

TERMS OF REFERENCE
CONFERENCE MANAGEMENT SERVICES
International Conference on the Philippine-Pacific Health initiative: Partnership
on Sustainable Health Workforce for Health Security
27-29 November 2024

Approved Budget for the Contract: **PHP816,000.00**

Mode of Procurement: **Sec. 53.10 (Negotiated Procurement - Small Value Procurement) of the 2016 IRR of RA9184**

A. BACKGROUND

In collaboration with the World Health Organization, the Philippines proposes to convene a conference of stakeholders to discuss and launch the Philippine-Pacific Network for Sustainable Health Human Resources for Health Security.

The Conference will have the following objectives:

- I. To provide a platform to better understand the critical and perennial issues on human resources for health and the key role of other sectors beyond health in addressing them;
- II. To share good practices and lessons learned on health human resources, including in crisis situation, at international, national and subnational levels; and,
- III. To discuss strategies to scale-up and accelerate solutions and interventions that are contextualized to the needs of the Pacific Island countries, leveraging on the experiences and expertise of the Philippines in the area of human resources for health.

B. SCOPE

The International Conference expects around 150 participants from the Pacific countries, academe, and other agencies, and will be held in a hotel within Makati which is within walking distance to commercial establishments. The hosting of the event requires engaging a service provider to manage the International Conference on the Philippine-Pacific Health initiative: Partnership on Sustainable Health Workforce for Healthy Security, scheduled to take place on 27-29 November 2024 in Manila.

The objective is to ensure the event is well-organized, meets international standards, and fulfills the expectations of all stakeholders.

The service provider will be responsible for the planning, management, coordination, and execution of all logistical and administrative aspects of the conference, and is expected to:

1. Deliver a professionally managed ministerial conference that upholds the highest standards of quality and efficiency.
2. Facilitate a seamless experience for all participants, speakers, stakeholders, and sponsors.
3. Ensure effective coordination and communication among all stakeholders.
4. Collaborate with suppliers to guarantee the quality and timely delivery of their goods and services.

C. QUALIFICATIONS OF THE CONTRACTOR

The contractor should possess the following qualifications:

- I. PHILGEPS registered;
- II. Must have prior experience in government collaborations with a demonstrated track record of successful partnerships, highlighting experience with conference projects to ensure familiarity with governmental protocols and expectations; prior work experience with the DFA

D. TERMS AND CONDITIONS

- I. Proposal/Price Quote should provide correct and accurate information requested. It should also include the bidder's Company/Business Name, Business Address, Business/Mayor's Permit Number, valid PhilGEPS Registration Number, Name and Mobile/Telephone Number and Email Address of the Authorized Representative.
- II. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the company owner or his/her duly authorized representative.
- III. Price quotations shall be valid for at least thirty (30) days, denominated in Philippine Pesos, and shall include all taxes, duties, and/or other levies payable
- IV. Quotations exceeding the Approved Budget for the Contract shall be rejected. Quotations received beyond the deadline shall also be rejected.
- V. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DFA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- VI. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
- VII. The item/s shall be delivered according to the accepted offer of the bidder.
- VIII. Payment shall be made after the completion of the event and upon the submission of the complete, required supporting documents that includes the original billing statement/ invoice and original provisional receipt (template attached), subject to government accounting, budgeting, procurement and auditing rules and regulations. The corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
- IX. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.

- X. The Request for Quotation (RFQ) and other related documents for the above-stated Procurement shall form part of the contract

E. TECHNICAL SPECIFICATIONS

i. CONFERENCE MANAGEMENT:

1. Coordinate with the hotel to ensure timely and effective delivery of goods and services
2. Participate in coordination meetings with the DFA and other suppliers
3. Develop strategies to promote the conference, including digital marketing, social media campaigns, and partnerships
4. Manage attendee registration, including online registration processes and on-site check-in procedures
5. Coordinate with the venue, including event space preparation, design, and technical requirements (projector/LED screen, audio, and sound system)
6. Schedule technical rehearsals before the event to test equipment and presentations
7. Coordinate with panelists and speakers regarding their presentations, slides, and technical needs. This may include provision of assistance to speakers with presentation preparation, including guidelines for slide design and content
- 8. Assign dedicated personnel for each conference event (tour, plenary, breakout sessions, receptions)**
9. Develop and present a system for collecting feedback from participants to evaluate the success of the event and identify areas for improvement
10. Coordinate banquet and meal services across all conference venues
11. Provide onsite troubleshooting for any issues that arise during the event, including technical difficulties or schedule changes
12. Assist in the implementation of emergency protocols for health and safety, including first aid arrangements and evacuation plans

ii. CONFERENCE COLLATERALS/TOKENS:

1. Prepare and provide tokens for plenary speakers and guests of honor, and ministers.
2. Prepare and provide:
 - i. 150 folder sleeves for the participants with printed programme (design and programme to be given by the end-user)
 - ii. Tarpaulin of conference logo on wooden panel (9ft x 12ft)
 - iii. One (1) photo wall
 - iv. Two (2) sets of photo booth frames (for social media posts)
 - v. Fifty (50) units toblerone tent type with printing
 - vi. Fifty (50) pcs of Tinalak table runner with tampipi packaging with “compliments card”

- vii. Four (4) rolls of bubble wrap and air pillows for packaging/wrapping bread plates to be given to the delegates
- viii. One hundred (100 pcs) Enamel pins
 - 50 pcs magnetic pin - PH flag
 - 50 pcs magnetic pin with event logo:
https://drive.google.com/drive/folders/1_Kalw74kRB9GV42MKhova_rjZNRBo37uh?usp=sharing

III. CONFERENCE DOCUMENTATION AND VENUE DESIGN

- 1. Prepare and provide:
 - 1. One (1) LED wall (9x24ft) for the plenary room
 - 2. One (1) prompter monitor (at least 50-inches)
 - 3. Four (4) Monitors (at least 50-inches) with stand that mirror the presentation on the LED wall for the duration of the event
 - 4. Complete lights and sound system on 27 & 29 Nov 2024
 - a. Four (4) gooseneck microphones to be used onstage (plenary) for the duration of the event (27 & 29 Nov)
 - b. Eleven (11) Wireless microphones
 - 1. One (1) wireless microphone for the podium
 - 2. Eight (8) wireless microphones (2 for each of the four (4) breakout rooms for 27 & 29 Nov)
 - 3. Two (2) wireless microphones with stands (for the audience) (27 & 29 Nov)
 - 4. One (1) lot mic stand
 - 5. One (1) lot cable wires
 - 6. Two (2) monitor speakers
 - 7. Two (2) subwoofers
 - 8. Two (2) units main speakers
 - 9. Two (2) units crank stand
 - 10. 16 units PAR led
 - 11. 8 units white amber
 - 12. controller and cable wires
 - v. Podium labels (logo and event theme/title) using Sintra board to be placed on hotel-provided podium



2. Photo and video documentation of the entire event proper from arrival to departure of participants with Same Day Edit (SDE)
 - i. Full event photo and video coverage, with at least two (2) video cameras/camera system;
 - ii. Video live feed;
 - iii. Production of highlight video to be shown before the program ends;
 - iv. Copies of video coverage – raw coverage and edited coverage;
 - v. Audio file of coverage;
 - vi. Provide a post conference photo digital album of the conference events

IV CONFERENCE SECRETARIAT EQUIPMENT

1. Four (4) units laptop for each breakout rooms
2. Four (4) USB docking station
3. Two (2) units portable printers with inkjet
4. Four (4) white boards double sided rotation size 90 x 120 cm with wheels to facilitate movement and four (4) markers and four (4) white board erasers
5. Two (2) reams A4 bond papers
6. Ten (10) packs (100 pcs per pack) 5"x8" cue cards (unruled/ plain - no lines)