



REQUEST FOR PROPOSAL

Date: 03 November 2021

Reference: **RFP CO-21-0022SVP**

1. The **Philippine Institute of Traditional and Alternative Health Care (PITAHC)** through its **Bids and Awards Committee (BAC)** invites interested bidders to submit a proposal with the total Approved Budget for the Contract (ABC) in the amount of **Six Hundred Thousand Pesos Only (PhP600,000.00) inclusive of VAT** for the procurement of the item/s stated below:

PITAHC 2020 APP Ref	PR Number	Item Description
5020201002	21-06-0076	HIRING OF SERVICES OF WEBINAR COORDINATOR (ONLINE EVENT ORGANIZER) FOR THE 13TH PITAHC TAHC CONGRESS ON NOVEMBER 24-25, 2021 <i>(See the Terms and Conditions)</i>

2. Procurement shall be conducted through Small Value Procurement under Section 53.9 - Negotiated Procurement as prescribed under Rule XVI- Alternative Methods of Procurement of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the “*Government Procurement Reform Act*”.
3. The proposal must be duly signed by the bidder and must be submitted to the BAC Secretariat, PITAHC Building, Matapang St., East Avenue Medical Center Compound, Barangay Central, Quezon City or sent thru fax at (02) 376-3067 or email at bacpitahc@gmail.com. The proposal shall be received until **08 November 2021**.
4. The bidder must submit the following documents as part of its technical requirements to establish its qualifications as provided in Items VII and VIII of the Terms and Conditions.
5. The bidder shall submit their proposal together with the following documentary requirements:
 - a. Valid and current Mayor’s or Business Permit
 - b. PhilGEPS Registration Number (*to be indicated in the Price Proposal Form*)
 - c. Income/Business Tax Return for CY 2019/2020; and
 - d. Notarized Omnibus Sworn Statement by the prospective bidder in the new prescribed form as per GPPB Resolution No. 22-2013
6. PITAHC reserves the right to waive any formality in the responses to the eligibility requirements and to this invitation. PITAHC further reserves the right to reject all proposals, or declare a failure of Small Value Procurement, or not award the contract, and makes no assurance that the contract shall be entered into as a result of this invitation without thereby incurring any liability to the affected bidder or bidders in accordance with R.A. No. 9184 and its IRR.
7. For any clarification, you may contact **Mr. Andy G. Matula** at telephone no. (02) 8282-5193 local 103.

(Sgd.)

DR. FRANCIS VICENTE S. RAS
Chairperson, PITAHC BAC



**TERMS AND CONDITIONS
FOR THE HIRING OF SERVICES OF WEBINAR COORDINATOR
(ONLINE EVENT ORGANIZER) FOR THE
13rd PITAHC TAHC CONGRESS
November 24-25, 2021**

I. BACKGROUND

The present corona virus disease-19 (COVID-19) pandemic has taught us many lessons and among the most important is that when health is at risk, everything is at risk, but when health is protected and promoted, individuals, families, communities, nations and economies prosper. Traditional and Complementary Medicine (T&CM) find little mention in mainstream discourse of COVID-19 pandemic and has challenged medical research community worldwide due to the absence of any vaccine or proven therapy.

In August 2007, under Presidential Proclamation No. 698, the month of November was declared as “*Traditional and Alternative Health Care (TAHC) Month*”. The Philippine Institute of Traditional and Alternative Health Care (PITAHC) will be holding its *13rd TAHC congress on Traditional and Complementary Medicine (T&CM)* on *November 24-25, 2021*, with its theme “*Traditional and Complementary Medicine: Ensuring healthy lives and promoting well-being for all*”.

The “*13th TAHC Congress*” webinar is hosted with the aim to bring together academicians, practitioners, researchers and the general public through the topics. Furthermore, this shall also engage participants in discussion, and facilitate mutual understanding the significance of Traditional and Complimentary Medicine in ensuring healthy lives and promoting wellbeing.

In line with the TAHC month celebration this year, and due to limited technical skills of PITAHC personnel, it deems necessary to hire Webinar Coordinator (*Online Event Organizer*) as a service provider to manage the program of the webinar via online format.

II. OBJECTIVE

The overall objective of this Project is to support the Social Advocacy and Training Division in the conduct of the “*13th TAHC congress*” webinar in concomitant to the services needed with a short turnover time, high quality, and based on PITAHC branding guidelines and visual identity.

III. APPROVED BUDGET FOR THE CONTRACT AND PROCUREMENT MODALITY

The Approved Budget for this Contract is Six Hundred Thousand Pesos (PhP 600,000.00) to be procured through Negotiated Procurement under Section 53.9 (Small Value Procurement).

IV. EXPECTED OUTCOME

The expected outcome of this Project is to provide PITAHC the technical services required to support the Social Advocacy and Training Division to carry out effectively and efficiently the conduct of the *13th TAHC congress* to achieve its overall objectives in promoting Traditional and Complimentary Medicine in the Philippines.

V. SERVICES

The services to be rendered by the Webinar Coordinator (Online Event Organizer) include, but are not limited to the following:



A. PRE-EVENT

1. Planning and Preparation

- a. Prepare and arrange the schedule and time of activities consistent with the event's program;
- b. Work directly with PITAHC to develop a timeline plan for the congress;
- c. Provide updates to PITAHC regarding planning progress and keep project on track;
- d. Schedule and run team meetings with PITAHC officials and event committee as needed;
- e. Conduct Technical run;
- f. Provide the virtual platform (zoom), software and equipment needed to carry out the webinar;
- g. Create digital souvenir program for days 1 and 2 for social media posting at PITAHC Facebook Page and Website
- h. Coordinate with PITAHC Team in sending invitation to guest and speakers and follow up confirmation;
- i. Coordinate with PITAHC Team in gathering Speakers CV, photos, presentations and Videos
- j. Collate Raw Video Files, Power points and coordinate with Speakers
- k. Create title cards for guest, moderator and speakers
- l. Provide event's hosts and facilitators for the webinar;
- m. Provide two (2) performers for the intermission number of the event and arrange the video presentation of the performer's subject to PITAHC's approval;
- n. Conduct webinar briefing orientation and TECH run to guests, speakers and moderators with the hosts, facilitators and support team
- o. Coordinate and collect papers, abstracts, photos, bios, AV requirements, presentations, and releases for each presenter;
- p. Create and provide online registration for the webinar guests, speakers and participants
- q. Create and provide souvenir program for registered webinar guests, speakers and participants
- r. Prepare and send to registered webinar guests, speakers and participants the zoom links and program of the congress
- s. Create and provide online registration and payment scheme for the participants in coordination and approval of finance division.

2. Advertisement, Promotion, and Communication

- a. Develop logo and posters for the 13th TAHC congress in line with the theme;
- b. Disseminate the program, zoom link and online registration and payment to guests, speakers and participants and post to PITAHC FB and website approved by PITAHC;
- c. Prepare and provide a souvenir program to be posted in the DOH and PITAHC social media account and PITAHC Website; and
- d. Develop and produce the TAHC congress' Program Guide subject to PITAHC's review and approval.

3. Pre-Event Materials Management

- a. Prepare speakers' edited presentation or video for PITAHC's review and approval;
- b. Collect bios and abstracts of the guests, speakers and moderators;
- c. Edit and review final copy of the speakers' presentation or video and other materials.

4. Online Registration

- a. Provide technical assistance to guests, speakers and participants for online registration;
- b. Advise and remind participants of daily registration and payment of P1500.00;
- c. Keep track and update detailed report on the progress of participation and payment:



B. EVENT / ON-SITE COORDINATION

1. Main Event Coordination

- a. Assist participants during online registration for the 2 days event;
- b. Send out notices to registered participants and provide zoom links of the congress;
- c. Provide host and facilitators for the 2-day event with 3 breakout in the afternoon;
- d. Provide technical assistance that shall be physically present at PITAHC office during the actual event
- e. Hold on-line Opening and Closing and Awarding Ceremonies;
- f. Ensure that the event starts and ends on time; and
- g. Create and provide video for the presentation of guidelines for the Seal of Excellence, launching of book, digital making contest with provision of voice over and musical scoring
- h. Facilitate online awarding of certificates and plaques to guests, speakers and participants
- i. Video record and document the entire 2 day congress;
- j. Prepare recap highlights video of the first day event to be presented before the start of the second day program;

2. Poster Exhibit

- a. Prepare and present poster event during the lunch break for:
 - R&D researches; and
 - PITAHC books and products

C. POST-EVENT

1. Post-Event Materials Management

- a. Create and provide post-event notices and online evaluation;
- b. Provide actual database of online registration;
- c. Turnover of congress videos (full day and recap video);
- d. Create and provide certificates of participation to participants and certificate of appreciation to guests, speakers;
- e. Collate Registration Reports, Comments, Q and A, Attendee Survey;
- f. Turnover of Souvenir Program for dissemination to the attendees;
- g. Provide compilation of reports and documentation (hard and soft copy) of the event to PITAHC within 30 days after the completion of the event.

VI. PROPRIETARY RIGHTS/OWNERSHIP

The parties agreed that PITAHC shall have ownership of all below-mentioned, and the SERVICE PROVIDER must abide:

1. The documents provided by or on behalf of PITAHC shall be treated with utmost confidentiality;
2. All documents material references (including digital files) acquired / as a result of this Project shall be turned over to PITAHC upon completion of the event, consistent with Republic Act (R.A.) 8393 (or Intellectual Property Code of the Philippines);
3. Should the technology/product developed from this project be transferred and commercialized, a separate agreement, consistent with R.A. 10055 and with reference to this agreement, shall be prepared to cover the terms and conditions of technology transfer; and
4. The SERVICE PROVIDER shall refrain from publishing/presenting/making known to others the results/outputs of this Project without prior written approval of PITAHC.



Any breach of the duty of confidentiality by the SERVICE PROVIDER shall give PITAHC grounds for termination of contract without requiring any prior written or verbal warning and this shall not prevent PITAHC to seek legal claim for civil damages in accordance with applicable laws of the Philippines.

VII. QUALIFICATION

The SERVICE PROVIDER shall have the following qualifications:

1. Have at least three (3) years' experience supported by portfolio on the following:
 - a. Handling assignment and deliverable described in section VI;
 - b. At least 1 year experience collaborating with an international and local similar event ;
 - c. Understanding and producing online events and/or public-facing communication outputs for a professional client (private, government, non-government organizations as audience); and
 - d. Producing of communication materials.
2. Preferably, have an average understanding of PITAHC's Mission and T&CM in international and local context, and its language in terms of products, practice and practitioners;
3. With adequate staff/personnel, who shall be assigned to this project, must possess the following skills:
 - a. Good interpersonal and communication skills both in English and Tagalog;
 - b. Sufficient technical skills in the conduct and production of online events; handling event streaming to social media platforms; and basic video editing;
 - c. Advanced understanding of Zoom and its functionalities such as using polls, interpreter mode, chat box and Q&A; and
 - d. Advanced skills in producing original communication materials (such as PowerPoint) while adhering to PITAHC branding guidelines and visual identity.
4. Has positive review/feedbacks from previous clients or from PITAHC.

VIII. OTHER REQUIREMENTS

Aside from the eligibility documents as provided under Appendix "A" in Annex "H" of the 2016 Revised Implementing Guidelines of R.A. 9184, the following documents are also required to be submitted by the SERVICE PROVIDER:

1. Technical proposal of maximum two (2) pages (sample work and references) in PDF-format stating the well-documented approach detailing the way of working and clear description of the project team, and time allocation per team member;
2. In the Financial Proposal, attached the break-down of deliverables, including number of man days, percentage and amount per deliverable in Philippine Pesos (PhP) (inclusive of applicable government Tax);
3. Curriculum Vitae of the team member(s) indicating qualifications; and
4. Submit Three (3) completed similar projects for assessment of capability.

IX. PROPOSED TERMS OF PAYMENT BY MAJOR OUTPUT

The release of payment will be given upon the submission and execution of deliverables and output report on the Pre-event and Event/On-site Coordination of the 3rd TAHC congress. The final payment will be released upon approval and acceptance of the Post Event documentation and the release of the e-certificates of the guests, speakers, moderators and participants.

1st Payment – 30% payment upon the submission and acceptance of the: Gantt chart/timelines of activities of the congress; Minutes of team meetings with PITAHC Officials and event committees; Proof of virtual platform used in the event; Digital souvenir program and proof of the posting on social media, website and sending of the digital souvenir program to guests, speakers, moderators and participants; collated guest, speakers, and



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Philippine Institute of Traditional and Alternative Health Care (PITAHC)



moderators' CV, Bio's, Photos, presentation, and edited videos; Title Cards of the guests, speakers, and moderators with PITAHC approval; created online registration for the guests, speakers, moderators and participants; Developed 3rd TAHC congress logo and posters with PITAHC's approval; documentation of the advertisement and promotion of event on PITAHC Facebook page and website; and Program guide approved by PITAHC.

2nd Payment – 50% payment upon the conduct and completion of deliverables stated on the event/onsite coordination;

3rd Payment – 20% payment upon the approval and acceptance of the Post Event documentation and the release of e-certificates to the guests, speakers, moderators and participants.



PRICE PROPOSAL FORM

Date: _____

The Bids and Awards Committee

PITAHC Building, Matapang Street, East Avenue Medical Center Compound, Barangay Central Quezon City

Sir/Madam:

After having carefully read and accepted the Terms and Conditions, I/we submit our proposal for the item as follows:

Item No	Item Description	Quantity	Unit Price PhP	Total Price (VAT inclusive) PhP	Compliance to Technical Specification	
					Yes	No
	<p>HIRING OF SERVICES OF WEBINAR COORDINATOR (ONLINE EVENT ORGANIZER) FOR THE 13TH PITAHC TAHC CONGRESS ON NOVEMBER 24-25, 2021 <i>(See the Terms and Conditions)</i></p>	1	_____	_____		

Amount in Words: _____

The above-quoted price is inclusive of **all costs** and applicable taxes.

Very truly yours,

Signature :

Printed : _____

Name : _____

Date : _____

Company :

Name : _____

Contact : _____

Number : _____

PHILGEPs Registration Number: _____