



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

SUPPLEMENTAL/ BID BULLETIN NO. 1

IB#2024-060

Hiring of an Event Organizer for the conduct of the Expanded Newborn Screening Saved Babies Family Day Celebration

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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ORIGINAL TECHNICAL SPECIFICATIONS
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No changes stipulated in Technical Specifications

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 March 2024, 9:00 AM:

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

For guidance and information of all concerned.

Issued this 15th day of March 2024 in MMCHD

Approved by:

SGD.

JEREMIAS FRANCIS Y. CHAN, MD

Licensing Officer V / BAC Chairperson

Section VII. Technical Specifications

Republic of the Philippines			
Department of Health			
Metro Manila Center for Health Development			
TECHNICAL SPECIFICATIONS			
Item No. 1	Hiring of an Event Organizer for the conduct of Expanded Newborn Screening Saved Babies Family Day Celebration	Qty./Unit	
Name of Manufacturer:		Country of Origin	
Brand:		Model: (if applicable)	
ABC: P 1,500,000.00			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
Specifications: See attached TOR			

Signature over Printed Name

[date of signing]

In the capacity of:

[title or other appropriate designation]

Duly authorized to sign bid for and on behalf of:

(Name of Company)

[Complete office address]

[Contact No.]

[Fax No.]

[Email Address]



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

TERMS OF REFERENCE

**EXPANDED NEWBORN SCREENING SAVED BABIES FAMILY DAY
CELEBRATION**

I. Background and Rationale

The celebration of National Family Week is under Presidential Proclamation No. 60 which aims to increase awareness of various family issues including health and wellness. This celebration will serve as an opportunity to promote healthcare services that will empower individuals, families, and communities to take action for their health.

The Department of Health- Metro Manila Center for Health Development (DOH- MM CHD) is committed to guaranteeing access to essential quality healthcare services across all life stages. A health program integration and collaboration among national and local stakeholders is needed to uplift the health status of families in the National Capital Region.

Hence, the Newborn Screening Program of the Metro Manila Center for Health Development (MMCHD) will take this opportunity to conduct an Expanded Newborn Screening (ENBS) Saved Babies Family Day Celebration to advocate, promote, and provide health services not only to the saved babies through newborn screening but also to its family.

The contract shall be awarded to an individual, group, or organization who will be able to comply with all the specifications and can perform efficiently and effectively as the Event Organizer at the Expanded Newborn Screening Saved Babies Family Day Celebration on September 26, 2024 as specified in the scope of work in coordination with the Family Health Cluster (FHC) of the DOH-MMCHD. Furthermore, the individual, group, or organization agreed that payment shall be under the DOH-MMCHD policies and procedures.

II. Goal/Objective:

The purpose of this contract is to obtain the services of an Event Organizer in the conduct of the Expanded Newborn Screening Saved Babies Family Day Celebration in a smooth manner. Under the supervision of the MMCHD, the specific objectives of these events' management services are as follows:

- a. Coordinate and manage all venue-related administrative and logistical arrangements for the efficient and timely conduct of the Expanded Newborn Screening (ENBS) Saved Babies Family Day Celebration. This also includes stage and venue decorations, seating arrangements, audio-visual equipment, booths for health services, management of food and beverage distribution, etc.
- b. Manage the registration process and provide registration desk and other secretarial assistance for guests/participants.

- c. Lead and facilitate the design and production of the event materials (including signage, invitation cards, etc.), and stage (screen, stage set-ups, hall decorations, props, etc.).
- d. Provide quality photographer/videographer services for the event.
- e. Facilitate the Expanded Newborn Screening Saved Babies Family Day Celebration.

III. Scope of Work:

1. Event action plan and design theme

- Prepare a proposal on the detailed plans of venue-related administrative and logistical arrangements of the events and run of the program for the approval of DOH –MMCHD.
- Orient DOH-MMCHD Family Health Cluster (FHC) on the layout of the event proper, actual ocular visit of the venue and accommodation site.

2. Participants/guests management

- Sending out invitation letters to speakers, VIP visitors, participants, and those with official invites to confirm attendance.
- Manage the pre-registration process for the participants, and compile a confirmed registration list of participants/ guests in close consultation with DOH MMCHD.

3. Event Management

3.1 Venue

- Identify a venue within Metro Manila, at least a hotel, stadium, convention center or the like, with smoke-free policy and wifi connection. Ensure the venue is arranged and large enough to accommodate 300 participants for one (1) day and with allotted free parking for all participants.
- Design scale floor venue sitting plan, seat and table arrangement, health service booth arrangement in coordination with DOH-MMCHD Family Health Cluster- Newborn Screening Program
- Design and set up the stage (Electronic backdrop), dressing room, holding area for performers, and area for participants with crowd control.
- Provide AV Equipment, including 1 LED Screen 9ft. x 15ft., professional lights and sound system, and conduct necessary checks before the event begins to ensure it is all functioning well.
- Provide 6X5 ft. sintra board life size cut-out standee with sticker design. (sticker design c/o DOH-MMCHD Family Health Cluster- Newborn Screening Program)
- Provide a photo booth and photo wall for picture taking.
- Provide face painting booth.
- Provide reception management throughout the event, which involves:
 - 3..1 A registration area with 10 people as secretariat.
 - 3..2 Provide 5 escorts and 5 usherettes

3.2 Program

- Conceptualize and prepare invitations, and program of activities, including delivery to the respective offices.
- Provide male and female celebrity hosts/Master of Ceremony (emcee).

- Provide Production numbers by:
 - a. Magicians
 - b. Balloon Artists
 (Selection of the above performers is subject to DOH-MMCHD’s approval)
- Provide same day edit video of the event to be played at the end of the event.

3.3 Documentation

- Provide and submit a full video and photo coverage with edited output and raw video and photo files of the whole event.
- Provide a write-up of the said event. A hard and soft copy will be submitted to DOH-MMCHD FHC.

3.4 Logistics

- Provide 100 packs of tokens/collaterals (Tote bag with groceries) worth Php 1,500.00.
- Provide twenty (20) pieces of P1,000.00 worth of gift certificates.

3.5 Food

- Plan the menu for 300 pax that includes AM snacks, lunch, and PM snacks.
- Provide kids corner food carts (e.g. ice cream cart, cotton candy, popcorn, etc.)
- Ensure that food and beverages are served in a timely manner as per the event schedule.
- Coordinate with DOH-MMCHD for the special food preference and restrictions on the pre-arranged plan for the whole duration of the activity. Food guidelines will also be provided by DOH-MMCHD.

IV. DELIVERABLES

Deliverables	Deadline
Proposal for DOH –MMCHD on the detailed plans of venue-related administrative and logistical arrangement of the events and run of the program.	July 9, 2024
Submission of the final detailed plans of the venue and related administrative and logistical arrangements of the events and run of the program.	July 16, 2024
Presentation of complete design for event-related services which includes signages, invitations, gift certificates, attendance, token etc.	
Approval of the final plan and orientation of DOH-MMCHD NBS Team on the layout of the event proper, actual ocular visit of the venue.	August 6, 2024
The final confirmed list of attendees.	August 27 2024
Submission of the final event documentation	September 26, 2024

V. PRODUCTION/OPERATION COST

- Provide funds for the salaries of the staff and other expenses of the Event.
- Warrant the quality of work performed as required and shall be according to acceptable professional and technical standards.

- To enable the performance of the above, the DOH-MMCHD is responsible to:
 - Approve the proposal submitted by the contracted individual, group, or organization.
 - Release payment as mutually agreed with the selected event organizer of the Expanded Newborn Screening Saved Babies Family Day Celebration
 - Provide guidance to the contracted individual, group, or organization.
 - Monitor the progress of the preparations and implementation of the Expanded Newborn Screening Saved Babies Family Day Celebration
 - Ensure active participation in the preparation and conduct of the Expanded Newborn Screening Saved Babies Family Day Celebration.
 - Review the final event documentation for acceptability and proper compliance with the conditions and requirements agreed upon.

VI. DESIRED QUALIFICATIONS OF EVENT ORGANIZER

Type: Events Organizer

Desired Qualifications:

- At least (3) three years’ experience in Event Organizing, Promotion and similar types of activities/programs and projects, preferably staging events with 300 participants
- Must have organized and staged at least two (2) events in the last 3 years
- With the appropriate number of staff and crew
- With sufficient financial resources to carry out the required activities
- At least two (2) positive feedback from previous clients

VII. DURATION OF THE CONTRACT

This is a short-term contract. The actual number of days will be based on a detailed work plan that will be developed by the contracted individual, group or organization.

VIII. BUDGETARY REQUIREMENT

The budgetary requirements for the event is Php 1,500,000.00 inclusive of all charges charged against NBS FUND 2024 WFP Item No. 2.a.1.1 subject to existing government accounting and auditing rules and regulations.

IX. PAYMENT TERMS

First Payment (10%) upon submission of billing statement and approval of the detailed plan, including stage design, backdrop, and collaterals.	Php 150,000.00
Second Payment (20%) upon submission of the billing statement and delivery receipt/cash invoice for payment of contract of venue, submission of a copy of the event program, registration and attendance sheet, proof of payment of equipment rental; list of equipment rented and other expenses	Php 300,000.00
Third and Final Payment (70%) upon submission of the billing statement, photo and video documentation, written documentation report, and result of event evaluation including summary within 5 days from the last date of the event.	Php 1,050,000.00

X. TERMS AND CONDITIONS

The following terms are mutually agreed by and between the contracted individual, group, or organization and the DOH-MMCHD:

1. All payments shall be subject to the usual accounting and auditing rules and regulations of DOH-MMCHD.
2. The ownership of all materials, papers, and documents prepared in connection with the Expanded Newborn Screening Saved Babies Family Day Celebration shall belong to DOH-MMCHD and may not be used, copied, or published by any party without expressed approval from DOH-MMCHD.
3. Any amendment or modification of addition to or deletion from the scope of work or other matters concerning the Expanded Newborn Screening Saved Babies Family Day Celebration covered in the TOR shall be undertaken only through the FHC and with the consent of DOH-MMCHD.
4. In the event that the Contractor violates any of the terms and conditions of the Terms of Reference or contract to be signed by the parties, or neglects to perform in a timely manner, any of the works, duties, functions, responsibilities or obligations stipulated herein, inclusive of the duly granted time extension, if any, or fails to carry out the tasks herein required in an acceptable manner, for any reason whatsoever, the Contractor shall be liable for the damages for such failure and shall pay the DOH-MMCHD liquidated damages in an amount equivalent to AT LEAST one-tenth (1/10) of one percent (1%) of the total contract price of every day of delay or breach, unless another rate for liquidated damages is indicated in the contract. The imposition of liquidated damages is in addition to other remedies that MMCHD may exercise under the contract, pertinent laws, rules, and regulations until services are finally delivered and accepted by MMCHD.

MMCHD reserves the right to rescind its offer and the contract in accordance with R.A. No. 9184, without prejudice to other courses of action and remedies open to it.

Prepared by:

Recommending Approval:

JANICE C. ACOSTA, RN
Project Development Officer III

JANICE KATHLEEN R. MALESIDO, MD, MPH
Chief, Local Health Support Division

Approved By:

RIO L. MAGPANTAY, MD, PHSAE, CESO III
Director IV