



SUPPLEMENTAL/BID BULLETIN NO. 1

Procurement of Professional Congress Organizer (PCO) Services for the 21st World Travel and Tourism Council (WTTTC) Global Summit (DOT-BAC-IB NO. 2022-002)

This Supplemental/Bid Bulletin No. 1 is issued to all prospective bidders to clarify, modify and/or amend items in the Bidding Documents as discussed and agreed during the Pre-Bid Conference held on 16 February 2022 for the above-mentioned procurement project.

I. Schedule of Procurement Activities:

| Activities | Old Schedule | New Schedule |
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| 1. Submission of Eligibility Documents and Financial Bids | On or before 1 March 2022 until 9:00 a.m. 4 th Floor, Procurement Management Division, DOT Bldg., No. 351 Sen. Gil Puyat Avenue, Makati City | On or before 3 March 2022 until 9:00 a.m. 4 th Floor, Procurement Management Division, DOT Bldg., No. 351 Sen. Gil Puyat Avenue, Makati City |
| 2. Opening of Eligibility Documents and Financial Bids | 1 March 2022 (10:00 a.m) 4 th Floor Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Avenue, Makati City The opening of eligibility documents and financial bids will be conducted through video conference using the Google Meet platform on 1 March 2022 at 10:00 a.m. The prospective bidders who are interested in joining the opening of eligibility documents and financial bids must send the following details to the BAC Secretariat via e-mail at dot.bac@tourism.gov.ph not later than 5:00 p.m. of February 28, 2022: <ul style="list-style-type: none"> • Name of Representative(s) - Maximum of two (2) | 3 March 2022 (10:00 a.m) 4 th Floor, Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Avenue, Makati City The opening of eligibility documents and financial bids will be conducted through video conference using the Google Meet platform on 3 March 2022 at 10:00 a.m. The prospective bidders who are interested in joining the opening of eligibility documents and financial bids must send the following details to the BAC Secretariat via e-mail at dot.bac@tourism.gov.ph not later than 5:00 p.m. of 2 March 2022 : <ul style="list-style-type: none"> • Name of Representative(s) - Maximum of two (2) |

II. Section V. Special Conditions of Contract

| | From | To |
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| GCC Clause 2.2 | The indicative payment scheme xxx: Output/Milestone: | The indicative payment scheme xxx: Output/Milestone: |

| | From | To |
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| | 1) Upon ingress, physical and technical set up of the Summit (50%) 2) Upon satisfactory performance of services (50%) TOTAL: 100% | 1) Upon ingress, physical and technical set up of the Summit (50%) 2) Upon satisfactory performance of services (50%) TOTAL: 100% <i>Facilitation of payment shall be made provided that all supporting documents are submitted. It may include the following: delivery list of goods, items and equipment, acknowledgment receipt, photos, and certificate of satisfactory performance, among other submissions.</i> |

III. Section VII. Technical Specifications

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| I. Requirements Global Summit Activities | DAY ONE: 20 April 2022, Wednesday 13:00 – 16:15 Media Reception 14:30 – 16:15 Global Leaders Reception and Dialogue <i>The WTTC Global Leaders Dialogue is xxx.</i> Proposed Venue: within Metro Manila 16:30 – 17:00 Executive Committee (ExCom) Reception Proposed Venue: within Metro Manila 16:30 – 17:00 Advisors & Associates Reception | DAY ONE: 20 April 2022, Wednesday 13:00 – 14:15 Global Leaders Dialogue (GLD) Lunch 14:15 – 16:00 Global Leaders Reception and Dialogue <i>The WTTC Global Leaders Dialogue is xxx.</i> Proposed Venue: within Metro Manila 17:00 – 17:30 1) Executive Committee (ExCom) Reception Proposed Venue: within Metro Manila 2) Advisors Circle – Reception Proposed Venue: within Metro Manila 17:30 – 19:00 |

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| | Proposed Venue: within Metro Manila | 1) Executive Committee (ExCom) Meeting |
| | | Proposed Venue: within Metro Manila |
| | | 2) Advisors Circle |
| | | Proposed Venue: within Metro Manila |
| | 17:00 – 19:00 Executive Committee (ExCom) Meeting | 17:00 – 19:00 Executive Committee (ExCom) Meeting |
| | Proposed Venue: within Metro Manila | Proposed Venue: within Metro Manila |
| | 17:00 – 19:00 Advisors and Associates Meeting | 17:00 – 19:00 Advisors and Associates Meeting |
| | Proposed Venue: within Metro Manila | Proposed Venue: within Metro Manila |
| | 19:30 – 22:00 VIP Dinner | 19:30 – 22:00 Welcome Dinner |
| | Proposed Venue: within Metro Manila | Proposed Venue: Cove Manila at Okada Manila |
| | 19:30 – 21:00 Welcome Reception (TBC) | VIP Dinner |
| | Proposed Venue: within Metro Manila | Proposed Venue: within Metro Manila |
| | DAY TWO: 21 April 2022, Thursday | DAY TWO: 21 April 2022, Thursday |
| | 08:30 – 09:30 WTTC Annual General Meeting | 08:30 – 09:15 WTTC Annual General Meeting |
| | Proposed Venue: within Metro Manila | Proposed Venue: Resorts World Manila |
| | 09:45 – 11:20 Opening Ceremony and Global Summit Session 1 | 09:45 – 12:15 Opening Ceremony and Global Summit Session 1 |
| | Proposed Venue: Meeting facility within Metro Manila | Proposed Venue: Resorts World Manila |
| | 11:20 – 12:05 | 11:20 – 12:05 |

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| | Strategic Insight Session | Strategic Insight Session |
| | Proposed Venue: Meeting facility within Metro Manila | Proposed Venue: Meeting facility within Metro Manila |
| | 12:05 – 13:15 Lunch | 12:15 – 13:15 Summit Lunch |
| | 13:15 – 14:35 Global Summit Session 2 | 13:15 – 15:30 Summit Sessions |
| | Proposed Venue: Meeting facility within Metro Manila | Proposed Venue: Resorts World Manila |
| | 14:35 – 15:15 Strategic Insight Session | 14:35 – 15:15 Strategic Insight Session |
| | Proposed Venue: Meeting facility within Metro Manila | Proposed Venue: Meeting facility within Metro Manila |
| | 15:15 – 16:00 Break | 15:30 – 16:15 Break |
| | 16:00 – 17:45 VIP Dinner | 16:00 – 18:00 Summit Sessions |
| | Proposed Venue: within Metro Manila | Proposed Venue: Resorts World Manila |
| | 19:30 – 22:30 Reception and Gala Dinner | 19:30 – 22:00 Reception and Gala Dinner |
| | Proposed Venue: within Metro Manila | Proposed Venue: Resorts World Manila |
| | DAY THREE: 22 April 2022, Friday | DAY THREE: 22 April 2022, Friday |
| | 09:00 – 10:25 Global Summit Session 4 | 09:00 – 10:15 Global Summit Sessions |
| | Proposed Venue: Meeting facility within Metro Manila | Proposed Venue: Resorts World Manila |
| | 10:25 – 11:10 Break | 10:15 – 11:10 Break |
| | 11:10 – 14:30 Global Summit Session 5 | 11:10 – 14:30 Summit Sessions and Closing Ceremony |
| | Proposed Venue: Meeting facility within Metro Manila | Proposed Venue: Meeting facility within Resorts World Manila |
| | 14:30 – 15:30 | 14:30 – 15:30 |

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| | <p>Lunch</p> <p>15:30 – 16:30 Closing Ceremony</p> <p>Proposed Venue: Meeting facility within Metro Manila</p> <p>DAY FOUR onwards: 23 - 26 April 2022 (approx.) Delegates, Investment, Media Tours</p> | <p>Lunch</p> <p>15:30 – 16:30 Closing Ceremony</p> <p>Proposed Venue: Meeting facility within Metro Manila</p> <p>DAY FOUR onwards: 23 - 26 April 2022 (approx.) Delegates, Investment, Media Tours</p> |
| <p>II. Scopes of Services</p> <p>1. Creation of an Event Management Team</p> | <p><u>Volunteer Management</u></p> <p>Moreover, the PCO shall provide xxx.</p> | <p><u>Volunteer Management</u></p> <p>Moreover, the PCO shall provide xxx.</p> <p><i>Likewise, the PCO, in coordination with the project Secretariat shall link up with government agencies, in the possible provision of personnel who are adept at liaison work to assist in the liaison requirements of the Summit.</i></p> <p><i>The PHOC Secretariat shall implement the following scheme in assigning Liaison Officers:</i></p> <ul style="list-style-type: none"> ▪ <i>Ministers and Deputy Ministers: Liaison Officers will come from the DOT and possibly other government agency representatives</i> ▪ <i>For lower officers and desks: Student volunteers and trainees</i> |
| <p>2. Streaming and Incoming Presenters</p> | <p>Streaming and Incoming Presenters</p> <p>The PCO shall ensure xxx.</p> | <p>Online Streaming</p> <p>The PCO shall ensure xxx.</p> |

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| 4. Physical Requirements | <p>4.1 Onsite Registration and Badge Collection Counter</p> <p>The PCO shall provide at least seven (7) trained people plus one (1) Team Leader.</p> <p>The PCO will follow the WTTC xxx:</p> <p>The PCO shall ensure xxx.</p> <p>4.7 Sponsors and Catering Area</p> <p>This refers to the space allocated for Sponsors' displays and catering for coffee breaks (and possibly delegate lunches. A separate seated catering area maybe required) which can fit 650-700 pax.</p> <p>The PCO shall ensure xxx.</p> <p>4.12 Press Conferences</p> <p>The PCO shall ensure that its physical set up is in accordance with the specifications to be provided by the WTTC Working Group.</p> | <p>4.1 Onsite Registration and Badge Collection Counter</p> <p>The PCO shall provide <i>people to man the registration counter.</i></p> <p>The PCO will follow the WTTC xxx.:</p> <p>The PCO shall ensure xxx.</p> <p>4.7 Sponsors Area / Media Booths /Grab & Go Catering Points</p> <p><i>This refers to the booth space allocated for Sponsors' displays and networking area and catering for coffee breaks.</i></p> <p>The PCO shall ensure xxx.</p> <p>4.12 Press Conference</p> <p>The PCO shall ensure that its physical set up is in accordance with the specifications to be provided by the WTTC Working Group.</p> <p><i>The PCO shall include in its deliverables the following:</i></p> <ul style="list-style-type: none"> ▪ <i>1 x projector</i> ▪ <i>1 x large screen</i> ▪ <i>1 x branded backdrop (WTTC to provide artwork)</i> ▪ <i>Carpeted stage with fascia and treads</i> ▪ <i>2 x lecterns</i> ▪ <i>15 x radio handheld mics (one per coffee table plus three spares for Q&As)</i> ▪ <i>2 x pair of hard-wired lectern microphones as unobtrusive as possible</i> ▪ <i>PA system suitable for a room of this size</i> ▪ <i>PC sound</i> ▪ <i>1 x laptop for PowerPoint and video presentations</i> |

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| | | <ul style="list-style-type: none"> ▪ 1 x 42" comfort monitor (with monitor hide) positioned on the floor, facing the stage with countdown clock software ▪ Wireless clicker for slides ▪ 1 x camera platform with fascia ▪ 2 x sim trans booth ▪ 100 x headsets and receivers ▪ Stage wash ▪ House lighting subject to venue <p>The specifications for the Media Dinner 4.18 were transferred to 4.12, under Press Conference</p> |
| 6. Provision of Tokens | The PCO shall provide 100 sets / pieces of "advocacy bracelets" that is made of Philippine pearls as tokens for attending Cabinet Secretaries / Ministers and CEOs of global companies. | The PCO shall provide 150 sets / pieces of "advocacy bracelets" made of Philippine pearls and genuine leather as tokens for attending Cabinet Secretaries / Ministers and CEOs of global companies. |
| 7. Administrative Services | <p>The PCO shall include in xxx:</p> <ul style="list-style-type: none"> ▪ Communication costs which cover call cards, cellular data and WiFi; ▪ 700 pieces of regular welcome leis at the airport for arriving working staff and delegates of the Summit; ▪ 150 pieces of special welcome leis at the airport for arriving VVIPs of the Summit; ▪ Office supplies – 80 reams of A4 size bond paper and 50 reams of legal-size bond paper, lanyards, lanyard holders, staplers and staples, bulldog clips, tape dispenses, etc. ▪ 450 sets of sanitizing kit for PHOC Secretariat, NAIA and all other personnel with. The kit shall contain pocket-size hand sanitizers, face masks, face mask holders, and pocket-sized tissues ▪ 50 sets of Filipiniana attire (tops and bottoms) for NAIA personnel good for 4 days ▪ 250 sets of Filipiniana attire (tops and bottoms) for PHOC | <p>The PCO shall include in xxx:</p> <ul style="list-style-type: none"> ▪ Communication costs which cover call cards, cellular data and WiFi; ▪ 700 pieces of regular welcome leis at the airport for arriving working staff and delegates of the Summit; ▪ 150 pieces of special welcome leis at the airport for arriving VVIPs of the Summit; ▪ Office supplies – 80 reams of A4 size bond paper and 50 reams of legal-size bond paper, lanyards, lanyard holders, staplers and staples, bulldog clips, tape dispenses, etc. ▪ 450 sets of sanitizing kit for PHOC Secretariat, NAIA and all other personnel with. The kit shall contain pocket-size hand sanitizers, face masks, face mask holders, and pocket-sized tissues ▪ 50 sets of Filipiniana attire (tops and bottoms) for NAIA personnel good for 4 days ▪ 250 sets of Filipiniana attire (tops and bottoms) for PHOC |

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| | <p>Secretariat for the Gala Dinner on 21 April 2022</p> <ul style="list-style-type: none"> ▪ 300 sets of Philippine-inspired jackets for PHOC Secretariat and NAIA personnel ▪ 250 sets of tops and bottoms to serve as uniform for PHOC Secretariat for five (5) days. Tops must bear logos of the Summit and the latest tourism branding of the DOT; ▪ 150 sets of tops for other personnel (<i>i.e., PNP, security, chauffeurs, tour guides, etc.</i>). Tops must bear logos of the Summit and the latest tourism branding of the DOT; ▪ Meals (breakfast, lunch and dinner) for PHOC Secretariat (250 pax) for five (5) days; ▪ Meals (breakfast, lunch and dinner) for some 150 additional personnel outside of the DOT for five (5) days; | <p>Secretariat for the Gala Dinner on 21 April 2022</p> <ul style="list-style-type: none"> ▪ 300 sets of Philippine-inspired jackets for PHOC Secretariat and NAIA personnel ▪ 250 sets of tops and bottoms to serve as uniform for PHOC Secretariat for five (5) days. Tops must bear logos of the Summit and the latest tourism branding of the DOT; ▪ 150 sets of tops for other personnel (<i>i.e., PNP, security, chauffeurs, tour guides, etc.</i>). Tops must bear logos of the Summit and the latest tourism branding of the DOT; ▪ Meals (breakfast, lunch and dinner) for PHOC Secretariat (250 pax) for five (5) days; ▪ Meals (breakfast, lunch and dinner) for some 150 additional personnel outside of the DOT for five (5) days; |
| 9. Implementation and Management of Health and Safety Measures | <p>The PCO shall assist xxx:</p> <p>In addition to the above, xxx:</p> <ul style="list-style-type: none"> ▪ Allocation of at least 25 isolation rooms, in a quarantine facility, for 10 days in case of infection among the members of the PHOC Secretariat, the WTTC Working Group and Summit VIPs and participants; | <p>The PCO shall assist xxx:</p> <p>In addition to the above, xxx:</p> <p><i>The PCO shall make sure that RT-PCR and antigen rates follow the standard rate provided by the Department of Health (DOH) and the Department of Trade and Industry (DTI).</i></p> <ul style="list-style-type: none"> ▪ Allocation of at least 10 isolation rooms, in a quarantine facility, for seven (7) days in case of infection among the members of the PHOC Secretariat, the WTTC Working Group and Summit VIPs and participants. |
| 10. Others | <p>10.4 Video / Photo Coverage and Documentation</p> <p>Provision of a comprehensive video and photography solutions for the Summit.</p> | <p>10.4 Video / Photo Coverage and Documentation</p> <p>Provision of a comprehensive video and photography solutions <i>for the duration</i> of Summit <i>including social events (with digital high-resolution cameras) to work with the WTTC-Official Photographer/s and upload digital pictures (titled and</i></p> |

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| | <p>In particular, the PCO will be required to produce the following:</p> <p>a) Highlights Video – which will be used to promote the Philippines as ideal MICE destination for future events. Part of the deliverables include interviewing attendees and stakeholders to help tell the story.</p> <p>b) Full Event Capture – capturing the all the plenary sessions so that it can be shared and uploaded online for delegates participating through virtual platforms.</p> <p>10.6 Freight forwarding</p> <p>The PCO shall handle shipment concerns of Summit-related goods and materials from any parts of the world into Manila. The PCO shall ensure completion of all port and custom formalities to streamline the shipment of goods and its storage, if necessary.</p> | <p><i>captioned as per WTTC’s instructions) to appropriate media channels and tools.</i></p> <p>In particular, the PCO will be required to produce the following:</p> <p>a) Highlights Video – which will be used to promote the Philippines as ideal MICE destination for future events. Part of the deliverables include interviewing attendees and stakeholders to help tell the story.</p> <p>b) Full Event Capture – capturing the all the plenary sessions so that it can be shared and uploaded online for delegates participating through virtual platforms.</p> <p>10.6 Freight forwarding</p> <p><i>The WTTC will transport goods and equipment to Manila needed for the Summit. They will endeavor to prepare the required shipping documentation from the country of origin. The PCO shall then process the paperwork required by the Bureau of Customs and handle the payment of fees and tariffs when the goods arrive in Manila.</i></p> |
| 11. Additional Paragraph | N/A | <i>The PCO shall ensure that the day-to-day operation of the Summit which involves coordination with the WTTC Working Groups and the PHOC Secretariat concerning physical and technical arrangements, catering, side events and meetings, plenary sessions, tours, and other logistical requirements are met.</i> |
| III. Other Requirements | <ol style="list-style-type: none"> 1. Must be a registered Professional Congress xxx; 2. Must have xxx; 3. Must be in operation as a Philippine-registered company for at least five (5) years, organizing large-scale international conventions and conferences (i.e., Madrid Fusion | <ol style="list-style-type: none"> 1. Must be a registered Professional Congress xxx; 2. xxx 3. Must be in operation as a Philippine-registered company for at least five (5) years, organizing large-scale international conventions and conferences <i>(i.e., Madrid Fusion Manila,</i> |

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| | <p><i>Manila, APEC Summit, ASEAN Summit and 50th Anniversary Celebration);</i></p> <p>4. Must submit a list of similar xxx; 5. Must have good reputation xxx; 6. Must have the necessary skills xxx. 7. Must comply xxx.</p> | <p>APEC Summit, ASEAN Summit and 50th Anniversary Celebration);</p> <p>4. Must submit a list of similar xxx; 5. Must have good reputation xxx; 6. Must have the necessary skills xxx. 7. Must comply xxx.</p> |
| V. Contract of Service | <p>The financial proposal of the PCO xxx.</p> <p>1. Professional fees; 2. Sites inspection xxx 3. Transport and hotel xxx. 4. Daily subsistence allowance xxx 5. Transfer xxx. 6. Dry run xxx.</p> <p>Bid proponents must include xxx.</p> <p>Actual billing to the DOT must be adjusted, should there be sponsorships, whether in kind or monetary, and other discounts extended to the PHOC for the execution of the Global Summit.</p> <p>The winning bidder xxx.</p> | <p>The financial proposal of the PCO xxx.</p> <p>1. Professional fees; 2. Sites inspection xxx 3. Transport and hotel xxx. 4. Daily subsistence allowance xxx 5. Transfer xxx. 6. Dry run xxx.</p> <p>Bid proponents must include xxx.</p> <p>Actual billing to the DOT must be adjusted based on generation of sponsors (whether in kind or monetary), adjustments on the specifications of equipment and supplies, and other discounts extended to the PHOC for the execution of the Global Summit.</p> <p>The winning bidder xxx.</p> |

IV. Response to other Clarification raised by prospective Bidder

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| If our contract to be used as SLCC is USD, should this be reflected in PHP in our SLCC? Or may we retain as USD? | The SLLC should be reflected in Philippine Peso. |
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All unamended portions of the Bidding Documents shall remain the same.

This Supplemental/Bid Bulletin shall form part of the Bidding Documents.

For the guidance and information of all concerned.



OIC-USEC. REYNALDO L. CHING
DOT-BAC Chairperson

February 24, 2022