



## SUPPLEMENTAL/BID BULLETIN NO. 1

### Procurement of Tourism Destination Marketing Company for Middle East/ Gulf Cooperation Council (DOT-BAC-REI NO. 2021-001)

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 16 February 2021 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 March 01, 2021 until 9:00 a.m. 4 <sup>th</sup> Floor, Procurement Management Division, DOT Bldg., No. 351 Sen. Gil Puyat Avenue, Makati City	On or before <b>March 05, 2021</b> until 9:00 a.m 4 <sup>th</sup> Floor, Procurement Management Division, DOT Bldg., No. 351 Sen. Gil Puyat Avenue, Makati City
2. Opening of Technical Bids	March 01, 2021 (10:00 a.m) Multi-Purpose Hall, 6 <sup>th</sup> Floor DOT Bldg., No. 351 Sen. Gil Puyat Avenue, Makati City	<b>March 05, 2021</b> (10:00 a.m) Multi-Purpose Hall, 6 <sup>th</sup> Floor DOT Bldg., No. 351 Sen. Gil Puyat Avenue, Makati City  <b><i>The Opening of Technical Bids will be conducted through video conference using the MS Teams platform on March 05, 2021 at 10:00 a.m.</i></b>  <b><i>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 March 04, 2021:</i></b> <ul style="list-style-type: none"><li>• <b><i>Name of Representative(s) - Maximum of two (2)</i></b></li><li>• <b><i>Company Name:</i></b></li><li>• <b><i>Email Address:</i></b></li><li>• <b><i>Contact No.</i></b></li></ul>

## II. Amendments in the Bidding Documents

### ***On Item 14.1 Bid Validity***

Old	New
Bids will be valid until June 29, 2021	Bids will be valid until <b>July 03, 2021</b>

### ***On Item 15.2 Bid Security***

Old	New
The bids security will be valid until June 29, 2021	The bids security will be valid until <b>July 03, 2021</b>

## III. Clarifications on the Bidding Documents

### ***On Section II. Instructions to Bidders***

- Item 15.1 Bid Security - The bidder should **choose only one** from the following Bid Security:
  - a) Bid Securing Declaration; **or**
  - b) Any other Form of Bid Security
    - 1. Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank; or
    - 2. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; or
    - 3. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security

### ***On Section VII. Bidding Forms***

- TPF 4. – Description of the Methodology and Work Plan for Performing the Project
  - 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:
    - 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
    - d. Proposed work program
- TPF 8. – Activity (Work) Schedule
  - 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).
- FPF 3. – Breakdown of Price Per Activity
  - Remuneration – This is the ceiling or the maximum allowance professional fee. Bidders may offer equal or lower than this amount.

- Reimbursable – indicate “NOT APPLICABLE” or “to be determined during contract implementation subject to DOT approval”
  - Miscellaneous Expenses – indicate “NOT APPLICABLE” since miscellaneous expenses are supposed to be included in the remuneration
- 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.
- FPF 5. – Reimbursable per Activity
- indicate “NOT APPLICABLE” or “to be determined during contract implementation subject to DOT approval”
  - 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”.
- In TPFs and FPFs where activities are mentioned indicate "Not Applicable"
  - In all the FPFs, the professional fee should be included not a suggested marketing budget.
  - In TPF 7 and 8, only Marketing Director and a minimum of one additional staff should be included.

#### IV. Queries of Bidders

1. Can we complete the notarization of all the forms (TPF / FPF's) and other documents through our office and lawyer in Philippines or does the same need to be done in the UAE? –

*There is no need to notarize all TPF and FPF forms, except those with translation (pursuant to Section II. Instruction to Bidders, Item No. 9) and the following forms:*

- a. *Bid security - if bidders will submit a BID SECURING DECLARATION*
- b. *TPF 6 - Curriculum Vitae*
- c. *Omnibus Sworn Statement*
- d. *Secretary's Certificate or Board Resolution*

2. Does the Notarization of the documents need to be done by a local lawyer or through an embassy of Philippines in the GCC/ME? –

*YES, the notarization of the documents can be done through the office and lawyer in the Philippines.*

3. Does the Power of Attorney, Board Resolution also needs to be notarized? – YES

4. A board resolution is required per paragraph 2 of the Omnibus Sworn Statement. This Board resolution enables the authorised representative of the company to submit this proposal. Please note under UAE law for FZE companies our company only has one director who is also the Company Secretary. Therefore, the resolution will only be signed by the one director.

Please provide evidence/UAE Law to support this statement.

5. Is there a scope for bidding entity to propose amendments in the Contract draft?

*During the negotiation meeting, among the items to be discussed is the provisions of the contract.*

6. Under which conditions would the bidder with the 2<sup>nd</sup> Highest technical score qualify to move to the negotiation stage with PDOT?
  - a. *The BAC shall consider negotiation with the next ranked bidder if there is unjustifiable replacement of personnel by the 1<sup>st</sup> ranked bidder*
  - b. *When the Highest Rated Bidder failed the criteria for post-qualification*
  - c. *When the Highest Rated Bidder submitted a financial proposal above the ABC*

For the guidance and information of all concerned.

  
OIC-USEC. ROBERTO P. ALABADO III   
DOT-BAC Chairperson

February 20, 2021