



## 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 and agreed during the Pre-Bid Conference held on 02 May 2024 for the ***Procurement of a Conference Integrator for the Department's Hosting of the UN Tourism Events in the Philippines (DOT BAC-IB No. 2024-011)***.

### I. Amendments to Bidding Documents

#### Under Section I. Invitation to Bid

From	TO
7. Bids must be duly received by the BAC Secretariat through manual submission on or before <i>May 15, 2024 at 9:00 a.m. only</i> at the office address indicated below. Late bids shall not be accepted.	7. Bids must be duly received by the BAC Secretariat through manual submission <b>on or before <i>May 17, 2024 at 9:00 a.m. only</i></b> at the office address indicated below. Late bids shall not be accepted.
9. Bid opening shall be on <i>May 15, 2024 at 10:00 a.m.</i> at the <i>4<sup>th</sup> Floor, Conference Room, DOT Bldg. 351 Sen. Gil Puyat Ave., Makati City.</i>	9. Bid opening shall be on <b><i>May 17, 2024 at 11:00 a.m.</i></b> at the <b><i>3<sup>rd</sup> Floor, Conference Room, DOT Bldg. 351 Sen. Gil Puyat Ave., Makati City.</i></b>

### II. The following clarifications are provided for the guidance and reference of the bidder:

Clarifications from the Bidders	Response
1. What is the minimum requirements on the signages and roll-up banner to be used?	Minimum requirement is 10 Roll-Up Banners on each venue.  Design of the Roll-Up Banners will come from the DOT.  The final number of Roll-Up Banners will be discussed after the meeting with the winning bidder.
2. What is the specifications / requirements on the furniture chairs for the speakers?	Furnitures must be made by Filipino artists.  Minimum of five (5) arm chair types are needed especially for the panel session during the conference.

<p>3. What is the specific requirement on the performers?</p>	<p>Indicated types of performers in the technical specifications must be provided by the winning bidder.</p> <p>Specific performers will be subject on the DOT's concurrence and approval.</p>
<p>4. Clarifications on the technical requirements and audio-visual.</p>	<p>The following are some clarifications on the technical requirements:</p> <p>25 June 2024 Ingress date for the UN Tourism Gastronomy Forum</p> <p>26 June 2024 a.) One long LED Wall (Kindly see sample photo but can be longer depending on the venue)</p>  <p>b.) Lights and Sounds c.) Microphones</p> <p>27 June 2024 a.) Only photo and video documentation as 27 June is the technical tour b.) Ingress date for the UN Tourism Joint Commission Meeting</p> <p>28 June 2024 a.) One long LED Wall and two side LED for the live stream (Kindly see sample photo but can be longer depending on the venue)</p> 

	<p>d.) Lights and Sounds</p> <p>e.) Microphones</p> <p>f.) Goose microphones (35 Units)</p>
5. Number of personnel to be deployed during the technical tours	<p>There are three (3) technical tours hosted by the DOT.</p> <p>Winning bidder must deploy at least one (1) photographer and one (1) videographer on each tour.</p>
6. What will be the items inside the conference kit?	<p>Items inside the conference kit can be either small Philippine delicacies and/or products.</p> <p>Love the Philippines Branding must be placed.</p> <p>Items will be subject on the DOT's concurrence and approval.</p>
7. The value of the tokens to be given to the VIPs?	<p>Proposed amount for the VIP tokens is a minimum of Php 3,000/Pax.</p> <p>Tokens will be subject on the DOT's concurrence and approval.</p>

This shall form an integral part of the Bidding Documents.

For the guidance and information of all concerned.

  
**USEC. FERDINAND C. JUMAPAO**  
 DOT-BAC Chairperson 

May 10, 2024

