

TERMS OF REFERENCE

For the Engagement of the Services of a Sports Event Organizer for the Conduct of the PDIC Wellness and Benefit Run

I. BACKGROUND

The Philippine Deposit Insurance Corporation (PDIC) Board of Directors approved the conduct of 'Takbo 2: Tungo sa Kalusugan, Para sa Kalikasan', a PDIC Wellness and Benefit Run in support of the employee welfare, public awareness, and the Corporation's Corporate Social Responsibility (CSR) programs to be held on May 10, 2015 at the Cultural Center of the Philippines Grounds in Pasay City.

Around 3,000 participants are expected to join the PDIC Wellness and Benefit Run to be comprised of PDIC regular and contractual employees, and their families, partner agencies in government and private sectors, private corporations, and the general public. They can choose to participate either in the 3-kilometer (km), 5-km, or 10-km race. Children below 12 years old can join a special distance race for them for 1-km.

II. OBJECTIVE

To procure the services of a Sports Event Organizer to assist PDIC in the conduct of the PDIC Wellness and Benefit Run. The engagement of a Sports Event Organizer is essential to oversee coordination and execution of the second edition of PDIC running event.



III. SCOPE OF WORK


The PDIC requires the services of an Event/Race Organizer to perform the following:

TASKS	OUTPUTS
A. PRE-REGISTRATION	
1. Assist in securing venue permits;	Event venue permits
2. Finalize route of the race and accurately measure the course for a 1km, 3km, 5km, and 10km race event including ocular inspection of event site;	Race/course/route including map and race rules and regulations
B. REGISTRATION	
3. Develop registration procedures and identify registration partners;	Identify 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




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<p>4. Produce 3,000 Race Kits comprising of the Singlets, Race Bibs with prescribed design for PDIC, and timing chips.</p> <p>5. Deliver Race Kits to PDIC and develop a distribution system to registration centers;</p>	<p>prepare race kits for distribution to respective registration centers.</p> <p>3,000 Race Kits, individually packaged. (Refer to specifications for the PDIC Race Kits hereto attached as Annex "A")</p> <p>Deployment of staff or personnel to prepare race kits and handle group registrations in strategic offsite locations and PDIC registration centers.</p>
<p>C. PRE-RACE</p>	
<p>6. Prepare a layout plan detailing the race route, activity area, parking and traffic management;</p>	<p>Detailed program of events</p> <p>Event layout plan indicating where the baggage area is, stage, portalets, medical tent, etc.</p>
<p>7. Provide or engage suppliers for the following race event equipment and logistics;</p>	
<p>a. Race equipment</p>	<p>Directional signs, traffic courtesy signs, distance markers, traffic cones, steel barricades, lane separators, reflectorized vests, starting gun, megaphones</p>
<p>b. Start and Finish arches with gantry streamers and banners</p>	<p>Start and finish arches including gantry streamers and banners for start/finish arches, front and side gantries</p>
<p>c. Finish line equipment</p>	<p>Communications equipment such as two-way radios and mobile units, sirens, camera/video</p>
<p>d. Timing device</p>	<p>Digital clock/timer at the Start/Finish arch, and with timing chip for individual registered runner</p>
<p>e. Vehicle for hauling equipment and deploying race organizer's personnel</p>	<p>Trucking, vans, lead and trail vehicles</p>
<p>f. Medical Services/Supplies</p>	<p>Ambulance, paramedic teams, first aid tents with first aid medical supplies</p>
<p>g. Water/hydration stations</p>	<p>Water stations, personnel, and tents, for the water stations, long tables, trash bags, drinking water, ice, disposable and environment friendly cups</p>



<p>h. Stage and event venue set-up</p> <p>i. Booths including tables and chairs for the activity area,</p> <p>j. Electricity supply and lighting</p> <p>k. Tarpaulins for Photo Wall, Publicity and Promotions</p> <p>l. Publicity and promotions</p> <p>8. Coordinate with security group of the venue and PDIC;</p>	<p>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>Covered tents, monoblock chairs, tables, table covers, for the use of at least 12 exhibitors,</p> <p>Generator set (good for at least 12 hours, 120 amperes, technician); basic lighting needed for areas to be identified by the organizer</p> <p>Photo wall tarpaulins (1K, 3K and 5K/10K), stage backdrop, and standees for promotional and announcements</p> <p>Text blast, dissemination of press releases/write ups/teasers to bloggers, sports publications, social media, and other media partners</p> <p>Security guidelines with map, conduct monthly coordination meetings with PDIC</p>
<p>D. RACE DAY</p> <p>9. Set up venue for the race by providing required logistics;</p>	<p>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</p> <p>b. Stage and sound system</p> <p>c. Bag storage area, and assigned staff</p> <p>d. Portalets (at least 15 units), and changing area for male/female.</p> <p>e. Hydration station setup including tables, water cups, and garbage bags, and assigned staff during the race including cleanup of hydration stations after</p>

10. Organize Event/Race Management Team consisting of the following but not limited to:

- a. Race Director/Assistant Race Director for the overall race management and race briefing for course marshals police, security, and volunteers
- b. Lead Driver
- c. Start and Finish Line Marshals
- d. Race Marshals
- e. Secretariat/staff for the preparation of supplies and race kits
- f. Medical Personnel (including near the finish line)
- g. Course Tear-Down Personnel
- h. Police and Traffic Control
- i. Dismantling and cleanup ¹ (Utility Staff)
- j. Event host/emcee (to co-host with one from PDIC)
- k. Documentation staff (roving photographers and videographers) ¹
- l. Other personnel or tasks as may be deemed necessary by the event organizer and PDIC for the successful implementation of the event ³

- f. Timing System, with timing chip for individual runners, and Display Timer/Clock, Laptop, Pencil or ball pen
- g. Area for food/refreshments serving and consumption
- h. First Aid Station

Members of the event/race management team (number of staff involved per activity (a-l), and names of team lead (a-l) to be identified in the bid proposal)

E. POST-RACE	
11. Certify winners, and release the official race results	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.
12. Release/upload official race results in the event portal	Official list of finishers
13. Meet with PDIC organizing committee for post-event reporting or post-race evaluation	Post-race evaluation report

IV. MINIMUM QUALIFICATIONS

The qualified bidder should have the following minimum qualifications:

- a. Has a Team Head (not necessarily the company owner) with experience in organizing at least three (3) running events in recent years, with the present company or from previous affiliations, and with fundraising as a component;
- b. Has a Team Head (not necessarily the company owner) who has previously organized running events for government and/or private corporations with the participation of at least 3,000 runners, with the present company or from previous affiliations; and,
- c. Has a team of professionals in the field of sports event organizing and marketing, promotion of sports development and wellness particularly in the field of running, fitness, marathon, triathlon, and the like.

V. DURATION

The contract shall commence after a contract is signed, and end after the culmination of the event and delivery of expected outputs.

VII. BUDGET

Budget allocated for the payment of services of the Sports Event Organizer as indicated above estimated at P 1,100,000.00, inclusive of applicable government taxes.

¹ With manpower support from PDIC

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Specifications for The PDIC Race Kits

The supplier should propose the Singlet and Race Bib design, and obtain the approval of PDIC prior to production. The deliverables and specifications of the PDIC Race Kit are as follows:

1. Singlets (see attached sample)

Note: Indicative design only, to be finalized later

- a. Quantity: 3,000 participants
- b. Fabric: Polyester Dri-Fit
- c. Printing: Full color with event and sponsor logos
- d. Print color: Three-color design (Red, Blue, Yellow)
- e. Fabric color: 2 or 3 colors (See sample)
- f. Packaging: Each singlet should be placed in a clear plastic bag
- g. Size: 7 sizes (2XS, XS, S, M, L, XL, 2XL)

2. Bibs (see attached sample)

Note: Indicative design only, to be finalized later

- a. Quantity: 3,000 participants

Bibs should have the following other features:

1. Custom bib with printed registration numbers and with logos in full color
2. All numbers in 3 3/8" height and printed in black ink
3. With three tearoff portions (height; 1")
4. Bib size; 8" x 6"
5. With Timing Chip / D-Tag
6. One standard color custom imprint for each distance category—
1K, 3K, 5K, and 10K (see attached sample)

Note: Indicative design only, to be finalized later

7. Hole in four corners for pinning
8. With four safety pins packed per bib

TIMELINE

The goods should be delivered in a staggered schedule starting not later than March 2015.

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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>March 2015 (Week 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 7. Event layout plan indicating where the baggage area is, stage, 	<p>March 2015 (Week 3)</p>	<p>30% of the Contract price upon completion of delivery of all outputs under C</p>

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<p>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 g) Water stations, personnel and tents for the water stations, long tables, trash bags, drinking water, ice, disposable and environment friendly cups 	<p>April 2015 (Week 3)</p>	
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<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> <p>9. Security guidelines with map, conduct monthly coordination meetings with PDIC</p>		
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<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 g) Area for food/refreshments serving and consumption h) First Aid Station 	<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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11. Organization of Event/Race Management Team consisting of the following but not limited to:

- a) Race Director/Assistant Race Director for the overall race management and race briefing for course marshals police, security, and volunteers
- b. Lead Driver
- c. Start and Finish Line Marshals
- d. Race Marshals
- e. Secretariat/staff for the preparation of supplies and race kits
- f. Medical Personnel (including near the finish line)
- g. Course Tear-Down Personnel
- h. Police and Traffic Control
- i. Dismantling and cleanup (Utility Staff)
- j. Event host/emcee (to co-host with one from PDIC)
- k. Documentation staff (roving photographers and videographers)
- l. Other personnel or tasks as may be deemed necessary by the event organizer and PDIC

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<p>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)</p> <p>May 2015 (Week 3)</p>	
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2004

1K

1K BAGGAGE STUB
2004

1K DRINK STUB
2004

1K FINISHER'S SHIRT
2004

[Handwritten marks and scribbles]



3K

3K BAGGAGE TAG
2004

3K DRINK STUB
2004

3K FINISHER'S SHIRT
2004

Handwritten marks and scribbles in the bottom right corner.



2004

5K

5K BAGGAGE TAG
2004

5K DRINK STUB
2004

5K FINISHER'S SHIRT
2004

Handwritten marks and signatures in the bottom right corner.



2004

10K

10K BAGGAGE TAG
2004

10K DRINK STUB
2004

10K FINISHER'S SHIRT
2004

Handwritten marks and scribbles at the bottom right corner.