



SUPPLEMENTAL / BID BULLETIN

Addendum No. 2



This Addendum No. 2 was discussed and agreed upon during the Pre-bid Conference held last August 7, 2017 for the *Dive Travel Mart at the DRT Show Philippines 2017 Welcome Dinner Reception & Business to Business Meetings* and is issued to modify and/or amend items in the Bidding Documents. This shall form an integral part of the Bidding Documents.

Changes in the Terms of Reference

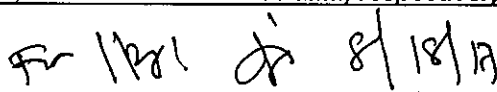
OLD	NEW
<p>On V. Scope & Work Deliverables</p>	
<p>A. Overall Event Management</p>	
<p>5. Liaise with LX Group, co-organizer for the DRT Show, on matters concerning implementation of the Business-to-Business Meetings; and</p> <p>6. Prepare and collate template of feedback forms to be distributed to participants.</p>	<p>5. Liaise with LX Group, co-organizer for the DRT Show, <u>Booth Contractor, PR Agency</u>, on matters concerning implementation of the Business-to-Business Meetings;</p> <p>6. Prepare and collate template of feedback forms to be distributed to participants; <u>and</u></p> <p><u>7. Must secure necessary permits.</u></p>
<p>B. Business-to-Business (B2B) Meeting Management</p>	
<p>Venue: Megatrade Hall Target No. of Participants: 45 international buyers and 55 local sellers</p> <p>1. Manage the B2B Meeting, program flow, set up requirements, breakout sessions, business matching, and other event highlights;</p> <p>2. Handle venue coordination, to include the following:</p> <ul style="list-style-type: none"> • Provide 55 meeting tables and 110 chairs in the standard B2B Meeting set-up, • Provide fast & reliable Wi-Fi connection, • Facilitate requirements for the ingress-egress at the selected venue and coordinate other physical arrangements for the B2B Meetings, and • Ensure availability of sound system, lighting facilities, and other logistical requirements. <p>3. Provide ample and efficient personnel to manage the preparations, planning, coordination, and ensure smooth flow of the conduct of the Dive TRAVEX;</p> <p>4. Ensure participation of local sellers in the Dive</p>	<p>Venue: <u>Meeting Room A, Megamall Megatrade Hall</u> Target No. of Participants: 45 international buyers and 55 local sellers <u>(total for 2 days)</u></p> <p><u>1. Rental of Meeting Room A, Megamall Megatrade Hall;</u></p> <p>2. Manage the B2B Meeting, program flow, set up requirements, breakout sessions, business matching, and other event highlights;</p> <p>3. Handle venue coordination, to include the following:</p> <ul style="list-style-type: none"> • Provide 55 meeting tables and 110 chairs in the standard B2B Meeting set-up, • Provide fast & reliable Wi-Fi connection, • Facilitate requirements for the ingress-egress at the selected venue and coordinate other physical arrangements for the B2B Meetings, and • Ensure availability of sound system, lighting facilities, and other logistical requirements. <p>4. Provide ample and efficient personnel <u>(3-5 pax)</u> to manage the preparations, planning, coordination, and ensure smooth flow of the conduct of the Dive TRAVEX;</p> <p>5. Ensure participation of local sellers in the Dive</p>

<p>TRAVEX;</p> <p>5. Coordinate with local sellers to determine their market preferences to assist in business matching;</p> <p>6. Facilitate business matching/scheduling to determine B2B Meeting Schedules/Appointments between buyers and sellers;</p> <p>7. Facilitate separate briefing sessions for international buyers and local sellers to discuss guidelines and program flow. Must be ready to address questions and concerns from both parties;</p> <p>8. Conceptualization of the B2B Meeting Manual;</p> <p>9. Manage and implement the B2B Meeting Program Flow;</p> <p>10. Ensure attendance of buyers and sellers;</p> <p>11. Provide snacks (finger food and coffee) / dedicate a food station for the participants;</p> <p>12. Provide translators/interpreters for the conduct of the B2B Meetings and must provide certification of language proficiency of each translators. Breakdown of languages as follows:</p> <ul style="list-style-type: none"> o French - 6 pax o Italian - 6 pax o Dutch - 3 pax o Swedish - 5 pax o Russian - 3 pax o Spanish - 5 pax o German - 5 pax o Thai - 5 pax <p>13. Handle printing/production and provide creative assistance for event materials required such as, but not limited to:</p> <ul style="list-style-type: none"> • Company name per table, • Buyer's manuals, • Seller's manuals, • Meeting schedules, • Notepads, Pens, etc, and • Signages. 	<p>TRAVEX;</p> <p><u>6.</u> Coordinate with local sellers to determine their market preferences to assist in business matching;</p> <p><u>7.</u> Facilitate business matching/scheduling to determine B2B Meeting Schedules/Appointments between buyers and sellers;</p> <p><u>8.</u> Facilitate separate briefing sessions for international buyers and local sellers to discuss guidelines and program flow. Must be ready to address questions and concerns from both parties;</p> <p><u>9.</u> Conceptualization <i>and design</i> of the B2B Meeting Manual (<i>subject to DOT's approval</i>);</p> <p><u>10.</u> Manage and implement the B2B Meeting Program Flow;</p> <p><u>11.</u> Ensure attendance of buyers and sellers;</p> <p><u>12.</u> Provide snacks (finger food and coffee) / dedicate a food station for the participants;</p> <p><u>13.</u> Provide translators/interpreters for the conduct of the B2B Meetings and must provide certification of language proficiency of each translators. Breakdown of languages as follows:</p> <ul style="list-style-type: none"> o French - 6 pax o Italian - 6 pax o Dutch - 3 pax o Swedish - 5 pax o Russian - 3 pax o Spanish - 5 pax o German - 5 pax o Thai - 5 pax <p><u>14.</u> Handle printing/production and provide creative assistance for event materials required such as, but not limited to:</p> <ul style="list-style-type: none"> • Company name per table, • Buyer's manuals, • Seller's manuals, • Meeting schedules, • Notepads, Pens, etc, and • Signages.
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Attached is the clear copy of the revised Terms of Reference.

Due to the belated release of this Supplemental / Bid Bulletin, the deadline of submission and opening of bids has been moved to August 25, 2017, at 9:00 a.m. and 11:00 a.m., respectively.

For the guidance and information of all concerned.


 USEC. KATHERINE S. DE CASTRO
 DOT-BAC Chairperson

August 18, 2017