



## SUPPLEMENTAL/BID BULLETIN NO. 1

### Procurement of Services of a Tour Operator for the 21<sup>st</sup> World Travel and Tourism Council (WTTC) Global Summit Tour Requirements. (DOT-BAC REI NO. 2022-003)

This Supplemental/Bid Bulletin No. 1 is issued to all prospective bidders to clarify, modify and/or amend items in the Bidding Documents and Technical Specifications as discussed and agreed during the Virtual Pre-Bid Conference held on **15 February 2022** for the aforementioned project. This shall form part of the Bidding Document.

#### I. INVITATION TO BID

(FROM) Old Provision	(TO) New Provision
Page 8 of 52  xxx  7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before <b>28 February 2022</b> , 09:00 a.m. Late bids shall not be accepted.  xxx  9. Bid opening shall be on <b>28 February 2022</b> at 10:30 a.m. at the given address below. Bids will be opened in the presence of the bidder's representatives who choose to attend the activity. xxx  10. xxx	Page 8 of 52  xxx  7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before <b>01 March 2022</b> , 9:00 a.m. Late bids shall not be accepted.  xxx  9. Bid opening shall be on <b>01 March 2022</b> at 10:30 a.m. at the given address below. Bids will be opened in the presence of the bidder's representatives who choose to attend the activity. xxx  <b><u>The following provisions shall be added:</u></b>  10. All documents shall be current and updated and any missing document in the checklist is a ground for outright rejection of the bid. Bidder shall submit <b>one (1) original and five (5) photocopies</b> of the first and second components of its bid in sealed envelope.  To facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the checklist when placed in an Envelope, with documents bounded, tabbed and labeled accordingly.  11. The DOT reserves the right to reject any and all bids xxx xxx

#### II. SCHEDULE OF REQUIREMENTS

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2. Investment Tour of Clark, Pampanga	2. Clark Investment Tour and New Clark City (Tarlac)
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### III. TECHNICAL SPECIFICATIONS

(FROM) Old Provision	(TO) New Provision
<p><b>Pages 32 - 34 of 52</b></p> <p>1. Complimentary (Incentivized) Manila Heritage Tour</p> <p>Pre-Event Run: xxx Actual Run: xxx</p> <p>xxx</p> <p>2. Investment Tour – Clark, Pampanga</p>	<p><b>Pages 32 - 34 of 52</b></p> <p>1. Complimentary (Incentivized) Manila Heritage Tour</p> <p>Pre-Event Run: xxx Actual Run: xxx</p> <p><b><u>The following provisions shall be added:</u></b></p> <p><b>The Clark Investment Tour will be renamed as Clark Investment Tour and new Clark City (Tarlac)</b></p> <p><b>Attached are the proposed itineraries of the following:</b></p> <ul style="list-style-type: none"> <li>• Manila Heritage Tour</li> <li>• Clark Investment Tour and New Clark City (Tarlac)</li> </ul> <p><b>Prospective Bidders are required to observe and adhere to the specific requirements indicated in the itineraries (e.g. routes, meal arrangements and setup, etc.)</b></p> <p><b>There will be no more culinary demonstrations during the Investment tour of Clark, Pampanga. The lunch and snacks will be sponsored by LIPAD Corp. and BCDA, so no need to include costs in the bid offers.</b></p> <p>xxx</p> <p><b>2. Clark Investment Tour and New Clark City (Tarlac)</b></p>
<p>Page 36-38 of 52</p> <p><b>ITINERARIES AND HANDLING</b></p> <p>1. Tour Programs xxx</p>	<p>Page 36-38 of 52</p> <p><b>ITINERARIES AND HANDLING</b></p> <p>1. Tour Programs xxx</p> <p><b><u>The following provisions shall be added:</u></b></p> <p><b>The Clark Investment Tour will be renamed as Clark Investment Tour and new Clark City (Tarlac)</b></p> <p><b>Attached are the proposed itineraries of the following:</b></p> <ul style="list-style-type: none"> <li>• Manila Heritage Tour</li> <li>• Clark Investment Tour and New Clark City (Tarlac)</li> </ul> <p><b>Prospective Bidders are required to observe and adhere to the specific requirements indicated in the itineraries (e.g. routes, meal arrangements and setup, etc.)</b></p> <p><b>There will be no more culinary demonstrations during the Investment tour of Clark, Pampanga. The lunch and</b></p>

<p>2. <b>Information, Education and Communication (IEC) Materials</b> xxx</p> <p>3. <b>Transportation</b> xxx xxx xxx</p> <p>4. <b>Vehicles should only be from the 2018 model and up</b> (Vehicle's OR/CR to be presented during the vehicle inspection) xxx xxx</p>	<p>snacks will be sponsored by LIPAD Corp. and BCDA, so no need to include costs in the bid offers.</p> <p>2. <b>Information, Education and Communication (IEC) Materials</b> xxx</p> <p><b><u>The following provisions shall be added:</u></b></p> <p>DOT shall provide the standard destination brochures (e.g., Manila, Pampanga) to be given to the tour participants. The winning bidder will provide the IEC materials for the specific tour sites to be visited.</p> <p>3. <b>Transportation</b> xxx xxx xxx</p> <p>4. <b>Vehicles' model year should only be from 2016 model and up</b> (Vehicle's OR/CR to be presented during the vehicle inspection) xxx xxx</p>
<p>Page 41 of 52</p> <p><b>GENERAL REQUIREMENTS</b></p> <p>xxx</p> <p>2. Professional fees, meals, accommodations, Covid19 RT-PCR tests/border antigen tests, PPES and other miscellaneous fees of drivers, tours guides, coordinator and assigned personnel. Assigned personnel must be fully vaccinated (vaccination cards/ DOH vaccination certificates will be required). Copies of Vaccination cards together with a negative RT-PCR test result to the WTTC Tours Committee at least 24 hours prior to the trip. xxx xxx xxx xxx xxx</p>	<p>Page 41 of 52</p> <p><b>GENERAL REQUIREMENTS</b></p> <p>xxx</p> <p>2. Professional fees, meals, accommodations, Covid19 RT-PCR tests/border antigen tests, PPES and other miscellaneous fees of drivers, tours guides, coordinator <b>and assigned personnel of the winning bidder (only). Assigned personnel must be fully vaccinated (vaccination cards/ DOH vaccination certificates will be required). Copies of Vaccination cards together with a negative RT-PCR test result to the WTTC Tours Committee at least 24 hours prior to the trip.</b> xxxx xxxx xxxx xxxx xxxx</p> <p><b><u>The following provisions shall be added:</u></b></p> <p><b>8. Any spillover/excess number of tour participants (above maximum number) joining any of the tour programs will have to be pre-approved by the WTTC Philippine NOC.</b></p>
<p>Page 44 of 52</p> <p><b>ADDITIONAL TECHNICAL REQUIREMENTS</b></p> <p>xxx</p> <p>1. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The WTTC NOC-imitated sponsorships (hosted/discounted) will be deducted from</p>	<p>Page 44 of 52</p> <p><b>ADDITIONAL TECHNICAL REQUIREMENTS</b></p> <p>xxx</p> <p>1. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The WTTC NOC-imitated sponsorships (hosted/discounted) will be deducted from the bid amount of billing. Thus, the tour operator will</p>

<p>the bid amount of billing. Thus, the tour operator will bill DOT based on the individual cost and actual number of participants subject to minimum guarantee.</p> <p>xxx</p> <p>3. Provide an itinerary, without additional cost to WTTC NOC, in case of rain, typhoon, and other unforeseen or fortuitous events.</p> <p>4. Provide a tour package price on a "1) per pax basis and 2) a total package cost</p>	<p>bill DOT based on the individual cost and actual number of participants subject to minimum guarantee. <b>Any spillover/excess number of tour participants (above maximum number) joining any of the tour programs will have to be pre-approved by the WTTC Philippine NOC.</b></p> <p>xxx</p> <p>3. Provide an itinerary, without additional cost to WTTC NOC, in case of rain, typhoon, and other unforeseen or fortuitous events. <b>Said alternative itinerary should be within their original bid price.</b></p> <p>4. Provide a tour package price on a "1) per pax basis and 2) a total package cost based on the target maximum number of participants.</p>
<p>Page 45 of 52</p> <p><b>PERSONNEL REQUIREMENTS FOR THE TOURS AND TOUR DESKS</b></p> <p>xxx xxx xxx</p>	<p>Page 45 of 52</p> <p><b>PERSONNEL REQUIREMENTS FOR THE TOURS AND TOUR DESKS</b></p> <p>xxx xxx xxx</p> <p><b><u>The following provisions shall be added:</u></b></p> <p><b>4. Tour desk shall be made available at the official (delegates) hotels from April 17 to 23, 2022.</b></p>
<p>Page 47 of 52</p> <p><b>TOUR DOCUMENTATION AND TERMINAL REPORT</b></p> <p>xxx</p> <p>2. A Same Day Edit (SDE) video will be submitted to the WTTC Tours Committee for showing during the function/event. Length of video shall be discussed and agreed upon by the winning bidder and the WTTC NOC through the Tours Committee.</p> <p>xxx</p>	<p>Page 47 of 52</p> <p><b>TOUR DOCUMENTATION AND TERMINAL REPORT</b></p> <p>xxx</p> <p>2. A Same Day Edit (SDE) video will be submitted to the WTTC Tours Committee for showing during the function/event. The SDE video should be 2-3 minute long, with raw footage and images to be submitted to the WTTC Tours Committee.</p> <p>SDEs should be provided for the actual runs of the Manila Heritage Tour and the Investment Tour of Clark.</p> <p>xxx</p> <p><b><u>The following provisions shall be added:</u></b></p> <p><b>4. The WTTC Tours Committee will supply the feedback forms. Once filled up by the tour participants, the winning bidder should record the responses and include it in the Terminal Report. The gilled-out forms should be returned to the Tours Committee for verification.</b></p>

**IV. OTHER MATTERS**

<p><b>(FROM)</b> <b>Old Provision</b></p>	<p><b>(TO)</b> <b>New Provision</b></p>
<p><b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b></p>	<p><b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b></p>

<p>The total amount ABC for the tours is TWO MILLION EIGHTY-TWO THOUSAND PESOES (PhP2,082,000.00) xxx</p> <p>xxx</p> <p>2. Clark Investment Tour (including simulation run): Target number is 100 pax (investors, liaison officers, security officers, DOT Organizing Committee officials and staff ,DOT Region III, partner agencies and organizations), with a guaranteed number of 60 pax (simulation plus actual tour).</p> <p>xxx</p>	<p>The total amount ABC for the tours is TWO MILLION EIGHTY-TWO THOUSAND PESOES (PhP2,082,000.00) xxx</p> <p>xxx</p> <p>2. As mentioned in the pre-bid conference, correction on the target number of pax for the Clark Investment tour, as specified below:</p> <p><b>Clark Investment Tour (including simulation run): Target number is 80 pax (investors, liaison officers, security officers, DOT Organizing Committee officials and staff ,DOT Region III, partner agencies and organizations), with a guaranteed number of 40 pax (simulation plus actual tour).</b></p> <p>xxx</p>
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All unamended portions of the Bidding Documents and related documents shall remain in effect and the same. Please refer to the attached revised documents to support the changes in the Bidding Documents:

- Revised Technical Specifications
- Proposed Itinerary of Manila Heritage Tour
- Proposed Itinerary of Clark Investment Tour and New Clark City (Tarlac)

For the guidance and information of all concerned.

  
**ATTY. REYNALDO L. CHING**  
 OIC- Undersecretary and Chairperson  
 Bids and Awards Committee   
 Department of Tourism

**22 February 2022**