types of waste (with Filipino terms and pictures) Impact of poor waste disposal on health (dengue, clogged drains,

	<p>dirty water, etc.)</p> <p>E. X-banners (for booth instructions and for other additional Information)</p> <p>F. Prizes: small trash can</p> <p>G. Booth facilitator</p>
Booth 4: Shoot that Poop	<p>A. 3x3 booth with booth Name</p> <p>B. Decor: Balloon pillars or any environmental friendly materials (recycled or upcycled decor items)</p> <ul style="list-style-type: none"> - bathroom setup with a display toilet bowl - Soft toy poop emojis or bean bags <p>C. 2 banners (Instructions and IEC)</p> <p>D. X-banners (for booth instructions and for other additional Information)</p> <p>E. Prizes: 350 hygiene kits/soap bars</p> <p>F. Booth Facilitator</p>
Booth 5: Handwashing Station	<p>A. 3x3 booth with booth Name</p> <p>B. 2 units of Portable Handwashing Setup/ Area (with water supply)</p> <p>C. With IEC Sintraboard Size per portable handwashing setup:24 in x 36 in (poster size) (Proper Handwashing)</p> <p>D. With Soap/ Liquid Soap</p> <p>E. Paper Towel</p> <p>F. X-banners (for booth instructions and for other additional Information)</p> <p>G. Prizes: IEC on Proper Handwashing (Carton Fan)</p> <p>H. Booth Facilitator</p>
World Environmental Health Day	<p>A. Wooden Tangram</p> <p>B. With logos of each program in each piece</p>
World Environmental Health Day Commitment Installation	<p>A. Circular Puzzle pieces</p> <p>B. Size:</p> <p>C. Sintraboard</p> <p>D. With Mechanism</p> <p>E. With Environmental Program Logos</p> <p>F. Installation facilitator</p>
Meals and Snacks	<p>Meals and Snacks with the MMCHD recommended/ approved menu, packaging should be environmental friendly:</p> <p>AM Snack</p> <ul style="list-style-type: none"> ● For organizers and participants: 300 pcs Cake slice and water ● For VIPs: 50 pcs Pancit with 1 pc toasted siopao and water <p>Lunch</p> <ul style="list-style-type: none"> ● For organizers and participants 300 pcs 1 rice, 1 meat/chicken, 1 vegetable and water ● For VIPs: Catering service for 50 guests <p>PM Snack</p>

	<ul style="list-style-type: none"> For organizers and VIPs: 300 pcs sandwich and water For participants: 50 pcs sandwich and water <p>Minimize the use of disposable products and encourage reusable or compostable materials for any food or drink served during the event.</p>
Other booths	<p>A. 6 additional open booth (3x3) (for partners and other stakeholders)</p> <p>B. additional 2 x-banners for each booths</p> <p>C. Tables and monoblock chairs for each booth</p> <p>D. Electrical Installation (1 light and outlet per tent)</p> <p>E. Route Markers</p> <p>F. Balloon Pillars and arch, or any environmental friendly materials (recycled or upcycled decor items)</p>
Other Logistics	<p>A. 350 pcs white drifit shirts with collar, front and back printing</p> <p>B. 50 pcs bucket hat with logo (for organizers and ushers)</p> <p>C. 350 pcs kits</p> <ul style="list-style-type: none"> Tote bag with graphic design, 1 side only Umbrella <p>D. 3 holding areas with aircon (1 for VIPs, 1 for secretariat, 1 for food and other logistics)</p>
Documentation	<p>A. Photographers</p> <p>B. Videographers</p> <p>C. Drone with operator permit</p> <p>D. SDE Team</p> <p>E. Sony System- Full highlights SDE Film 12 mins max</p> <p>F. Stabilizer equipment</p> <p>G. 4 camera set-up plus drone videography</p>
Others	<p>A. Drum beaters (festival band)</p> <p>B. Personnel for Registration</p> <p>C. 1 intermission number</p>
Environmental Health Mural	<p>A. Venue for mural</p> <p>B. Logistics (Paint, other materials)</p> <p>C. Artists and othet human resources for the mural</p> <p>D. The mural should be visible for at least 2 months in a location with high foot-traffic.</p>

IV. SPECIFICATION / EXPECTED OUTPUTS AND DELIVERABLES

Stage of Event	Activities	Schedule	Expected Outputs
	Conduct 1st Preparatory Meeting	July	Minutes of the meeting

Preparatory Activities			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 event 	July	Proposal outlining the following as minimum: <ul style="list-style-type: none"> Physical arrangement including LCD, tables, and stage design All other required logistics for the event
	Presentation of program flow	August	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 Booth visuals 	July	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	August	Sent invitations
	Provide regular updates on the confirmation of VIPs and guests	August	Update report
	Identify Masters of Ceremony	August	% DOH-MMCHD
	Prepare collateral designs and reproduction	August	350 tote bag, collapsible cups, IEC carton fans, hygiene kits/soap bars, small trash can 500 Brochure IEC

Preparatory Activities			materials
	Prepare bucket hat design and reproduction for organizers	August	50 bucket hats
	Conduct 2nd Preparatory Meeting, with special emphasis on the layout of the event proper, final program flow, etc.	August	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 arch, or any environmental friendly materials ie., recycled or upcycled decor items) and layout, lighting and sound system • Podium • Electronic LED Wall backdrop • Sound system 	September 26	Prepared stage set and production
	Prepare and edit slides and video presentation	September	Prepared slides and videos
	Prepare and man equipment: <ul style="list-style-type: none"> • Laptop(s) • Sound System • Extensions cord(s) 	September 26	Prepared and manned equipment
	Prepare and man 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 	September 26	Prepared registration area
	Provide 3 holding areas (1 for VIPs, 1 for secretariat, 1 for food and other	September 26	Holding Areas (enclosed

	logistics)		tent)
	Prepare documentation for the event: <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 	September 26	Same-day-edit video (at least 10 minutes)
	Assist the masters of ceremony during the conduct of the program	September 26	Assistance to the masters of ceremony
	Facilitate the program and sound system	September 26	Facilitation
Post-Event	Conduct post-session debriefing meeting	September	Minutes of the meeting
	Layout and print four (4) post-event documentation report	September	Post-event documentation report
	Prepare final report of the event	September	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 September 2025.

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; and
- 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:

ROMEO B. APULI, JR., RM, RN, MPH

Development Management Officer IV, Head, Health Promotion Unit and
Communications Management Unit

hpulhsd.dohncr@gmail.com

ELLEN G. MUTYA, MD, FPAFP, MPA, MDM, RND

Medical Officer IV, Head, Environmental Health, Accreditation and Certification Cluster
eohe.dohncr@gmail.com

THROUGH:

DANICA LOU A. VILLENA, RN, MPH

Nurse V, Environmental Health, Accreditation and Certification Cluster

GIANINA CAMILLE E. GLARINO, RMT

Health Education and Promotion Officer III, 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 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 World Environmental Health Day is Php 1,200,000 inclusive of all charges shall be charged against Health Promotion 2025 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
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 logistics to MMCHD	- Receiving copy of all procure logistics of MMCHD - Post Event Documentation and Utilization Report 4 copies

4. All submitted documents and MOVs must be approved by MMCHD.
5. Any amendment or modifications in the TOR shall be undertaken only through the HPU and with the consent of DOH-MMCHD.
6. 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:

GIANINA CAMILLE E. GLARINO, RMT

Health Education and Promotion Officer III, Health Promotion Unit

Recommending Approval:

KAREN B. FERNANDEZ, MD, MMHEA

OIC – Assistant Regional Director, Office of the Regional Director

Approved by:

LESTER M. TAN. MD. MPH. MSc

Director IV

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

Board and Lodging to conduct the Newborn Screening Facilities Program Implementation Review

No.	REQUIREMENTS
<input type="checkbox"/> 1	Price Quotation, inclusive of taxes using the attached form
<input type="checkbox"/> 2	Duly accomplished and signed Technical Specifications using the form as provided for in the Request for Quotation; NOTE: The supplier shall indicate the page(s) where the specific technical data in each technical specification can be found and attach these documents referred to with this form.
<input type="checkbox"/> 3	Duly signed Schedule of Requirements using the attached form;
<input type="checkbox"/> 4	Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the 2016 Revised IRR of RA No. 9184;
<input type="checkbox"/> 5	Statement 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;
<input type="checkbox"/> 6	Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid within two (2) years from the Submission and Opening of Bids, must be at least fifty percent (50%) of the ABC. For this purpose, similar contracts shall refer to Various It Equipment
<input type="checkbox"/> 7	The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC) which must be at least equal to the ABC to be bid, calculated as follows: NFCC = [(Current Assets minus Current Liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under on-going contracts, including awarded contracts yet to be started coinciding with the contract to be bid. The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR. OR If the prospective bidder submits a Committed Line of Credit (CLC), it must be at least equal to ten percent (10%) of the ABC to be bid issued by Universal or Commercial Bank; Provided, that if the same is issued by a foreign Universal or Commercial Bank, it shall be confirmed or authenticated by a local Universal or Commercial Bank. NOTE: In case of a Joint Venture Agreement (JVA), the entity using its Audited Financial Statement (AFS) shall submit a statement of its on-going contracts including contracts awarded and not yet started, if any, provided that, its on-going contracts shall be reflected in the computation of NFCC. Provided further, that the Current Assets and Current Liabilities of foreign bidders shall be based on their AFS accomplished in compliance with International Financial Reporting Standards (Circular 02-2014 dated 20 June 2014 pursuant to GPPB Resolution 14-2014 dated 20 June 2014).
<input type="checkbox"/> 8	If applicable, valid Joint Venture Agreement (JVA) in case of the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners should be included in the bid, stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful. Failure to enter into a Joint Venture in the event of a contract award shall be ground for the forfeiture of the bid security (2016 Revised IRR of RA No. 9184).

	<p>NOTE:</p> <p>Based on ITB Clause 24.6, in case of a JVA, each partner shall submit the following documents. All the documents shall be submitted arranged, numbered and tabbed as enumerated below:</p> <p>a. Valid and current Certificate of PhilGEPS Registration and Membership – Platinum (all pages) in accordance with Section 8.5.2 of the 2016 Revised IRR of RA No. 9184;</p>
9	Original duly signed Omnibus Sworn Statement (OSS);
10	<p>Duly notarized authority of the signatory, whichever is applicable:</p> <ol style="list-style-type: none"> 1. Secretary's Certificate (i.e. Corporation; Joint Venture Agreement); or 2. Special Power of Attorney (i.e. Sole Proprietor; Partnership).
11	Sworn Statement using the prescribed form (if applicable)