

SCHEDULE OF WORK/MODE OF PAYMENT


Outputs	Schedule	Payment
<p>A. Pre-registration</p> <ol style="list-style-type: none"> 1. Event venue permits 2. Race/course/route including map and race rules and regulations <p>B. Registration</p> <ol style="list-style-type: none"> 3. Identification of off-site or satellite registration centers with registration staff. Regular registration reports with turnover of registration sales and receipts, and inventory of Race Kits (which include singlet, race bib with timing chip, race route map, and race rules and regulations). Staff or personnel to prepare race kits for distribution to respective registration centers 4. 3,000 Race Kits, individually packaged. (Refer to specifications for the PDIC Race Kits hereto attached as Annex "A") 5. Deployment of staff or personnel to prepare race kits and handle group registrations in strategic offsite locations and PDIC registration centers 	<p>April 2015 (Week 2-3)</p>	<p>50% of the Contract price upon completion of delivery of all outputs under A and B</p>
<p>C. Pre-race</p> <ol style="list-style-type: none"> 6. Detailed program of events 	<p>April 2015 (Week 4) – May 2015 (Week 1)</p>	<p>30% of the Contract price upon completion of delivery of all outputs under C</p>

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<p>7. Event layout plan indicating where the baggage area is, stage, portalets, medical tent, etc.</p> <p>8. Provision or engagement of suppliers for the following race event equipment and logistics:</p> <ul style="list-style-type: none"> a) Directional signs, traffic courtesy signs, distance markers, traffic cones, steel barricades, lane separators, reflectorized vests, starting gun, megaphones b) Start and finish arches including gantry streamers and banners for start/finish arches, front and side gantries c) Communications equipment such as two-way radios and mobile units, sirens, camera/video d) Digital clock/timer at the Start/Finish arch, and with timing chip for individual registered runner e) Trucking, vans, lead and trail vehicles f) Ambulance, paramedic teams, first aid tents with first aid medical supplies 		
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<p>g) Water stations, personnel and tents for the water stations, long tables, trash bags, drinking water, ice, disposable and environment friendly cups</p> <p>h) Start/Finish posts and walls, trusses for stage, stage backdrop, and tarps for canopy, event control center, audio control booth, Stage skirting, sound system, screen projector, staff tent, secretariat tent, registration, baggage check-in area, timing system provider, loot bag/drink area, and activity area</p> <p>i) Covered tents, mono block chairs, tables, table covers, for the use of at least 12 exhibitors</p> <p>j) Generator set (good for at least 12 hours, 120 amperes, technician); basic lighting needed for areas to be identified by the organizer</p> <p>k) Photo wall tarpaulins (1K, 3K and 5K/10K), stage backdrop, and standees for promotional and announcements</p> <p>l) Text blast, dissemination of press releases/write ups/teasers to bloggers, sports publications, social media, and other media partners</p>		
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<p>9. Security guidelines with map, conduct monthly coordination meetings with PDIC</p>		
<p>D. Race Day</p> <p>10. Set up venue for the race by providing required logistics:</p> <ul style="list-style-type: none"> a) Race equipment, e.g. Starting Gun, Start and Finish arches with digital clock, Megaphone, Two-way radios, Steel barricades and Chutes, Directional signs/markers, Kilometer markers, Traffic courtesy signs and traffic cones b) Stage and sound system c) Bag storage area, and assigned staff d) Portalets (at least 15 units), and changing area for male/female e) Hydration station setup including tables, water, cups, and garbage bags, and assigned staff during the race including cleanup of hydration stations after f) Timing System, with timing chip for individual runners, and Display Timer/Clock, Laptop, Pencil or ball pen 	<p>10 May 2015</p>	<p>20% of the Contract price upon completion of delivery of outputs in D and E</p>

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<p>g) Area for food/refreshments serving and consumption</p> <p>h) First Aid Station</p> <p>11. Organization of Event/Race Management Team consisting of the following but not limited to:</p> <p>a) Race Director/Assistant Race Director for the overall race management and race briefing for course marshals police, security, and volunteers</p> <p>b. Lead Driver</p> <p>c. Start and Finish Line Marshals</p> <p>d. Race Marshals</p> <p>e. Secretariat/staff for the preparation of supplies and race kits</p> <p>f. Medical Personnel (including near the finish line)</p> <p>g. Course Tear-Down Personnel</p> <p>h. Police and Traffic Control</p> <p>i. Dismantling and cleanup (Utility Staff)</p> <p>j. Event host/emcee (to co-host with one from PDIC)</p> <p>k. Documentation staff (roving photographers and videographers)</p>		
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<p>i. Other personnel or tasks as may be deemed necessary by the event organizer and PDIC for the successful implementation of the event</p> <p>E. Post-race</p> <p>12. Official list of winners (men's and women's division for 3K, 5K, and 10K, respectively), and 1K, the special distance for children, and the complete race results</p> <p>13. Official list of finishers</p> <p>14. Post-race evaluation report</p>	<p>May 2015 (Week 2-3)</p>	
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