



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

SUPPLEMENTAL/ BID BULLETIN NO. 1

IB 2023 -045
Engagement of an Event Organizer

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:
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* No changes as stipulated in technical specifications
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Bidders are advised to use the following attached forms and submit together with all required documents for the submission of bids on 15th day of June, 2023, 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 which are not affected by this Supplemental/Bid Bulletin No. 1 shall remain in effect.

For guidance and information of all concerned.

Issued this 9th day of June, 2023 in MMCHD

Approved by:

SGD.
PRETCHELL P. TOLENTINO, MD, MCHM
Director III / BAC Chairperson



TERMS OF REFERENCE

Project Title:	Annual Summit for the Expanded National Practice Guidelines Program
Type of Service:	Event Organizing Services
ABC:	PHP 3,078,500.00, inclusive of taxes and duties
Funding Source:	SAA 2023-04-002170

I. Background and Rationale

The Administrative Order No. 2023-0002: *Institutionalization of the Expanded National Practice Guidelines Program* mandates the Department of Health - Disease Prevention and Control Bureau (DOH - DPCB), as the Secretariat for the Expanded National Practice Guidelines Program (NPGP), to disseminate National Practice Guidelines (NPGs) by exploring and utilizing different strategies, as appropriate.

In line with this, the DOH - DPCB, through the Metro Manila Center for Health Development (MMCHD), proposes to conduct the “Annual Summit for the Expanded National Practice Guidelines Program” this calendar year 2023. The aim of this event is to showcase the products of the NPGP, particularly the DOH-approved clinical practice guidelines (CPGs), DPCB-funded research, and the Expanded NPGP Manuals, among many others, as well as to provide recognition to different stakeholders with exemplary contributions to the Expanded NPGP such as medical, allied health, and professionals societies, medical and health research institutions, National Specialty Centers (NSCs) and Centers for Health Development (CHDs), Bangsamoro Autonomous Region in Muslim Mindanao Ministry of Health (BARMM-MOH), among others.

Moreover, the Summit shall enhance regional engagement to upscale the audience reach and forge more robust networking. It shall be conducted through a hybrid platform to allow the participation of many stakeholders. The two-day event will include plenary lectures from reputable local and international speakers, break-out sessions, CPG and research presentations, and an awarding ceremony.

II. OBJECTIVES



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A. General Objective:

To provide a hybrid platform for disseminating NPGs and recognizing the 2023 DOH-Approved CPGs and their developers.

B. Specific Objectives:

1. To present the Expanded NPGP to its different stakeholders;
2. To present updates on evidence-informed decision-making and clinical practice guidelines development processes;
3. To showcase NPGs and researches on disease prevention and control; and
4. To give due recognition to the 2023 DOH-Approved CPGs and their developers, and to Outstanding Researches on disease prevention and control.

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 provide the services efficiently and effectively the specifications in this Terms of Reference (TOR).

Details of the Event:

- A. **Title of Event:** Annual Summit for the Expanded National Practice Guidelines Program
- B. **Date of Event:** October 18-21, 2023 (4 days and 3 nights)
- C. **Type of Event:** Local Event

The Contractor shall:

- A. Be engaged before, during, and after the conduct of the Summit;
- 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 and room accommodation.
 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 masters of ceremony.



METRO MANILA CENTER FOR HEALTH DEVELOPMENT

8. Produce kits, tokens, collaterals, plaques, 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 Summit.
13. Advertise in the newspaper for 1 whole page, black and white.
14. Submit the following reports:
 - a. Inception Report
 - b. Documentation
 - i. Written documentation for preparation and implementation process
 - ii. 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.

Note: Further details are enumerated in Annex A: Proposed Budget Breakdown

IV. SPECIFICATION / EXPECTED OUTPUTS AND DELIVERABLES

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



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	<p>Submit proposed design layouts for:</p> <ul style="list-style-type: none"> ● Event logo ● Invitation letters ● Program of activities ● Program souvenir ● Lanyard ● Name tags ● Table cards ● Plenary slide deck ● CPG and research poster ● Kit materials and Collaterals ● Certificates (appreciation for speakers, participation, etc.) ● Award plaques for awardees 	<p>Month 2</p>	<p>Final design and layouts in appropriate format (PNG, PPTX/Slides, etc.)</p>
	<p>Send out of three-hundred (300) invitation letters through electronic or conventional mail (if requested) for speakers, VIP guests, and participants.</p>	<p>Month 2</p>	<p>Three- hundred (300) invitations sent</p>
	<p>Provide regular updates on participants, speakers, and guests confirmation</p>	<p>Month 2-3</p>	<p>Update report</p>
	<p>Prepare fountain pens and presentation pointers with engraving of the event title as tokens for the ten (10) speakers</p>	<p>Month 2</p>	<p>Ten (10) Fountain pens and presentation pointers boxed individually</p>
	<p>Layout and print of three hundred (300) meeting kits with the following minimum contents:</p> <ul style="list-style-type: none"> ● Meeting souvenir program as follows: <ul style="list-style-type: none"> ○ Message from the Secretary of Health ○ Message from the PHST Undersecretary ○ Message from the PHST 	<p>Month 2</p>	<p>Three hundred (300) meeting kits prepared</p>



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	<p>Assistant Secretary</p> <ul style="list-style-type: none"> ○ Message from the DPCB Director IV ○ About the 2023 Evidence Summit ○ Program of Activities ○ Plenary Speakers Profile and Session Abstract ○ About the Expanded National Practice Guidelines Program ○ 2023 Evidence Summit Organizing Committee ● Name tag with protective case and lanyard (with DOH logo and branding) 		
	Prepare 300 collateral sets x 2 designs.	Month 3	300 collateral sets x 2 designs = 700 collateral sets
	Identify master of ceremony	Month 3	Identified master of ceremony
	Finalize the list of confirmed attendees and confirmed list of live-in participants	Month 3	List of confirmed attendees and live-in participants
	Process printing and framing of certificates for speakers	Month 3	Ten (10) framed certificates
	Prepare glass and/or metal plaques for awardees	Month 3	Forty (40) plaques
	<p>Provide rooms for the following functions:</p> <ul style="list-style-type: none"> ● Plenary hall for the pre-event and main event in a 4-5 star hotel (non-smoking) large enough to 	Month 4	Approved and organized function room, breakout rooms, and secretariat room



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	<p>accommodate three hundred (300) participants for two (2) days with LCD projector, and good Wi-Fi access (October 19-20, 2023)</p> <ul style="list-style-type: none"> ● One (1) breakout room for the break out sessions for 2 days provided with LCD projector and good Wi-Fi access (October 19-20, 2023) ● One (1) poster session room for 2 days, provided with 3 LCD projectors, 3 laptops, and good Wi-Fi access (October 19-20, 2023) ● A room for the event Secretariat complete with good Wi-Fi access and with the following materials for two (2) days (October 19-20, 2023): <ul style="list-style-type: none"> ○ one (1) colored laser printer ○ one (1) photocopier machine ○ two (2) laser pointers ○ office supplies (bond paper, stapler, staple wire, scissors, cutters, paper clips, staple wire remover, tape, mighty bond, pencil sharpener, extra ball pens and pencils, sign pen, permanent markers, scissors etc.) 		
	<ul style="list-style-type: none"> ● Provide room 	Month 4	Approved room and



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	<p>accommodations, meals, and good Wi-Fi access for three (3) nights (inclusive of check-in and check-out) for live-in participants (October 18-21, 2023)</p> <p>Live-in Participants:</p> <table border="1" data-bbox="387 645 866 1989"> <thead> <tr> <th data-bbox="387 645 627 813">Category and Number of Participants</th> <th data-bbox="627 645 866 813">Room Details</th> </tr> </thead> <tbody> <tr> <td data-bbox="387 813 627 1792"> CHDs and Minister of Health <ul style="list-style-type: none"> • 16 Regional CHD Directors • 1 staff per CHD • 1 Minister of Health • 1 staff from BARM-M-MOH </td> <td data-bbox="627 813 866 1792"> 1 room per RDs (16 rooms) 1 room for Minister of Health 1 room per 1 staff of CHDs (8) 1 room for 1 BARM-MOH staff (1 room) Total: 26 rooms </td> </tr> <tr> <td data-bbox="387 1792 627 1989"> Universal Health Care Integration Sites (UHC IS) </td> <td data-bbox="627 1792 866 1989"> 51 UHC IS x 1 representative (2 pax per room) </td> </tr> </tbody> </table>	Category and Number of Participants	Room Details	CHDs and Minister of Health <ul style="list-style-type: none"> • 16 Regional CHD Directors • 1 staff per CHD • 1 Minister of Health • 1 staff from BARM-M-MOH 	1 room per RDs (16 rooms) 1 room for Minister of Health 1 room per 1 staff of CHDs (8) 1 room for 1 BARM-MOH staff (1 room) Total: 26 rooms	Universal Health Care Integration Sites (UHC IS)	51 UHC IS x 1 representative (2 pax per room)		<p>meal accommodations for live-in participants</p>
Category and Number of Participants	Room Details								
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Universal Health Care Integration Sites (UHC IS)	51 UHC IS x 1 representative (2 pax per room)								



METRO MANILA CENTER FOR HEALTH DEVELOPMENT

		Total: 26 rooms		
	Secretariat	DPCB: 14 staff (7 rooms) MMCHD: 10 staff (5 rooms) Total: 12 rooms		
	Guest Speakers	4 speakers (1 pax per room) Total: 4 rooms		
	Regional DOH-approved CPG Presenters	10 participants (2 pax per room) Total: 5 room		
	Total	73 rooms		
	<ul style="list-style-type: none"> ● General specifications for meals and snacks during the event are as follows: ● Planning of meals and snacks must consider restrictions in terms of: <ul style="list-style-type: none"> ○ food allergies, sensitivities, and intolerances, 			



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	<ul style="list-style-type: none">○ religious beliefs (halal, kosher, etc.), and○ options for vegetarian or vegan.● 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.● Meals and snacks must not utilize high amounts of oil (saturated fats), salt (high in sodium), and sugar.● One meal per order with the following specifications:<ul style="list-style-type: none">○ Meal composition must include:<ul style="list-style-type: none">■ 1 serving (170g to 200g) rice or rice exchange,■ 1 serving (120g to 150g) protein dish, if possible, chicken or fish,■ 1 serving (150g to 180g) vegetable dish,■ 1 serving (weight varies) fruit option as dessert, and■ 1 serving (500ml) water.■ Protein and vegetable dishes must be in different cooking methods to		
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	<p>promote variations in meal texture.</p> <ul style="list-style-type: none">■ A combination of sauteed, steamed, soup, stew, salads, or roasted cooking methods must be utilized. <ul style="list-style-type: none">● Two (2) snacks with the following specifications:<ul style="list-style-type: none">○ Snacks may be classified into:<ul style="list-style-type: none">■ pasta/noodle dish (250g to 300g, accompanied by a side bread),■ sandwiches (3-layer close-faced sandwich),■ pastries (individually packed/served baked goods), or■ fruit-based snacks (fruit platter or fruit-based dish).■ Each snack serving must have a different snack category.■ Both snacks must be accompanied by 1 serving (500ml) of water.● The following drink options are NOT recommended:<ul style="list-style-type: none">○ carbonated drinks or soda, including, coca-cola, pepsi, royal, sprite, among others		
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METRO MANILA CENTER FOR HEALTH DEVELOPMENT

	<ul style="list-style-type: none"> ○ sugary drinks, such a iced tea, powdered drinks and the like. ● Provide food for the participants and guests with consideration to halal and vegetarian food choices for breakfast and dinner: <ul style="list-style-type: none"> ○ Dinner buffet on October 18, 2023 for 128 persons ○ Breakfast buffet on October 19, 2023 for 128 persons ○ Dinner buffet on October 19, 2023 for 128 persons ○ Breakfast buffet on October 20, 2023 for 128 persons ○ Dinner buffet on October 20, 2023 for 128 persons ○ Breakfast buffet on October 21, 2023 for 128 persons 		
	<p>Prepare attire (cloth sash with regional patterns embroidered with “USHER”) for the ten (10) ushers</p>	<p>Month 3-4</p>	<p>Attires, as specified</p>
	<p>Prepare attire (jacket with an embroidered logo of DOH and EGMD) for the eighteen (14) secretariat</p>	<p>Month 3-4</p>	<p>Attires, as specified</p>
	<p>Prepare for transportation from the airport and to the venue (and vice versa), and for errands, as needed</p>	<p>Month 3-4</p>	<p>Transportation to and from venue, and for errands, as needed</p>



METRO MANILA CENTER FOR HEALTH DEVELOPMENT

	<p>Process layouting printing and prepare relevant materials for poster exhibit booths (<i>items below applicable if non-digital display is not feasible</i>)</p> <ul style="list-style-type: none"> ● Printed CPG Posters ● Printed research posters ● Easel/Stand for Posters 	Month 3-4	Printed CPG posters, easel/stand
	<p>Conduct 2nd Preparatory Meeting, with special emphasis on the layout of the event proper, actual ocular visit of venue and accommodation, food tasting, room assignments, registration flow, etc.</p>	Month 4	Minutes of the meeting
Actual Onsite Event Preparations and Execution	<p>Prepare stage design and production in the main plenary room, breakout room, and poster session room:</p> <ul style="list-style-type: none"> ● Stage design/ decorations and layout, lighting and sound system ● Podium ● Tables and chairs ● Table cards ● Streamers ● Electronic LED backdrop 	Month 4	Prepared stage set and production
	<p>Prepare and man equipment:</p> <ul style="list-style-type: none"> ● Laptop(s) ● LCD projectors ● Printer(s) ● Extensions cord(s) 	Month 4	Prepared and manned equipment
	<p>Prepare registration area:</p> <ul style="list-style-type: none"> ● Tables with tablecloth ● Printed attendance sheet compliant with DOH and PRC prescribed templates 	Month 4	Prepared registration area



METRO MANILA CENTER FOR HEALTH DEVELOPMENT

	<ul style="list-style-type: none"> ● Printed seating arrangement ● Online evaluation form with printed QR code 		
	Manage poster session booth	Month 4	Prepared exhibit booth
	Prepare and manage the online conference platform	Month 4	Functional and operable online conference platform
	<p>Video recording of the following:</p> <ul style="list-style-type: none"> ● Day 1 AM Plenary session ● Day 1 PM four (4) Breakout sessions ● Day 2 AM Plenary session ● Day 2 PM two (2) Breakout sessions ● Day 2 PM Plenary session ● Edited video presentation for Day 1 and 2 event highlights 	Month 5	<p>Rendered video recording of the specified events/sessions</p> <p>in a external drive</p>
	Facilitate distribution of meeting kits and collaterals to the event participants upon registration	Month 5	Distributed meeting kits and collaterals to all on-site participants
Post-Event	Advertise in a newspaper	Month 5	Ad in Newspaper, whole page, black and white
	Conduct post-session debriefing meeting	Month 5	Minutes of the meeting
	Layout and print five (5) post-event documentation report	Month 5	Post-event documentation report
	Prepare final report of the event	Month 5	Final Report

V. DURATION OF ENGAGEMENT AND TIMELINES



Republic of the Philippines
Department of Health

METRO MANILA CENTER FOR HEALTH DEVELOPMENT

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 Summit.

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

VII. IMPLEMENTING ARRANGEMENTS

A. Contact Person/s

All communications and reports must be addressed to:

KEZIA LORRAINE H. ROSARIO, MD, RN, MPMHSD

Head, Health Promotion Unit (HPU)

Local Health Support Division

krosario.doh@gmail.com copy furnished to hpulhsd.dohncr@gmail.com

ATTN:

DANICA LOU A. VILLENA, RN, MPH

Senior Health Program Officer, 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. 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;



METRO MANILA CENTER FOR HEALTH DEVELOPMENT

C. Has not been previously blacklisted from any government organizations;

D. Composed of but not limited to the following crew 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.

IX. ROLES AND RESPONSIBILITIES OF METRO MANILA CENTER FOR HEALTH DEVELOPMENT

- A. Provide directions and any necessary guidance to the Contractor.
- B. Monitor the progress of work based on the Scope of Work and Deliverables.
- C. Review the Contractor's compliance with conditions and requirements agreed upon.
- D. Release payment in accordance with government accounting rules and guidelines.

X. ROLES AND RESPONSIBILITIES OF CONTRACTOR

- A. Exercise all reasonable diligence and prudence in the discharge of the duties agreed to be performed and work in the best interest of the MMCHD.
- B. Fulfill its obligations under this TOR and contract in accordance with professional standards.
- C. Conduct regular consultation with MMCHD and DPCB in relation to the undertaking of its responsibilities under the contract.
- D. Perform its services according to the standards and specifications set in this TOR.
- E. Inform the MMCHD for any concerns related to the delivery of services.
- F. Accomplish expected outputs with clear means of verification (MOVs) and documentation submitted to the MMCHD - HPU not more than four (4) weeks after the last deliverable.

XI. APPROVED BUDGET OF CONTRACT AND SOURCE OF FUNDING

The procurement of Event Organizing Services is inclusive of government tax charged to SAA 2023-04-002170.



METRO MANILA CENTER FOR HEALTH DEVELOPMENT

2.a.1 Annual Summit for the Expanded National Practice Guidelines Program

Event Organizer (1)

P3,078,500.00

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

XII. PROPOSED TERMS OF PAYMENTS

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 and released 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	<ul style="list-style-type: none">- Confirmation at least 75% participants- Approval of venue and booking (with ocular inspection)- Approval of all prototypes and layouts	<ul style="list-style-type: none">- Presence of signed internal contract between the venue and the contractor- Signed prototypes and layouts- List of confirmation
Third Tranche	35% of total payment	<ul style="list-style-type: none">- After the conduct of event	<ul style="list-style-type: none">- Submitted video of the event



METRO MANILA CENTER FOR HEALTH DEVELOPMENT

Fourth Tranche	15% of total payment	- Finalization of Accomplishment and Utilization Report	- Submission of approved Accomplishment and Utilization Report (printed 2 copies) - Submission of all products and procured equipments - Submission of compilation of documents and documentation materials saved in an external drive
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All submitted documents and MOVs must be approved by MMCHD and DPCB.

- Any amendment or modifications in the TOR shall be undertaken only through the MMCHD - HPU and approved by the MMCHD Regional Director or Assistant Regional Director.
- Should the Contractor be unable to perform the work required in the TOR, it shall pay a penalty of one percent (1%) of the total stipulated contract.

Prepared by:

KEZIA LORRAINE H. ROSARIO, MD, RN, MPMHSD

Head, Health Promotion Unit

Local Health Support Division

Recommending Approval:

JANICE KATHLEEN R. MALESIDO, RN, MD, MPH

Officer-in-Charge, Medical Officer V, Local Health Support Division



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

Approved by:

ALELI ANNIE GRACE P. SUDIACAL, MD, MPH, CESE

Director IV

ANNEX A: Proposed Budget Breakdown

PROPOSED BUDGET BREAKDOWN



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Items	Details	Cost
Preparatory Meetings	20 staff PhP 800.00/participant/day	16,000.00
Venue Rental and Room Accommodations	- 123 participants x 3 nights x PhP 2,200.00/participant/night - 177 participant x 2 days x PhP1,100.00/participant/day	1,201,200.00
Invitation and Letters	PhP 20.00/email x 2 emails/participants x 300 participants	12,000.00
Master of Ceremony	1 Class B x PhP 25,000.00	25,000.00
Token for Speakers	10 speakers x PhP1,000.00/speaker	10,000.00
Attire for Ushers	10 people x PhP 1,000.00/person	10,000.00
Attire for Secretariat	14 people x PhP 1,000.00/person	14,000.00
Framed Certificates	10 speakers x PhP 300.00/certificate	3,000.00
Plaques	40 awardees x PhP 3,000.00/ metal plaque	120,000.00
Meeting Kit	300 participants x PhP 427.43/ participant	128,229.00
Collaterals	300 pieces/design x 2 designs x PhP 500.00/piece	300,000.00
Equipment	Laptop/s, LCD projector/s, projector screen/s, printers, extension cords, etc.	20,000.00
Transportation	From airport to the venue, and vice versa, and for errands, if needed	20,000.00
Stage Set and Production	Stage set - PhP 30,000.00 LED backdrop - PhP 120,00 Streamer backdrop - PhP 50,000.00	200,000.00



Republic of the Philippines
Department of Health

METRO MANILA CENTER FOR HEALTH DEVELOPMENT

Exhibit booth	CPG and research posters with platform for display (digital display is preferable)	20,000.00
Registration Area	Well-decorated registration area	5,000.00
Advertisement in Newspaper	1 whole page, black and white	78,500.00
Post-event Meetings	20 staff x PhP 800.00/participant	16,000.00
SUB-TOTAL:		2,198,929.00
Service Fee (25%)		549,732.00
Tax (12%)		329,839.00
GRAND TOTAL:		Php 3,078,500.00