



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 virtual Pre-Bid Conference held on 19 October 2021 for the **Procurement of Memorabilia for PRAISE Awards (DOT-BAC-IB No. 2021-012)**.

The following clarifications are provided:

A. For Digital Gift Certificates or e-Vouchers:

1. The awarded supplier must designate an authorized person to distribute the digital gift certificates or e-vouchers to the identified DOT recipients. The official list of DOT recipients will be issued by the DOT Human Resource Division (HRD) to the awarded service provider.
2. The prospective supplier must indicate in the *Supplier's Technical Specifications* the following and other relevant description or specifications of the goods or services offered:
 - a. Features of the Digital Gift Certificates or e-Vouchers;
 - b. Complete instructions on how to generate or use of the Digital Gift Certificates or e- Vouchers, and alternative or options in case of offline system;
 - c. List of Merchandise or Stores where the gift certificates (digital or hard copy) are accepted – both online and physical stores.
 - d. Statement that it will be in the account or responsibility of the service provider if there is an error made in the distribution of the Digital Gift Certificates or e-Vouchers to DOT recipients.
3. The awarded supplier must submit a report showing proof that the Digital Gift Certificates or e-Vouchers were received by the DOT recipients. This report shall be part of the supporting documents to be submitted for processing of payment.
4. Any personal information released by the DOT to the awarded supplier, in relation to the official distribution of the gift certificates, shall be utilized without violating the Data Privacy Law.

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

For the guidance and information of all concerned.


OIC-USEC. REYNALDO L. CHING
DOT-BAC Chairperson 

27 October 2021