



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 for the **“Procurement of Events Management Company for the Philippine International Dive Expo (PHIDEX) Dive Travel Exchange (TRAVEX) Business to Business (B2B) Meetings and Familiarization Tour Program” DOT-BAC-IB NO. 2023-027**, as follows:

I. Under Section VII Technical Specifications

OLD PROVISION	NEW PROVISION
<p>II. MINIMUM REQUIREMENTS</p> <p>A. Must be accredited by the Philippine Government Electronic Procurement System (PhilGEPS) as Platinum Member;</p> <p>B. Must be willing to provide services on a send-bill arrangement;</p> <p>C. Must have handled events management services for at least 5 international and local dive exhibitions or events in the last 5 years (must show proof: attach the projects’ NOA, NTP, and Certificate of Satisfactory Performance);</p>	<p>II. MINIMUM REQUIREMENTS</p> <p>A. Must be accredited by the Philippine Government Electronic Procurement System (PhilGEPS) as Platinum Member;</p> <p>B. Must be willing to provide services on a send-bill arrangement;</p> <p>C. Must have handled events management services for at least 5 international and local dive exhibitions or events in the last 5 years (must show proof: attach the projects’ <u>Notice of Award and Certificate of Satisfactory Performance</u>);</p>
<p>III. SCOPE OF WORK AND DELIVERABLES:</p> <p>A. PHIDEX DIVE CONFERENCE COMPONENT</p> <p>Venue: PHIDEX Exhibition Venue - World Trade Center Manila Hall A</p> <p>Dive Conference Program Duration:</p> <ul style="list-style-type: none"> • February 23, 2024 (10 hours – 10:00 AM to 8:00 PM) • February 24, 2024 (9 hours – 11:00 AM to 8:00 PM) • February 25, 2024 (10 hours – 10:00 AM to 8:00 PM) <p>1. Overall planning, management, and implementation of the Dive Conference stage program and ensure the smooth flow of presentations and panel discussions (at least 40 x 30-minute presentations and 5 x 1 hour and 30-minute panel discussions);</p> <p>2. Devise a program script for the overall Dive Conference program that includes speaker introduction, session overview,</p>	<p>III. SCOPE OF WORK AND DELIVERABLES:</p> <p>A. PHIDEX DIVE CONFERENCE COMPONENT</p> <p>Venue: PHIDEX Exhibition Venue - World Trade Center Manila Hall A</p> <p>Dive Conference Program Duration:</p> <ul style="list-style-type: none"> • February 23, 2024 (10 hours – 10:00 AM to 8:00 PM) • February 24, 2024 (9 hours – 11:00 AM to 8:00 PM) • February 25, 2024 (10 hours – 10:00 AM to 8:00 PM) <p>1. Overall planning, management, and implementation of the Dive Conference stage program and ensure the smooth flow of presentations and panel discussions (at least 40 x 30-minute presentations and 5 x 1 hour and 30-minute panel discussions);</p> <p>2. Devise a program <u>flow and</u> script for the overall Dive Conference program that includes speaker introduction, session</p>

<p>and Q&A moderation to ensure the smooth transition for each session;</p> <ol style="list-style-type: none"> 3. Provide at least one (1) project manager (must have experience managing a dive-related event in the past five (5) years) to plan, coordinate, manage, and oversee the implementation of the Dive Conference program and act as main point contact between the company and the DOT (Note: Must submit CV of proposed project manager in the bid submission of the technical envelope); 4. Provide the services of two (2) Dive Conference hosts (1 male and 1 female) with experience in hosting dive-related events to manage and moderate the 3-day Dive Conference program (Note: Must submit CVs of proposed hosts in the bid submission of the technical envelope); 5. Provide one (1) opening ceremony production number that is relevant to the dive industry; 6. Provide one (1) voice-over talent of emcee to manage the general announcements on the Dive Conference; 7. Handle venue and supplier coordination, as follows: <ol style="list-style-type: none"> a. Facilitate and coordinate ingress and egress of technical requirements; b. Provide technical set up such as HD video streaming camera equipment and sound system with microphones, mixers, etc.; 8. Production of one (1) Dive Conference Guide Wall with the following specifications: <ol style="list-style-type: none"> a. Height: At least 1.5 meters b. Width: At least 3 meters c. Full color printing featuring official DOT, Love the Philippines, and PHIDEX logos, Speakers' Profiles, Seminar Presentation Schedules, and Sponsors' Logos 9. Provide layout, set up, 3-day regular cleaning and maintenance, and dismantling of the Dive Conference Main Stage with the following set up and specifications: <ol style="list-style-type: none"> a. Stage Size: At least 7.5 meters (width) x 4 meters (length) x 0.6 meters (height) main stage with backdrop, technical control booth, and 2 sets staircase; b. LED Wall: At least 4 meters (width) x 3 meters (height) with at least 1 	<p>overview, and Q&A moderation to ensure the smooth transition for each session;</p> <ol style="list-style-type: none"> 3. Provide at least one (1) project manager (must have experience managing a dive-related event in the past five (5) years) to plan, coordinate, manage, and oversee the implementation of the Dive Conference program and act as main point contact between the company and the DOT (Note: Must submit CV of proposed project manager in the bid submission of the technical envelope); 4. Provide the services of two (2) Dive Conference hosts (1 male and 1 female) with experience in hosting dive-related events to manage and moderate the 3-day Dive Conference program (Note: Must submit CVs of proposed hosts in the bid submission of the technical envelope); 5. Provide one (1) opening ceremony production number that is relevant to the dive industry; 6. Provide one (1) voice-over talent of emcee to manage the general announcements on the Dive Conference; 7. Handle venue and supplier coordination, as follows: <ol style="list-style-type: none"> a. Facilitate and coordinate ingress and egress of technical requirements; b. Provide technical set up such as HD video streaming camera equipment and sound system with microphones, mixers, etc.; 8. Production of one (1) Dive Conference Guide Wall with the following specifications: <ol style="list-style-type: none"> a. Height: At least 1.5 meters b. Width: At least 3 meters c. Full color printing featuring official DOT, Love the Philippines, and PHIDEX logos, Speakers' Profiles, Seminar Presentation Schedules, and Sponsors' Logos 9. Provide layout, set up, 3-day regular cleaning and maintenance, and dismantling of the Dive Conference Main Stage with the following set up and specifications: <ol style="list-style-type: none"> a. <u>Stage Size: At least 60 feet (width) x 24 feet (length) x 5 feet (height) main stage 2 sets staircase</u> b. <u>LED Wall:</u> <ul style="list-style-type: none"> ● <u>10 sets P3 LED WALL</u> ● <u>6 sets Scaffoldings</u> ● <u>11 units VX4S Video Processor</u> ● <u>1 unit J6 Video Processor</u>
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<p>laptop, 1 seamless switcher/splitter, and all necessary power cables and connectors;</p> <p>c. Teleprompter and downstage monitor;</p> <p>d. Technical Event Production Booth with the following:</p> <ul style="list-style-type: none"> • Light board • Audio board • 2 x Laptops <p>e. Lights and Sounds System with the following:</p> <ul style="list-style-type: none"> • 8 x LED par lights • 1 x follow spotlight • 1 x dimmer console • 1 x digital mixing console • 2 x 3-way speaker system • 2 x subwoofer • 2 x stage monitor • 6 x wireless microphones • All necessary power cables and connectors <p>f. Livestreaming equipment with high-resolution camera, camera control unit, monitors, and switchers;</p> <p>10. Provide ample manpower to oversee and operate the technical set up and equipment for the Dive Conference Main Stage;</p> <p>11. Implement and manage livestream / broadcast to the Dive Philippines Facebook page;</p> <p>12. Prepare layout of overlay graphics to add relevant branding (official logos) to the livestream via a reliable livestream software suite;</p> <p>13. Ensure stable internet connection through wired internet connectivity with at least 100mbps speed exclusive for event livestreaming for the duration of the Dive Conference;</p> <p>14. Conduct pre-event orientation and technical run-through, including sound and connection check and other necessary pre-broadcast requirements for each session;</p> <p>15. Provide generator set to sustain the electrical requirements of the Dive Conference set up and ensure uninterruptible power supply;</p> <p>16. Full recording of all sessions for documentation;</p> <p>17. Provide administrative support as follows:</p> <p>a. Prepare a work plan with corresponding timeline and</p>	<ul style="list-style-type: none"> • <u>1 unit 4k MCTRL Video Processor</u> • <u>3 units Matrix Video Switcher</u> • <u>4 sets TV 55 inch with stand</u> • <u>3 sets Desktop Computer</u> • <u>4 units Computer Monitor</u> <p>c. 3 units 55 inch tv Teleprompter with stand ;</p> <p>d. Teleprompter Operator</p> <p>e. <u>Resolume with 3 to 4 output</u></p> <p>f. <u>Resolume Operator</u></p> <p>g. <u>2 Sets Full HD Camera with Tripod</u></p> <p>h. <u>2 Sets Full HD Wireless Camera</u></p> <p>i. <u>1 unit Camera Switcher</u></p> <p>j. <u>1 Unit Camera Recorder</u></p> <p>k. <u>1 Unit Camera Audio Mixer</u></p> <p>l. <u>1 lot HDMI Splitters</u></p> <p>m. <u>1 lot HDMI-SDI Video Converter</u></p> <p>n. Technical Event Production Booth with the following:</p> <ul style="list-style-type: none"> • <u>24x12x2 feet stage</u> • <u>Techbooth stage board up</u> • <u>Two stairs</u> <p>o. Lights and Sounds System with the following:</p> <p><u>FRONT OF HOUSE</u></p> <ul style="list-style-type: none"> • <u>8 x Active Line Array Speaker System</u> • <u>4 x Active Subwoofer Speaker System</u> • <u>2 x Active Column Array Speaker System – Delay</u> • <u>2 x Active speaker with stand at the registration area</u> <p><u>MIXING CONSOLE</u></p> <ul style="list-style-type: none"> • <u>1x Midas M32-channel Digital Mixing Console</u> • <u>1xMidas DL32 I/O stage rack</u> • <u>2 units Uninterruptible Power Supply</u> <p><u>MONITORING</u></p> <ul style="list-style-type: none"> • <u>6 x Active wedge type stage Monitor – for Host</u> <p><u>PLAYBACK SYSTEM</u></p> <ul style="list-style-type: none"> • <u>1 x CDJ 350 frontline</u> • <u>1 x laptop</u> <p><u>MICROPHONES</u></p> <ul style="list-style-type: none"> • <u>10 Shure UR4D Beta 58 axient wireless hamdheld microphones</u>
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- provide regular and timely feedback/status reports to DOT;
- b. Coordinate with DOT on the overall execution plan for the Dive Conference and budget allocation;
- c. Handle documentation of all Dive Conference presentations and panel discussions and maintain an efficient filing and referencing system for all documents;
- d. Prepare terminal report covering all Dive Conference presentations and panel discussions with key points and photo documentation.

B. PHIDEX DIVE TRAVEL EXCHANGE (TRAVEX) BUSINESS-TO-BUSINESS (B2B) MEETINGS

The Business-to-Business (B2B) Meetings will allow hosted international dive operators and agents (buyers) to discuss opportunities and partnerships with Philippine dive tourism suppliers (sellers).

1. Function Room Rental

i. General Requirements

- a. Must be located within the World Trade Center Manila complex;
- b. Must be inclusive of the following for the duration of the venue rental:
 - General house lighting and air-conditioning;
 - WIFI Internet Access with at least 20 mbps speed for 300 users;
 - Must provide 1 roving security guard for TRAVEX.

ii. Business-to-Business (B2B) Meeting Room

The Business-to-Business (B2B) Meeting Room must be an airconditioned and sound proof room (at least 280 sqm.) that can accommodate 100 persons in a classroom set up;

1. Venue Set Up Requirements:

- 50 x work stations with 1 IBM table and 2 chairs each;

- 3 units DPA Wireless Headworn Microphone
- 4 units Shure SM58 Wired Microphones
- Professional Sound Engineer
- All necessary power cables and connectors

DJ EQUIPMENT

- 2 x units CDJ 2000 NXS2
- 2 x units DJM 900 NXS2
- 2 x units DB Technologies Opera 12 Active Speaker – DJ Monitor

COMMUNICATIONS

- 8 units Holyland Wireless comset

LIGHTS AND EFFECTS SYSTEM

- 1 set Pro-intercom Wired comset
- 1 x Avolites Pearl Expert
- 1 x artnet
- 16 x sharp wide 280 moving heads
- 16 units Mac Aura
- 6 units Stormy
- 12 x Autolight LED Fresnel with Barn Door
- 24 x RGBW Led Par Lights
- 2 x Haze Machine
- 1 rack Alpha 8 DMX splitter
- Lighting Director

TRUSSING SYSTEM

- 1 set 17x61 feet inverted U TRUSS
- 6 x 4 meter Vertical Truss stand with light base
- 2 units Chain Hoist

POWER SUPPLY

- 2 x Denyo 150KVA Generator set with gasoline

- p. Livestreaming equipment with high-resolution camera, camera control unit, monitors, and switcher

10. Provide the following manpower with experience in handling dive events (CVs must be included in the technical bid):

- a. Event Director
- b. 2 Stage Managers

- 50 x table top signage on acrylic stands printed with company names of participating buyers;

b. Rental Schedule:

- February 23, 2024 (10 hours – 10:00 AM to 8:00 PM)
- February 24, 2024 (10 hours – 10:00 AM to 8:00 PM)
- February 25, 2024 (10 hours – 10:00 AM to 8:00 PM)

iii. VIP Holding Room

The VIP Holding Room must be an airconditioned and sound proof room (at least 120 sqm.) that can accommodate 100 persons in a banquet set up;

a. Venue Set Up Requirements:

- 10 x banquet tables with 10 chairs each

b. Rental Schedule:

- February 22, 2024 (10 hours – 10:00 AM to 8:00 PM)
- February 23, 2024 (10 hours – 10:00 AM to 8:00 PM)
- February 24, 2024 (10 hours – 10:00 AM to 8:00 PM)
- February 25, 2024 (10 hours – 10:00 AM to 8:00 PM)

2. Manage and implement the B2B Meeting Program;
3. Provide at least one (1) project manager (must have experience managing a dive-related event in the past five (5) years) to plan, coordinate, manage, and oversee the implementation of the Dive TRAVEX program and act as main point contact between the company and the DOT (Note: Must submit CV of proposed project manager in the bid submission of the technical envelope);
4. Provide 2 personnel to act as marshals and manage the flow of buyers and sellers moving to and from their assigned meeting appointment tables;
5. Provide AI-based speed matchmaking platform for 100 users that will allow international dive tour operators and Philippine dive resorts/shops/centers and liveaboard operators to schedule

- c. Technical Director
- d. Production Manager
- e. Script Writer
- f. Playback Manager
- g. Spinner
- h. Voice over

11. Implement and manage livestream / broadcast to the Dive Philippines Facebook page;
12. Prepare layout of overlay graphics to add relevant branding (official logos) to the livestream via a reliable livestream software suite;
13. Ensure stable internet connection through wired internet connectivity with at least 100mbps speed exclusive for event livestreaming for the duration of the Dive Conference;
14. Conduct pre-event orientation and technical run-through, including sound and connection check and other necessary pre-broadcast requirements for each session;
15. Full recording of all sessions for documentation;
16. Provide administrative support as follows:
 - a. Prepare a work plan with corresponding timeline and provide regular and timely feedback/status reports to DOT;
 - b. Coordinate with DOT on the overall execution plan for the Dive Conference and budget allocation;
 - c. Handle documentation of all Dive Conference presentations and panel discussions and maintain an efficient filing and referencing system for all documents;
 - d. REMOVE PROVISION (refer to overall terminal report requirement under Item E.)

B. PHIDEX DIVE TRAVEL EXCHANGE (TRAVEX) BUSINESS-TO-BUSINESS (B2B) MEETINGS

The Business-to-Business (B2B) Meetings will allow hosted international dive operators and agents (buyers) to discuss opportunities and partnerships with Philippine dive tourism suppliers (sellers).

1. Function Room Rental

i. General Requirements

Business-to-Business (B2B) through the system with the following functions:

- a. Automatically match attendees for 1:1 meetings based on set criteria or mutual interests;
 - b. Manual scheduling of 1:1 meetings through filtering and search tools;
 - c. Back-end organizer access for at least 2 DOT personnel;
 - d. Automated reminder/notification system to keep participants informed of upcoming meetings, schedule changes, and new meeting opportunities;
 - e. Analytics tools that generate data on number of meetings generated, participants' behavior and sentiments, response rates, search and interest trends, log in rates, and user satisfaction;
 - f. Complete management of participant data through a safe and secure system;
 - g. Onsite and online technical support staff to assist in troubleshooting for organizers and participants;
6. Prepare digital layout of the B2B Meeting Manual with the following information:
 - a. Company details of participating buyers and sellers;
 - b. Appointment setting procedures / instructions;
 7. Conduct beta testing of B2B Meeting Program Matchmaking Platform at least two (2) weeks before target launch date to evaluate system and avoid glitches and other errors during the launch;
 8. Launch B2B Meeting Program Matchmaking Platform at least one (1) month before the event dates to allow

- a. Must be located within the World Trade Center Manila complex;
- b. Must be inclusive of the following for the duration of the venue rental:
 - General house lighting and air-conditioning;
 - WIFI Internet Access with at least 20 mbps speed for 300 users;
 - Must provide 1 roving security guard for TRAVEX.

ii. Business-to-Business (B2B) Meeting Room

The Business-to-Business (B2B) Meeting Room must be an airconditioned and sound proof room (at least 280 sqm.) that can accommodate 100 persons in a classroom set up;

a. Venue Set Up Requirements:

- 50 x work stations with 1 IBM table and 2 chairs each;
- 50 x table top signage on acrylic stands printed with company names of participating buyers;
- **Sound system**
- **2 units wireless Mics**
- **1 Unit 55 Inch TV**

b. Rental Schedule:

- February 23, 2024 (10 hours – 10:00 AM to 8:00 PM)
- February 24, 2024 (10 hours – 10:00 AM to 8:00 PM)
- February 25, 2024 (10 hours – 10:00 AM to 8:00 PM)

iii. VIP Holding Room

The VIP Holding Room must be an airconditioned and sound proof room (at least 120 sqm.) that can accommodate 100 persons in a banquet set up;

a. Venue Set Up Requirements:

- 10 x banquet tables with 10 chairs each

b. Rental Schedule:

- February 22, 2024 (10 hours – 10:00 AM to 8:00 PM)
- February 23, 2024 (10 hours – 10:00 AM to 8:00 PM)
- February 24, 2024 (10 hours – 10:00 AM to 8:00 PM)

ample time for participants to schedule meetings.

C. PHILIPPINE BOOTH LAYOUT, SETUP, AND DISMANTLING

Exhibition Venue: World Trade Center Manila

Ingress Schedule: 12:00 AM to 12:00 AM

Ingress Date: February 22, 2024

Exhibition Schedule: 10:00 AM to 8:00 PM

Exhibition Dates: February 23 to 25, 2024

Philippine Booth Details: 54 sqm. raw island type booth space (4 sides open)

Submit booth layout, including furniture and fixtures, that reflects the unique Philippine diving experiences and adhere to the “Love the Philippines” campaign.

Set up of the Philippine Booth must have the following provisions:

1. One (1) Philippine information counter on a strategic side of the stand with the following:
 - a. Back lit graphic work (official DOT logos) in appropriate high print quality
 - b. Two (2) bar stools
 - c. Electrical outlets for laptops/tablets
2. One (1) brochure rack
3. One (1) business card fishbowl
4. One (1) lockable storage for promotional and information materials
5. One (1) VIP Reception Area/Lounge featuring resort-inspired furniture and décor that can comfortably accommodate 3-5 guests for high-level meetings and VIP meet and greets;
6. One (1) mobile bar area to serve free-flowing coffee, water, and Filipino-inspired drinks for the duration of the Show;
7. Area for audio-visual presentation equipped with technical facilities (i.e., sound system, LED wall);
8. One (1) LED wall (3 meters x 2 meters) with advance audio-video capability and at least one (1) dedicated technical staff to

- February 25, 2024 (10 hours – 10:00 AM to 8:00 PM)

2. Manage and implement the B2B Meeting Program;
3. Provide at least one (1) project manager (must have experience managing a dive-related event in the past five (5) years) to plan, coordinate, manage, and oversee the implementation of the Dive TRAVEX program and act as main point contact between the company and the DOT (Note: Must submit CV of proposed project manager in the bid submission of the technical envelope);
4. Provide 4 personnel to act as marshals and manage the flow of buyers and sellers moving to and from their assigned meeting appointment tables;
5. Provide AI-based speed matchmaking platform for 100 users that will allow international dive tour operators and Philippine dive resorts/shops/centers and liveaboard operators to schedule Business-to-Business (B2B) through the system with the following functions:
 - a. Automatically match attendees for 1:1 meetings based on set criteria or mutual interests;
 - b. Manual scheduling of 1:1 meetings through filtering and search tools;
 - c. Back-end organizer access for at least 2 DOT personnel;
 - d. Automated reminder/notification system to keep participants informed of upcoming meetings, schedule changes, and new meeting opportunities;
 - e. Analytics tools that generate data on number of meetings generated, participants’ behavior and sentiments, response rates, search and interest trends, log in rates, and user satisfaction;
 - f. Complete management of participant data through a safe and secure system;
 - g. Onsite and online technical support staff to assist in troubleshooting for organizers and participants;
6. Prepare digital layout of the B2B Meeting Manual with the following information:
 - a. Company details of participating buyers and sellers;
 - b. Appointment setting procedures / instructions;
7. Conduct beta testing of B2B Meeting Program Matchmaking Platform at least two

operate the video wall for the duration of the exhibition;

9. One (1) LED TV (50 inches) with USB connection capability;
10. At least 6 large-scale photo panels (3 to 3.5 meters in height) with underwater photos (in appropriate high print quality) taken in key and emerging dive destinations in the Philippines featuring diverse marine life (Photos to be provided by the DOT OPMD-Dive);
11. One (1) storage room with the following:
 - a. Cabinet with at least 4 lockable compartments for personal belongings;
 - b. Cabinet with at least 4 shelves for storing stock promotional and information materials;
 - c. Working table;
 - d. Lockable doors;
 - e. Hot and cold water dispenser with ample supply of water for the duration of the event;
 - f. Trash bins with ample supply of trash bags for the duration of the event.
12. Elevated (at least 10 mm) platform to conceal the electrical wirings and connections;
13. Strong lighting in general areas to highlight stand visibility;
14. All exhibition venue connections (electricity, water, and hanging banner suspensions);
15. Other necessary accessories needed to achieve the desired theme;
16. Daily stand cleaning (before exhibition opening and at exhibition closing) and maintenance for the duration of the event.

Other Requirements:

1. Provide at least one (1) project manager (must have experience managing a dive-related event in the past five (5) years) to plan, coordinate, manage, and oversee the set up and dismantling of the Philippine Booth and act as main point contact between the company and the DOT (Note: Must submit CV of proposed project manager in the bid submission of the technical envelope);
 1. Oversee the implementation and management of the exhibition ingress and egress;
 2. Set-up, installation, and dismantling of the exhibition set up, including the Philippine

(2) weeks before target launch date to evaluate system and avoid glitches and other errors during the launch;

8. Launch B2B Meeting Program Matchmaking Platform at least one (1) month before the event dates to allow ample time for participants to schedule meetings.

C. PHILIPPINE BOOTH LAYOUT, SETUP, AND DISMANTLING

Exhibition Venue: World Trade Center Manila

Ingress Schedule: 12:00 AM to 12:00 AM

Ingress Date: February 22, 2024

Exhibition Schedule: 10:00 AM to 8:00 PM

Exhibition Dates: February 23 to 25, 2024

Philippine Booth Details: 54 sqm. raw island type booth space (4 sides open)

Submit booth layout, including furniture and fixtures, that reflects the unique Philippine diving experiences and adhere to the “Love the Philippines” campaign.

Set up of the Philippine Booth must have the following provisions:

1. One (1) Philippine information counter on a strategic side of the stand with the following:
 - a. Back lit graphic work (official DOT logos) in appropriate high print quality
 - b. Two (2) bar stools
 - c. Electrical outlets for laptops/tablets
2. One (1) brochure rack
3. One (1) business card fishbowl
4. One (1) lockable storage for promotional and information materials
5. One (1) VIP Reception Area/Lounge featuring resort-inspired furniture and décor that can comfortably accommodate 3-5 guests for high-level meetings and VIP meet and greets;
6. One (1) mobile bar area to serve free-flowing coffee, water, and Filipino-inspired drinks for the duration of the Show;
7. Area for audio-visual presentation equipped with technical facilities (i.e., sound system, LED wall);
8. One (1) LED wall (3 meters x 2 meters) with advance audio-video capability and at least one (1) dedicated technical staff to operate the video wall for the duration of the exhibition;

Booth, must conform to the schedule, rules, and regulations set by the venue.

D. DIVE PHILIPPINES NETWORKING EVENT

Venue: World Trade Center Manila

Schedule: 7:00 PM to 10:00 PM

Dates: February 24, 2024

1. Conceptualize and manage the program flow, set up and staging requirements, and other event highlights;
2. Rental of venue for the Dive Philippines Networking Event that can accommodate 300 pax;
3. Coordinate with selected venue for all necessary arrangements;
4. Provide at least one (1) project manager (must have experience managing a dive-related event in the past five (5) years) to plan, coordinate, manage, and oversee the implementation of the Dive Philippines Networking Event and act as main point contact between the company and the DOT (Note: Must submit CV of proposed project manager in the bid submission of the technical envelope);
5. Provide the services of one (1) flair bartender to perform and serve free-flowing Filipino-inspired drinks during the Dive Philippines Networking Event;
6. Provide the services of one (1) DJ with complete audio system set up to perform during the Dive Philippines Networking Event;
7. Provide free flowing Filipino-inspired drinks for 300 pax;
8. Conceptualize the design and layout and handle production of invitations for international buyers and media, private sector participants; and DOT officials (300 copies) to be provided at least 1 week before the event.

E. EVENT DOCUMENTATION AND POST-EVENT ACTIVITIES

1. Provide photo and video documentation, including sound

9. One (1) LED TV (50 inches) with USB connection capability;
10. At least 6 large-scale photo panels (3 to 3.5 meters in height) with underwater photos (in appropriate high print quality) taken in key and emerging dive destinations in the Philippines featuring diverse marine life (Photos to be provided by the DOT OPMD-Dive);
11. One (1) storage room with the following:
 - a. Cabinet with at least 4 lockable compartments for personal belongings;
 - b. Cabinet with at least 4 shelves for storing stock promotional and information materials;
 - c. Working table;
 - d. Lockable doors;
 - e. Hot and cold water dispenser with ample supply of water for the duration of the event;
 - f. Trash bins with ample supply of trash bags for the duration of the event.
12. Elevated (at least 10 mm) platform to conceal the electrical wirings and connections;
13. Strong lighting in general areas to highlight stand visibility;
14. All exhibition venue connections (electricity, water, and hanging banner suspensions);
15. Other necessary accessories needed to achieve the desired theme;
16. Daily stand cleaning (before exhibition opening and at exhibition closing) and maintenance for the duration of the event.

Other Requirements:

1. Provide at least one (1) project manager (must have experience managing a dive-related event in the past five (5) years) to plan, coordinate, manage, and oversee the set up and dismantling of the Philippine Booth and act as main point contact between the company and the DOT (Note: Must submit CV of proposed project manager in the bid submission of the technical envelope);
1. Oversee the implementation and management of the exhibition ingress and egress;
2. Set-up, installation, and dismantling of the exhibition set up, including the Philippine Booth, must conform to the schedule, rules, and regulations set by the venue.

D. DIVE PHILIPPINES NETWORKING EVENT

<p>bites from interviews with participants and key officials;</p> <ol style="list-style-type: none"> 2. Provide final event video featuring all event components; 3. Prepare terminal report (in collaboration with the end-user) with relevant statistics and recommendations. <p>F. OTHER REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Handle all necessary logistical requirements of event management crew for event implementation including air/land/sea transportation, accommodation, and meals. <p>II. TIME FRAME AND SCHEDULE</p> <p>The contract duration is from December 1, 2023 to February 11, 2024, with the following schedule of work:</p> <p>Within 15 days from receipt of Notice to Proceed – Submission of Proposed Philippine Booth Design</p> <p>Within 30 days from receipt of Notice to Proceed – Submission of Proposed Program Flow for the Dive Conference and Dive Philippines Party</p> <p>January 8, 2024 – Launch of Dive TRAVEX B2B Meeting Program Matchmaking Platform</p> <p>February 8, 2024 – Ingress / Booth Set Up</p> <p>February 9, 2024 – Event Day 1</p> <p>February 10, 2024 – Event Day 2</p> <p>February 11, 2024 – Event Day 3 and Egress</p>	<p>Venue: World Trade Center Manila Schedule: 7:00 PM to 10:00 PM Dates: February 24, 2024</p> <ol style="list-style-type: none"> 1. Conceptualize and manage the program flow, set up and staging requirements, and other event highlights; 2. Rental of venue for the Dive Philippines Networking Event that can accommodate 300 pax; 3. <u>Provide Lights and sounds and P3 LED Wall</u> 4. Coordinate with selected venue for all necessary arrangements; 5. Provide at least one (1) project manager (must have experience managing a dive-related event in the past five (5) years) to plan, coordinate, manage, and oversee the implementation of the Dive Philippines Networking Event and act as main point contact between the company and the DOT (Note: Must submit CV of proposed project manager in the bid submission of the technical envelope); 6. Provide the services of one (1) flair bartender to perform and serve free-flowing Filipino-inspired drinks during the Dive Philippines Networking Event; 7. Provide the services of one (1) DJ with complete audio system set up to perform during the Dive Philippines Networking Event; 8. Provide free flowing Filipino-inspired drinks for 300 pax; 9. Conceptualize the design and layout and handle production of invitations for international buyers and media, private sector participants; and DOT officials (300 copies) to be provided at least 1 week before the event. <p>E. EVENT DOCUMENTATION AND POST-EVENT ACTIVITIES</p> <ol style="list-style-type: none"> 1. Provide photo and video documentation, including sound bites from interviews with participants and key officials; 2. Provide final event video featuring all event components; 3. <u>Prepare terminal report covering all event components with key points and photo documentation, including the following:</u> <ol style="list-style-type: none"> a. <u>Relevant Event Statistics</u> b. <u>Database of Registered Participants</u>
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	<p>c. <u>Key Discussions from the Dive Conference</u></p> <p>d. <u>Consolidated key inputs and feedback from participants</u></p> <p>e. <u>Recommendations</u></p> <p>F. OTHER REQUIREMENTS</p> <p>1. Handle all necessary logistical requirements of event management crew for event implementation including air/land/sea transportation, accommodation, and meals.</p> <p>II. TIME FRAME AND SCHEDULE</p> <p>The contract duration is from <u>December 1, 2023 to February 25, 2024</u>, with the following schedule of work:</p> <p>Within 15 days from receipt of Notice to Proceed – Submission of Proposed Philippine Booth Design</p> <p>Within 30 days from receipt of Notice to Proceed – Submission of Proposed Program Flow for the Dive Conference and Dive Philippines Party</p> <p><u>January 15, 2024</u> – Launch of Dive TRAVEX B2B Meeting Program Matchmaking Platform</p> <p><u>February 22, 2024</u> – Ingress / Booth Set Up</p> <p><u>February 23, 2024</u> – Event Day 1</p> <p><u>February 24, 2024</u> – Event Day 2</p> <p><u>February 25, 2024</u> – Event Day 3 and Egress</p>
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All unamended portions of the Bidding Documents shall remain the same.

Please be advised that the **deadline of submission** and **opening of bids** will be **27 October 2023 at 9:00 a.m. and 1:00 p.m.**, respectively.

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

For the guidance and information of all concerned.


ASEC. REYNALDO L. CHING *af*
 Chairperson, Bids and Awards Committee
 Department of Tourism

18 October 2023