



SUPPLEMENTAL/BID BULLETIN NO. 1

This Supplemental/Bid Bulletin is issued to all prospective bidders to clarify, modify and/or amend items in the Bidding Documents as discussed during the Pre-Bid Conference held on 18 February 2022 for the **Procurement of Event Management Services for the Gala Dinner and Members' Dinner Reception Requirements for the 21st World Travel and Tourism Council (WTTC) Global Summit (DOT-BAC IB 2022-004)**, as follows:

I. Under Section III. Bid Data Sheet

ORIGINAL PROVISIONS		AMENDMENT / REVISIONS	
ITB Clause		ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. experience in catering to social events/social functions for Philippine-hosted international events, international conferences, meetings, congresses, etc.; b. completed within ten (10) years prior to the deadline for the submission and receipt of bids. 	5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. experience in catering to social events/social functions for Philippine-hosted international events, international conferences, meetings, congresses, etc.; b. completed within five (5) years prior to the deadline for the submission and receipt of bids.

II. Under Section VII. Technical Specifications

ORIGINAL PROVISIONS		AMENDMENT / REVISIONS													
I. Specifications A. Member's Dinner Reception of the World Travel and Tourism Council (WTTC) Summit in 2022 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 15%;">Event</td> <td>Member's Dinner Reception of the World Travel and Tourism Council (WTTC) Summit in 2022</td> </tr> <tr> <td>Date</td> <td>20 April 2022</td> </tr> <tr> <td>Venue</td> <td>Marble Hall, Ayuntamiento or Malacanang</td> </tr> </table>		Event	Member's Dinner Reception of the World Travel and Tourism Council (WTTC) Summit in 2022	Date	20 April 2022	Venue	Marble Hall, Ayuntamiento or Malacanang	I. Specifications A. Member's Dinner Reception of the World Travel and Tourism Council (WTTC) Summit in 2022 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 15%;">Event</td> <td>Member's Dinner Reception of the World Travel and Tourism Council (WTTC) Summit in 2022</td> </tr> <tr> <td>Date</td> <td>20 April 2022</td> </tr> <tr> <td>Venue</td> <td> <u>Plan A Venue:</u> <u>National Museum of Natural History</u> <u>Proposed Plan B Venues:</u> </td> </tr> </table>		Event	Member's Dinner Reception of the World Travel and Tourism Council (WTTC) Summit in 2022	Date	20 April 2022	Venue	<u>Plan A Venue:</u> <u>National Museum of Natural History</u> <u>Proposed Plan B Venues:</u>
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Set-Up	Formal, sit down, plated		<u>The Peak at Grand Hyatt Manila, Shangri-la at the Fort Ballroom</u>
Audience Profile	150 high profile international delegates and guests <i>(High profile delegates are composed of WTTC leaders who are mostly top officials (CEOs, owners, etc.) of large global travel and tourism enterprises)</i>	Audience Profile	150 high profile international delegates and guests <i>(High profile delegates are composed of WTTC leaders who are mostly top officials (CEOs, owners, etc.) of large global travel and tourism enterprises)</i>
Theme	Filipino Spanish-inspired Continental	Theme	<u>Rediscovering Travel Bohemia Filipinana (key concepts: elegant festival parade, Patis Tesoro innovative designs, creative fusion of traditional and contemporary)</u> <u>The event will serve as an immersive stage for the performative engagement of the contemporary and traditional, as well as the grounded Filipino identity and the unanchored worldly bohemian, showcasing a grand Philippine experience and destination showcase.</u>
Scenario	TBA	Scenario	To Be Advised
B. Gala Dinner Reception of the World Travel and Tourism Council (WTTC) Summit in 2022		B. Gala Dinner Reception of the World Travel and Tourism Council (WTTC) Summit in 2022	
Event	Gala Dinner Reception of the World Travel and Tourism Council (WTTC) Summit in 2022	Event	Gala Dinner Reception of the World Travel and Tourism Council (WTTC) Summit in 2022
Date	21 April 2022	Date	21 April 2022

Venue (tentative)	Fort Santiago, Intramuros (outdoor venue)	Venue (tentative)	<u>Plan A Venue:</u> <u>Fort Santiago, Intramuros (Outdoor Venue)</u> <u>Proposed Plan B Venues:</u> <u>SMX Convention Center</u> <u>Bay Area Hotel Ballrooms</u> <u>World Trade Center Manila</u>
Set-Up	Formal, sit down, plated/managed buffet	Set-Up	Formal, sit down, plated/managed buffet
Audience Profile	800 pax (international delegates and guests)	Audience Profile	800 pax (international delegates and guests)
Theme	Filipino-Spanish	Theme	<u>Rediscovering Travel Hinabi, Sheer Heritage (key concepts: elegant, subtle, weaving)</u> Through collaboration between weavers and contemporary designers of men's barong tagalog and women's terno with Philippine indigenous fabrics, the event will highlight the links between tradition and modernity.
Scenario	TBA	Scenario	To Be Advised

II. Scope of Services

1. Must be able to provide/cater food and beverage requirements to the number of persons required per event.
2. Must be able to provide curated menu selections (from Filipino to continental dishes) to include a selection of appetizers/ hors d'oeuvres, soup, main entrée (fit for a high profile gala dinner such as steak and seafood, "surf and turf"), drinks, desserts, snacks and coffee, tea, and wine. Preferably, a specially curated menu featuring Spanish and Philippine cuisine or fusion dishes that fits/blends with the theme of the event (e.g. with additional paella).

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1. Must be able to provide/cater food and beverage requirements to the number of persons required per event.
2. Must be able to provide curated menu selections (from Filipino to continental dishes/ **Filipino fusion**) of appetizers/ hors d'oeuvres, soup, main entrée (fit for a high profile gala dinner such as steak and seafood, "surf and turf"), drinks, desserts, snacks and coffee, tea, **and wine**. Preferably, a specially curated menu featuring **the best of Philippine cuisine and ingredients**, that fits/blends with the theme of the event. Menu selection provided should not be lower than P3,500.00

<p>Menu selection provided should not be lower than P3,500.00 per person.</p> <p>Should not repeat a menu item in both dinner receptions to provide variety for the guests. This may be coordinated with the WTTC Socials Committee.</p> <ol style="list-style-type: none"> 3. Must be able to accommodate dietary restrictions of guests (halal, vegetarians, diabetics, people with allergies, etc., with 15% provision for every meal or based on the list provided by TPB. 4. Must provide an allocation for at least two rounds of beverage (water/ juice/ iced tea/wine) during dinner and a provision of an open bar featuring local spirits and a select international brands as may be suggested by the WTTC Organizers. 5. Must provide food presentation and tasting before the event, as applicable. 6. Must be amenable to the decrease/increase up to 10% of the minimum guarantee one week before the event. 7. Must be able to provide appropriate venue styling, linen and centerpieces of the banquet set up following the theme of the dinner. 8. Must provide other dinner theme enhancements that will showcase the Filipino gastronomic culture such as <i>sorbetes</i> and/or halo-halo station, taho station, kakanin station, as applicable and appropriate for the number of guests. 	<p>per person <u>exclusive of at least two servings of white or red wine and with provision for other alcoholic beverages (local spirits)</u></p> <p><u>Should there be any additional persons/ full meal order above the specified number of guests in this bid, the rate for the additional guest/ full meal order should follow the same per pax rate proposed for the dinner.</u></p> <p>Should not repeat a menu item in both dinner receptions to provide variety for the guests. This may be coordinated with the WTTC Socials Committee.</p> <ol style="list-style-type: none"> 3. Must be able to accommodate dietary restrictions of guests (halal, vegetarians, diabetics, people with allergies, etc., with 15% provision for every meal or based on the list provided by TPB. 4. Must provide an allocation for at least two rounds of beverage (water/ juice/iced tea/wine) during dinner and a provision of an open bar featuring local spirits and a select international brands as may be suggested by the WTTC Organizers. 5. Must provide food presentation and tasting before the event, as applicable. 6. Must be amenable to the decrease/increase up to 10% of the minimum guarantee one week before the event. 7. Must be able to provide appropriate venue styling, linen and centerpieces of the banquet set up following the theme of the dinner. 8. Must provide other dinner theme enhancements that will showcase the Filipino gastronomic culture such as sorbetes and/or halo-halo station, taho station, kakanin station, as applicable and appropriate for the number of guests.
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<p>9. Must provide the appropriate tables and chairs for the dinner reception – banquet set up.</p> <p>10. Must provide their own tents for the catering food preparation area, as required</p> <p>11. Must be able to provide amenities such as soap, tissue and attendant in nearby restroom/s in the two dinner venues; and augment the rest room requirement with the provision of around ten (10) additional air-conditioned portalets, in Fort Santiago, Intramuros.</p> <p>12. Must be able to provide sufficient number (1-2 wait staff per table) of uniformed and well-trained banquet service personnel; standby waiters for all VIP tables and a dedicated point person to attend to all arrangements.</p> <p>13. All personnel physically present in the event should be fully vaccinated and have a negative RT-PCR test.</p> <p>14. Shoulder the cost of necessary venue fees, as applicable.</p> <p>15. Shoulder the RT-PCR testing at least two (2) days before the actual event of the supplier’s personnel who will</p>	<p>9. Must provide the appropriate tables and chairs for the dinner reception – banquet set up.</p> <p>10. Must provide their own tents for the catering food preparation area, as required.</p> <p>11. Must be able to provide amenities such as soap, tissue and attendant in nearby restroom/s in the two dinner venues; and augment the rest room requirement with the provision of at least ten (10) units of air-conditioned portalets, in Fort Santiago, Intramuros.</p> <p>12. <u>Must provide Industrial/ evaporative air coolers (at least 20 units) for the guests/ dinner area, actual number subject to increase as may be deemed sufficient in cooling the dining area for 800 guests. This should also include the required generator sets and appropriate cabling for the air cooling units.</u></p> <p>13. Must be able to provide sufficient number (1-2 wait staff per table) of uniformed and well-trained banquet service personnel; standby waiters for all VIP tables and a dedicated point person to attend to all arrangements.</p> <p>14. All personnel to be assigned physically in the event should be fully vaccinated and must submit a copy of vaccination card and a negative RT-PCR Test Result within 48hours/2 days before the actual event.</p> <p>To be considered fully vaccinated, one must have been vaccinated for at least two weeks after receiving the second dose (of a two-dose vaccination) or for at least two weeks after receiving a single-dose vaccine.</p> <p>15. Shoulder the cost of necessary venue fees, as applicable.</p> <p>16. Shoulder the RT-PCR testing at least two (2) days before the actual event of the supplier’s personnel who will</p>
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<p>be physically present at the event venue.</p> <p>16. Any other requirements that may be mutually agreed upon by the WTTC Secretariat and the supplier.</p> <p>III. ELIGIBILITY REQUIREMENTS A. TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Catering company/provided caterer must have experience in catering to social events/social functions for Philippine-hosted international events, international conferences, meetings, congresses, etc.; Catering to high-level government social functions will be an advantage. Must have the necessary skills and manpower to implement the event. 2. Must include in their core personnel or should engage a renowned Filipino celebrity chef or restaurateur who will curate the menu for all the specified dinners. 3. Must have handled at least three (3) events similar to the requirement with international participants. Must submit a list of on-going and/or completed projects/contracts similar to the requirement. 	<p>be physically present at the event venue.</p> <p>17. Any other requirements that may be mutually agreed upon by the WTTC Secretariat and the supplier.</p> <p>18. Must provide generator/s and other basic electrical equipment/supplies required for catering service and styling requirements for the Gala dinner</p> <p>III. ELIGIBILITY REQUIREMENTS TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Catering company/provided caterer must have experience in catering to social events/social functions for Philippine-hosted international events, international conferences, meetings, congresses, etc.; Catering to high-level government social functions will be an advantage. Must have the necessary skills and manpower to implement the event. 2. <u>Must include in their core personnel or should engage an world-renowned/ internationally-recognized and awarded Filipino celebrity chef and his/ her team or catering studio (as required) or restaurateur who will curate the menu for all the specified dinners. He/she should have experience in curating a high level (world leaders) dinner.</u> <u>Should have been recognized by the United Nations World Tourism Organization for his/ her gastronomic achievements /initiatives.</u> 3. Must have handled at least three (3) events similar to the requirement with international participants. Must submit a list of on-going and/or completed projects/contracts similar to the requirement.
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III. The following amendments and clarifications are provided for the prospective bidder(s) guidance and reference:

- 1) Bidders should submit a budget breakdown of their proposal to be specified in the Financial Bid Proposal.
- 2) Dinner Entertainment will be c/o the Cultural Center of the Philippines (CCP).
- 3) Styling of the dinner area should complement the theme concepts created by the CCP and will be subject to the approval of CCP and the WTTC Core Group/Secretariat.

All unamended portions of the Bidding Documents shall remain the same.

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

Please be informed that the **deadline of submission** and **opening of bids** will be on **03 March 2022 at 9:00 a.m. and 10:30 a.m.**, respectively.

For the guidance and information of all concerned.



OIC-USEC. REYNALDO L. CHING
Chairperson, Bids and Awards Committee
Department of Tourism

24 FEBRUARY 2022