



SUPPLEMENTAL/BID BULLETIN NO. 2

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 28 August 2019 for the **Procurement of Services of a Professional Conference Organizer for the World Tourism Day – Philippines (National Conference) on 26-27 September 2019 (DOT-BAC-IB No. 2019-024)**, as follows:

I. Under Section VII. Technical Specifications of the Bidding Documents:

Old Provision	New Provision
<p align="center">II. ITEMS/SERVICES</p> <p>D. DOCUMENTATION</p> <ul style="list-style-type: none"> • Photographer with full HD digital camera for full 2-day activity coverage • Videographer with full HD digital video camera for full 2-day activity coverage • Deliverables: Full event AVP (150 to 240 seconds), and 2-minute recap video of activities during Day 1 to be shown during the post-lunch continuation of the main conference. Full event AVP must be delivered within 7 days of project completion. • Files: photo and video files, both raw and edited to be submitted to the project secretariat on two (2) 1TB external hard drive within 7 days of project completion. 	<p align="center">II. ITEMS/SERVICES</p> <p>D. DOCUMENTATION</p> <ul style="list-style-type: none"> • Photographer with full HD digital camera for full 2-day activity coverage • Videographer with full HD digital video camera for full 2-day activity coverage • Deliverables: Full event AVP (150 to 240 seconds), and 2-minute recap video of activities during Day 1 to be shown during the post-lunch continuation of the main conference. Full event AVP must be delivered within 7 days of project completion. • Files: photo and video files, both raw and edited to be submitted to the project secretariat on two (2) 1TB external hard drive within 7 days of project completion. • <u>All photos and videos (including raw files) shall become property of the DOT upon completion of the contract.</u>
<p align="center">IV. OTHER REQUIREMENTS:</p> <p>1. Must be Filipino-owned, operated and legally registered professional conference organizer / production house / events management entity.</p>	<p align="center">IV. OTHER REQUIREMENTS:</p> <p>1. Must be Filipino-owned, operated and legally registered professional conference organizer / production house / events management entity.</p>


Old Provision	New Provision
<p>2. Must have experience in organizing international events in the country. Bidder to submit company profile and events previously handled.</p> <p>3. To ensure the proper execution of the conference, the DOT requires the submission of a breakdown of the bidder's proposal and listing for the production management team as well as list of proposed artists to ensure compliance with the requirements.</p>	<p>2. Must have experience in organizing international events in the country. Bidder to submit company profile and events previously handled.</p> <p>3. Must submit profile of proposed hosts and moderators to be attached to the technical proposal.</p> <p>4. To ensure the proper execution of the conference, the DOT requires the submission of a breakdown of the bidder's proposal and listing for the production management team as well as list of proposed artists to ensure compliance with the requirements.</p>

II. The following clarification is also provided for the prospective bidder(s) guidance and reference:

- Venue will be at Philippine International Convention Center (PICC)
- There is no need to have a presentation but a hard copy and flash drive containing the soft copy of the proposal must be submitted

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

For the guidance and information of all concerned.


ASEC. ROBERTO P. ALABADO III
 Chairperson, Bids and Awards Committee
 Department of Tourism

02 September 2019