



SUPPLEMENTAL/BID BULLETIN NO. 1

Procurement of Tourism Destination Marketing Company for Middle East (DOT-BAC-REI NO. 2022-005)

This Supplemental/Bid Bulletin No. 1 is issued to the shortlisted bidders to clarify, modify and/or amend items in the Bidding Documents as discussed and agreed during the Virtual Pre-Bid Conference held on 24 October 2022 and in response to the request for clarification received from prospective bidders for the aforementioned project. This shall form part of the Bidding Documents.

I. Schedule of Procurement Activities:

Activity/ies	Old Schedule	New Schedule
1. Submission of Technical and Financial Bids	On or before November 7, 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 November 9, 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 Technical Bids	November 7, 2022 (11:00 a.m) 4 th Floor, Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Avenue, Makati City The Opening of Technical Bids will be conducted through video conference using the MS Teams platform on November 7, 2022 at 11:00 a.m. The Shortlisted bidders who are interested in joining the opening of technical 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 November 6, 2022: <ul style="list-style-type: none"> • Name of Representative(s) Maximum of two (2) • Company Name: • Email Address: • Contact No. 	November 9, 2022 (11:30 a.m) 4 th Floor, Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Avenue, Makati City The Opening of Technical Bids will be conducted through video conference using the MS Teams platform on November 9, 2022 at 11:30 a.m. The Shortlisted bidders who are interested in joining the opening of technical 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 November 8, 2022 : <ul style="list-style-type: none"> • Name of Representative(s) Maximum of two (2) • Company Name: • Email Address: • Contact No.

II. Clarifications on the Bidding Documents

On Section VII. Bidding Forms

Listed are the questions and clarifications from the bidder	Answers
1. Under FPF 3-The remuneration mentioned will be per month and not per activity. Please confirm.	1. Yes- The Remuneration mentioned will be per month and not per activity.
2. Under TPF 8 Section A and FPF 3 Section on Reimbursable activities - Since we have not been asked to provide activities under this proposal what should we write in these forms?	<p>2. TPF 8. – Activity (Work) Schedule</p> <ul style="list-style-type: none"> • Under A. Field Investigation and Study Items – indicate “NOT APPLICABLE” • Under B. Completion and Submission of Reports – bidders may change the predetermined/identified reports enumerated in the template depending on the requirements in the terms of reference (TOR). <p>FPF 3. – Breakdown of Price Per Activity</p> <ul style="list-style-type: none"> • Remuneration – This is the ceiling or the maximum allowance professional fee. Bidders may offer equal or lower than this amount. • Reimbursable – indicate “NOT APPLICABLE” • Miscellaneous Expenses – indicate “NOT APPLICABLE” since miscellaneous expenses are supposed to be included in the remuneration
3. In FPF 5- What costs do we provide since we have not been asked for a breakdown per activity?	<p>3. FPF 5. – Reimbursable per Activity</p> <ul style="list-style-type: none"> • indicate “NOT APPLICABLE” • Proposed expenses/costings of proposed projects included in the Methodology and Work Plan (TPF4) can be included in FPF5 but there should be a text stating “subject to DOT approval
4. TPF 4 will have the bidder’s approach and methodology and not a detailed marketing plan? Please confirm,	<p>4. TPF 4. – Description of the Methodology and Work Plan for Performing the Project</p> <ul style="list-style-type: none"> • This portion of the Bidding documents should contain the Bidder’s approach on how they intend to render their professional services. • The End-user shall look for the following: <ul style="list-style-type: none"> a. Methodology, work plan, and over-all framework b. Assessment process to be conducted to support the work plan and framework c. Suggested market segments to tap

5. In all FPFs the total professional per Section III of the "Philippine Bidding Document" should be used and not the suggested marketing budget. Please confirm.	5. Yes- In all the FPFs, the professional fee should be included not a suggested marketing budget
6. In TPF 8-Is part A applicable for us? Part B – in reports we will mention terminal (post event) and monthly (accomplishment) report? Please confirm.	6. TPF 8. – Activity (Work) Schedule <ul style="list-style-type: none"> • Under A. Field Investigation and Study Items – indicate "NOT APPLICABLE" • Under B. Completion and Submission of Reports – Yes, the terminal (post event) and monthly (accomplishment report) Bidders may change the predetermined/identified reports enumerated in the template depending on the requirements in the terms of reference (TOR).
7. In FPF 4 – can the remuneration be included as a consolidated monthly professional fee here? Please confirm.	7. FPF 4. – Breakdown of Remuneration Per Activity Indicate the names of the personnel to be assigned or to be included in the team. The total remuneration should total to the bid price or the professional fee. The total monthly remuneration for these personnel should be equal to or the same as the monthly professional fee

III. Pitch Presentation

1. Shortlisted bidders who will be declared compliant with the technical requirements on the opening of bids will be required to present their proposed plan of approach and methodology to the members of the Bids and Awards Committee (BAC) and the end-user during the pitch presentation that can be virtual or face to face on November 10, 2022 at 10:30 a.m onwards.
2. A maximum of 30 minutes will be given to each bidder for their pitch presentation. A 10-minute question and answer portion with the BAC and the end-user will follow after the pitch presentation.
3. The presentation will be rated based on the criteria set for "Technical Bid Criteria for Rating: C. Plan of Approach and Methodology". Ratings will be added to the overall score for the technical bid and averaged to arrive at a final score per bidder.
4. Shortlisted bidders are requested to submit one (1) hardcopy of print-outs and one (1) flash drive of their presentation, to be included in their technical and financial bid submission on 09 November 2022.

This shall form an integral part of the Bidding Documents.

For the guidance and information of all concerned.


ASEC. REYNALDO L. CHING
 DOT-BAC Chairperson 

November 2, 2022