



## 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 20 August 2019 for the **Procurement of Services of a Travel and Tour Operator for the Purchase and Issuance of International Airline Tickets and Ground Arrangements for the 23<sup>rd</sup> Session of the UN World Tourism Organization General Assembly (DOT-BAC-IB No. 2019-022)**.

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

### I. The following portions of the Bidding Documents are hereby amended as follows:

#### A. On Schedule of Requirements (Section VI)

OLD PROVISION					NEW PROVISION				
Item No.	Description	Qty	Unit	Schedule	Item No.	Description	Qty	Unit	Schedule
1	International Airline Tickets: Office of the Secretary MNL-St. Petersburg	3	Pax	Sept. 9 (Passenger 1 & 2); Sept. 7 (Passenger 3)	1	International Airline Tickets: Office of the Secretary MNL-St. Petersburg	3	Pax	Sept. 9 (Passenger 1 & 2); Sept. 7 (Passenger 3)
	International Airline Tickets: Office of the Secretary St. Petersburg-MNL	3	Pax	Sept. 14 (ALL passengers)		International Airline Tickets: Office of the Secretary St. Petersburg-MNL	3	Pax	<b>Sept. 13</b> (ALL passengers)
2	International Airline Tickets: Branding & Marketing Communications & Office of Public Affairs & Advocacy MNL-St. Petersburg	2	Pax	Sept. 9	2	International Airline Tickets: Branding & Marketing Communications & Office of Public Affairs & Advocacy MNL-St. Petersburg	2	Pax	Sept. 9
	International Airline Tickets: Branding & Marketing Communications & Office of Public Affairs & Advocacy St. Petersburg-MNL	2	Pax	Sept. 14		International Airline Tickets: Branding & Marketing Communications & Office of Public Affairs & Advocacy St. Petersburg-MNL	2	Pax	<b>Sept. 13</b>
3	International Airline Tickets – Legal & Special Concerns, Tourism Devt. & PFICD MNL-St. Petersburg	5	Pax	Sept. 7	3	International Airline Tickets – Legal & Special Concerns, Tourism Devt., PFICD, Comm on Appropriations MNL-St. Petersburg	5	Pax	<b>Sept. 7 (Passengers 1,3,4)</b>  <b>Sept. 8 (Passenger 5)</b>  <b>Sept 9 (Passenger 2)</b>
	International Airline Tickets – Legal & Special Concerns, Tourism Devt. & PFICD St. Petersburg-MNL	5	Pax	Sept. 14		International Airline Tickets – Legal & Special Concerns, Tourism Devt. & PFICD St. Petersburg-MNL	5	Pax	<b>Sept. 13 (Passengers 1,2)</b>  <b>Sept. 14 (Passengers 3,4,5)</b>
4	International Airline Tickets – Legislative Liaison Unit MNL-St. Petersburg	2	Pax	Sept. 8	4	International Airline Tickets – Legislative Liaison Unit MNL-St. Petersburg	2	Pax	Sept. 8
	International Airline Tickets – Legislative Liaison Unit St. Petersburg-MNL	2	Pax	Sept. 14		International Airline Tickets – Legislative Liaison Unit St. Petersburg-MNL	2	Pax	Sept. 14

5	International Airline Tickets, Accommodation and Meals	4	Pax	Sept. 8-15	5	International Airline Tickets, Accommodation and Meals	4	Pax	<u>Sept. 8-15 (Passengers 1,2,4)</u> <u>Sept 10-15 (Passenger 3)</u>
6	International Airline Tickets, Accommodation, Meals and Visa Fees	5	Pax	Sept. 7-15	6	International Airline Tickets, Accommodation, Meals and Visa Fees	5	Pax	<u>Sept. 7-14 (Passengers 2,3,4,5)</u> <u>Sept. 9-14 (Passenger 1)</u>

#### B. On Technical Specifications (Section VII)

OLD PROVISION	NEW PROVISION
<b>MINIMUM REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>Travel and Tour Operator must be DOT Accredited and located within Metro Manila</li> <li>Ticket is rebookable, re-routable and refundable without additional cost</li> <li>Option to issue ticket must be within 3 days upon notification of award</li> <li>Proposal of airline tickets must be regular fare</li> <li>Include Travel Insurance for the duration of the travel</li> <li>Include at least 30 kg weight allowance</li> <li>Include travel tax and fuel charges (Travel Tax will be deducted upon submission of travel tax exemption certificate for personnel who are eligible for travel tax exemption)</li> </ul>	<b>MINIMUM REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>Travel and Tour Operator must be DOT Accredited and located within Metro Manila</li> <li>Ticket is rebookable, re-routable and refundable without additional cost</li> <li>Option to issue ticket must be within 3 days upon <b>issuance of Notice to Proceed</b></li> <li>Proposal of airline tickets must be regular fare</li> <li>Include Travel Insurance for the duration of the travel</li> <li>Include at least 30 kg weight allowance</li> <li>Include travel tax and fuel charges (Travel Tax will be deducted upon submission of travel tax exemption certificate for personnel who are eligible for travel tax exemption)</li> </ul>
<b>SCOPE OF WORK AND DELIVERABLES:</b> <b>Lot 1: Airline Tickets</b> <ol style="list-style-type: none"> <li>Passenger 1, Office of the Secretary (<i>Business Class subject for the approval of the Office of the President, should it be disapproved, economy class airfare shall be used</i>)</li> <li>Passenger 2, Office of the Secretary (Economy)</li> <li>Passenger 3, Office of the Secretary (Economy) <ul style="list-style-type: none"> <li>For Passengers 1 and 2: Departure in Manila: 09 September 2019</li> <li>For Passengers 1 and 2: Estimated Arrival in St. Petersburg: 10 September 2019</li> <li>For Passengers 1 and 2: Departure in St. Petersburg: 14 September 2019</li> <li>For Passengers 1 and 2: Estimated Arrival in Manila: 15 September 2019</li> </ul> </li> </ol> <ul style="list-style-type: none"> <li>For Passenger 3: Departure in Manila: 07 September 2019</li> <li>For Passenger 3: Estimated Arrival in St. Petersburg: 08 September 2019</li> <li>For Passenger 3: Departure in St. Petersburg: 14 September 2019</li> <li>For Passenger 3: Estimated Arrival in Manila: 15 September 2019</li> </ul>	<b>SCOPE OF WORK AND DELIVERABLES:</b> <b>Lot 1: Airline Tickets</b> <ol style="list-style-type: none"> <li>Passenger 1, Office of the Secretary (<i>Business Class subject for the approval of the Office of the President, should it be disapproved, economy class airfare shall be used</i>)</li> <li>Passenger 2, Office of the Secretary (Economy) <ul style="list-style-type: none"> <li>For Passengers 1 and 2: Departure in Manila: 09 September 2019</li> <li>For Passengers 1 and 2: Estimated Arrival in St. Petersburg: 10 September 2019</li> <li>For Passengers 1 and 2: Departure in St. Petersburg: <b>13 September 2019</b></li> <li>For Passengers 1 and 2: Estimated Arrival in Manila: <b>14 September 2019</b></li> </ul> </li> <li>Passenger 3, Office of the Secretary (Economy) <ul style="list-style-type: none"> <li>For Passenger 3: Departure in Manila: 07 September 2019</li> <li>For Passenger 3: Estimated Arrival in St. Petersburg: 08 September 2019</li> <li>For Passenger 3: Departure in St. Petersburg: <b>13 September 2019</b></li> <li>For Passenger 3: Estimated Arrival in Manila: <b>14 September 2019</b></li> <li><b>Departure in St. Petersburg of Passenger 3 must be the same with the flight of Passenger 1 of Lot No. 1.</b></li> </ul> </li> </ol> <b>Other Requirements:</b>

<ul style="list-style-type: none"> <li>Proposed Flight must be the most direct and have minimal hours of layover</li> <li>Preferably one airline all the way</li> </ul> <p><b>Lot 2: Airline Tickets</b></p> <ol style="list-style-type: none"> <li>1. Passenger 1, Branding and Marketing Communications (<i>Business Class subject for the approval of the Office of the President, should it be disapproved, economy class airfare shall be used</i>)</li> <li>2. Passenger 2, Office of Public Affairs and Advocacy (Economy) <ul style="list-style-type: none"> <li>Departure in Manila: 09 September 2019</li> <li>Estimated Arrival in St. Petersburg: 10 September 2019</li> <li>Departure in St. Petersburg: 14 September 2019</li> <li>Estimated Arrival in Manila: 15 September 2019</li> </ul> </li> </ol> <ul style="list-style-type: none"> <li>Proposed Flight must be the most direct and have minimal hours of layover</li> <li>Preferably one airline all the way</li> </ul> <p><b>Lot 3: Airline Tickets</b></p> <ol style="list-style-type: none"> <li>1. Passenger 1, Legal and Special Concerns (<i>Business Class subject for the approval of the Office of the President, should it be disapproved, economy class airfare shall be used</i>)</li> <li>2. Passenger 2, Tourism Development (<i>Business Class subject for the approval of the Office of the President, should it be disapproved, economy class airfare shall be used</i>)</li> <li>3. Passenger 3, Policy Formulation and International Cooperation Division (Economy)</li> <li>4. Passenger 4, Policy Formulation and International Cooperation Division (Economy)</li> <li>5. Passenger 5, Policy Formulation and International Cooperation Division (Economy) <ul style="list-style-type: none"> <li>Departure in Manila: 07 September 2019</li> <li>Estimated Arrival in St. Petersburg: 08 September 2019</li> <li>Departure in St. Petersburg: 14 September 2019</li> <li>Estimated Arrival in Manila: 15 September 2019</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>Proposed Flight must be the most direct and have minimal hours of layover</li> <li>Preferably one airline all the way</li> </ul> <p><b>Lot 2: Airline Tickets</b></p> <ol style="list-style-type: none"> <li>1. Passenger 1, Branding and Marketing Communications (<i>Business Class subject for the approval of the Office of the President, should it be disapproved, economy class airfare shall be used</i>)</li> <li>2. Passenger 2, Office of Public Affairs and Advocacy (Economy) <ul style="list-style-type: none"> <li>Departure in Manila: 09 September 2019</li> <li>Estimated Arrival in St. Petersburg: 10 September 2019</li> <li>Departure in St. Petersburg: <b><u>13 September 2019</u></b></li> <li>Estimated Arrival in Manila: <b><u>14 September 2019</u></b></li> </ul> </li> </ol> <p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>Proposed Flight must be the most direct and have minimal hours of layover</li> <li>Preferably one airline all the way</li> </ul> <p><b>Lot 3: Airline Tickets</b></p> <ol style="list-style-type: none"> <li>1. Passenger 1, Legal and Special Concerns (<i>Business Class subject for the approval of the Office of the President, should it be disapproved, economy class airfare shall be used</i>) <ul style="list-style-type: none"> <li><b><u>For Passenger 1: Departure in Manila 07 September 2019</u></b></li> <li><b><u>For Passenger 1: Estimated Arrival in St. Petersburg: 08 September 2019</u></b></li> <li><b><u>For Passenger 1: Departure in St. Petersburg: 13 September 2019</u></b></li> <li><b><u>For Passenger 1: Estimated Arrival in Manila: 14 September 2019</u></b></li> </ul> </li> <li>2. Passenger 2, Tourism Development (<i>Business Class subject for the approval of the Office of the President, should it be disapproved, economy class airfare shall be used</i>) <ul style="list-style-type: none"> <li><b><u>For Passenger 2: Departure in Manila: 09 September 2019</u></b></li> <li><b><u>For Passenger 2: Estimated Arrival in St. Petersburg: 10 September 2019</u></b></li> <li><b><u>For Passenger 2: Departure in St. Petersburg: 13 September 2019</u></b></li> <li><b><u>For Passenger 2: Estimated Arrival in Manila: 14 September 2019</u></b></li> </ul> </li> <li>3. Passenger 3, Policy Formulation and International Cooperation Division (Economy)</li> <li>4. Passenger 4, Policy Formulation and International Cooperation Division (Economy) <ul style="list-style-type: none"> <li><b><u>For Passengers 3 and 4: Departure in Manila: 07 September 2019</u></b></li> <li><b><u>For Passengers 3 and 4: Estimated Arrival in St. Petersburg: 08 September 2019</u></b></li> <li><b><u>For Passenger 3 and 4: Departure in St. Petersburg: 14 September 2019</u></b></li> <li><b><u>For Passenger 3 and 4: Estimated Arrival in Manila: 15 September 2019</u></b></li> </ul> </li> <li>5. Passenger 5, <b><u>House Committee Vice Chairperson for Appropriations</u></b></li> </ol>
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<ul style="list-style-type: none"> <li>Proposed Flight must be the most direct and have minimal hours of layover</li> <li>Preferably one airline all the way</li> </ul>	<p><b><u>(Business Class subject for the approval of the Office of the President, should it be disapproved, economy class airfare shall be used)</u></b></p> <ul style="list-style-type: none"> <li><b><u>For Passenger 5: Departure in Manila 08 September 2019</u></b></li> <li><b><u>For Passenger 5: Estimated Arrival in St. Petersburg: 09 September 2019</u></b></li> <li><b><u>For Passengers 5: Departure in St. Petersburg: 14 September 2019</u></b></li> <li><b><u>For Passenger 5: Estimated Arrival in Manila: 15 September 2019</u></b></li> </ul> <p><b><u>Other Requirements:</u></b></p> <ul style="list-style-type: none"> <li>Proposed Flight must be the most direct and have minimal hours of layover <b><u>or provision of vouchers should the available flight have long hours of layover</u></b></li> <li>Preferably one airline all the way</li> </ul>
<p><b><u>Lot 4: Airline Tickets</u></b></p> <ol style="list-style-type: none"> <li>Passenger 1, Legislative Liaison Unit</li> <li>Passenger 2, Legislative Liaison Unit</li> </ol> <p>Requirements:</p> <ul style="list-style-type: none"> <li>Departure in Manila: 08 September 2019</li> <li>Estimated Arrival in St. Petersburg: 09 September 2019</li> <li>Departure in St. Petersburg: 14 September 2019</li> <li>Estimated Arrival in Manila: 15 September 2019</li> <li>Economy Class Airline Tickets</li> <li>Proposed Flight must be the most direct and have minimal hours of layover</li> <li>Preferably one airline all the way</li> </ul>	<p><b><u>Lot 4: Airline Tickets</u></b></p> <ol style="list-style-type: none"> <li>Passenger 1, Legislative Liaison Unit</li> <li>Passenger 2, Legislative Liaison Unit</li> </ol> <p>Requirements:</p> <ul style="list-style-type: none"> <li>Departure in Manila: 08 September 2019</li> <li>Estimated Arrival in St. Petersburg: 09 September 2019</li> <li>Departure in St. Petersburg: 14 September 2019</li> <li>Estimated Arrival in Manila: 15 September 2019</li> <li>Economy Class Airline Tickets</li> <li>Proposed Flight must be the most direct and have minimal hours of layover</li> <li>Preferably one airline all the way</li> </ul>
<p><b><u>Lot 5: Airfare, Accommodation and Meals</u></b></p> <ol style="list-style-type: none"> <li>Passenger 1, Committee Chairperson on Tourism</li> <li>Passenger 2, Committee Chairperson on Finance</li> <li>Passenger 3, Committee Chairperson on Tourism</li> <li>Passenger 4, Committee Chairperson on Appropriations</li> </ol> <p>Requirements:</p> <ul style="list-style-type: none"> <li>Departure in Manila: 08 September 2019</li> <li>Estimated Arrival in St. Petersburg: 09 September 2019</li> <li>Departure in St. Petersburg: 14 September 2019</li> <li>Estimated Arrival in Manila: 15 September 2019</li> </ul> <ul style="list-style-type: none"> <li><i>Business Class Airline Tickets subject for the approval of the Office of the President, should it be disapproved, economy class airfare shall be used</i></li> </ul>	<p><b><u>Lot 5: Airfare, Accommodation and Meals</u></b></p> <ol style="list-style-type: none"> <li>Passenger 1, <b><u>Senate</u></b> Committee Chairperson on Tourism</li> <li>Passenger 2, <b><u>Senate</u></b> Committee Chairperson on Finance</li> <li>Passenger 3, <b><u>House</u></b> Committee Chairperson on Tourism</li> <li>Passenger 4, <b><u>House</u></b> Committee Chairperson on Appropriations</li> </ol> <p>Requirements:</p> <ul style="list-style-type: none"> <li>Departure in Manila: 08 September 2019</li> <li>Estimated Arrival in St. Petersburg: 09 September 2019</li> <li>Departure in St. Petersburg: 14 September 2019</li> <li>Estimated Arrival in Manila: 15 September 2019</li> </ul> <p><b><u>Requirements:</u></b></p> <ul style="list-style-type: none"> <li><b><u>Departure in Manila: 10 September 2019</u></b></li> <li><b><u>Estimated Arrival in St. Petersburg: 11 September 2019</u></b></li> <li><b><u>Departure in St. Petersburg: 14 September 2019</u></b></li> <li><b><u>Estimated Arrival in Manila: 15 September 2019</u></b></li> <li><i>Business Class Airline Tickets subject for the approval of the Office of the President, should it be disapproved, economy class airfare shall be used</i></li> </ul>

<ul style="list-style-type: none"> <li>Proposed Flight must be the most direct and have minimal hours of layover</li> <li>Preferably one airline all the way</li> <li>Hotel Accommodation must be approximately 15 minutes' drive from the Expoforum (Official Venue)</li> <li>Provision of Meals during the duration of the UNWTO GA23.</li> </ul>	<ul style="list-style-type: none"> <li>Proposed Flight must be the most direct and have minimal hours of layover</li> <li>Preferably one airline all the way</li> <li>Hotel Accommodation must be <b><u>one of the accredited hotels of the Federal Agency for Tourism of Russia / UNWTO</u></b> and approximately 15 minutes' <b><u>walk</u></b> from the Expoforum (Official Venue)</li> <li>Provision of Meals during the duration of the UNWTO GA23.</li> </ul>
<p><b><u>Lot 6: Airfare, Accommodation, Meals and Visa Fees for the Philippine Invited Food Experts to oversee the Hosted Lunch for the Philippines' Candidature to host the 24<sup>th</sup> Session of the UNWTO GA in 2021 (Subject upon the approval of the Office of the President under the provisions of EO 77):</u></b></p> <ol style="list-style-type: none"> <li>1. Passenger 1, Food Expert</li> <li>2. Passenger 2, Food Expert</li> <li>3. Passenger 3, Food Expert</li> <li>4. Passenger 4, Food Expert</li> <li>5. Passenger 5, Food Expert</li> </ol> <p>Requirements:</p> <ul style="list-style-type: none"> <li>Departure in Manila: 07 September 2019</li> <li>Estimated Arrival in St. Petersburg: 08 September 2019</li> <li>Departure in St. Petersburg: 14 September 2019</li> <li>Estimated Arrival in Manila: 15 September 2019</li> <li>Business Class Airline Tickets subject for the approval of the Office of the President, should it be disapproved, economy class airfare shall be used</li> <li>Hotel Accommodation must be approximately 15 minutes' drive from the Expoforum (Official Venue)</li> <li>Provision of Meals during the duration of the UNWTO GA23.</li> </ul>	<p><b><u>Lot 6: Airfare, Accommodation, Meals and Visa Fees for the Philippine Invited Food Experts to oversee the Hosted Lunch for the Philippines' Candidature to host the 24<sup>th</sup> Session of the UNWTO GA in 2021 (Subject upon the approval of the Office of the President under the provisions of EO 77):</u></b></p> <ol style="list-style-type: none"> <li>1. Passenger 1, Food Expert <ul style="list-style-type: none"> <li><b><u>For Passenger 1: Departure in Manila: 09 September 2019</u></b></li> <li><b><u>For Passenger 1: Estimated Arrival in St. Petersburg: 10 September 2019</u></b></li> <li><b><u>For Passenger 1: Departure in St. Petersburg: 13 September 2019</u></b></li> <li><b><u>For Passenger 1: Estimated Arrival in Manila: 14 September 2019</u></b></li> </ul> </li> <li>2. Passenger 2, Food Expert</li> <li>3. Passenger 3, Food Expert</li> <li>4. Passenger 4, Food Expert</li> <li>5. Passenger 5, Food Expert</li> </ol> <p>Requirements:</p> <ul style="list-style-type: none"> <li><b><u>For Passengers 2,3,4,5: Departure in Manila: 07 September 2019</u></b></li> <li><b><u>For Passengers 2,3,4,5: Estimated Arrival in St. Petersburg: 08 September 2019</u></b></li> <li><b><u>For Passengers 2,3,4,5: Departure in St. Petersburg: 13 September 2019</u></b></li> <li><b><u>For Passengers 2,3,4,5: Estimated Arrival in Manila: 14 September 2019</u></b></li> <li><b><u>Upgrade to Business Class Airline Ticket subject to passengers' pax account</u></b></li> </ul> <p><b><u>Other Requirements:</u></b></p> <ul style="list-style-type: none"> <li>Hotel Accommodation must be <b><u>one of the accredited hotels of the Federal Agency for Tourism of Russia / UNWTO</u></b> and approximately 15 minutes' <b><u>walk</u></b> from the Expoforum (Official Venue)</li> <li>Provision of Meals during the duration of the UNWTO GA23.</li> <li><b><u>Departure in St. Petersburg of the food experts must be the same with the flight of Passenger 1 in Lot No.1</u></b></li> </ul>
	<p><b><u>Additional Provision: All passengers indicated are subject to confirmation and billing is subject to actual issued tickets.</u></b></p>

For the guidance and information of all concerned.

  
**ASEC. ROBERTO P. ALABADO III**  
 DOT-BAC Chairperson

26 August 2019