



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 during the Pre-Bid Conference held on 23 March 2023 for the **“Procurement of Sports Events Management Services for the Conduct of CY 2023 DOT Fun Run in Celebration of its 50th Year Founding Anniversary”**, as follows:

I. Under Section VII. Technical Specifications

ORIGINAL PROVISIONS	AMENDMENT / REVISIONS
<p>I. BACKGROUND/OBJECTIVES</p> <p>The Department of Tourism will be conducting a Fun Run to be participated by officials and employees of the Department of Tourism, its attached agencies and tourism stakeholders in commemoration of the DOT’s 50th Year Founding Anniversary this May 2023. This is one way to promote physical fitness, improve mental health and overall healthy lifestyle for all DOT personnel as well as DOT stakeholders. This is also a way to foster camaraderie among personnel of the DOT Family and partners.</p> <p>II. MINIMUM REQUIREMENTS</p> <ul style="list-style-type: none"> • Must be a professional Events Management Company specializing in producing, organizing, staging a national level full packaged corporate event physically; • Must be at least three (3) years in operations; • Must be registered with the Philippine Government Electronic Procurement System (PhilGEPS); and • Amenable to government procedure or send-bill arrangement. <p>III. SCOPE OF WORK</p> <p>The DOT requires the services of Sports Event Management Company to perform the following for approximately 2,000 participants from the DOT and its attached agencies/stakeholders:</p> <p>A. Overall Event Management and Manpower Support:</p>	<p>I. BACKGROUND/OBJECTIVES</p> <p>The Department of Tourism will be conducting a Tourism Run to be participated by officials and employees of the Department of Tourism, its attached agencies and tourism stakeholders in commemoration of the DOT’s 50th Year Founding Anniversary this May 2023. This is one way to promote physical fitness, improve mental health and overall healthy lifestyle for all DOT personnel as well as DOT stakeholders. This is also a way to foster camaraderie among personnel of the DOT Family and partners.</p> <p>II. MINIMUM REQUIREMENTS</p> <ul style="list-style-type: none"> • Must be a professional Events Management Company specializing in producing, organizing, staging a national level full packaged corporate event physically sports-related events • Must be at least three (3) years in operations engaging either with public or private sector; • Must have Platinum registration with the Philippine Government Electronic Procurement System (PhilGEPS); and • Amenable to government procedure or send-bill arrangement. <p>III. SCOPE OF WORK</p> <p>The DOT requires the services of Sports Event Management Company to perform the following for approximately 2,000 participants from the DOT and its attached agencies/stakeholders:</p> <p>A. Overall Event Management and Manpower Support:</p>

1. Scouting, organizing facilities and managing all event's details such as but not limited to décor/physical arrangements/lights and sounds, equipment, program host, provision of invites and promotional materials (i.e. posters);
2. Arrangement/Coordination of flow activities from ingress to egress;
3. Provision of security guidelines and coordination with the security group of the venue;
4. Assist DOT in distributing meals for the participants;

B. Specific Requirements

1. Venue

- Secure permits from relevant authorities;
- Determine route of the race and accurately measure the course for a 3km, 5km, and 10km race event including ocular inspection of event site; and
- Provision of route map and race rules and regulations; and
- Prepare a layout plan detailing the race route, activity area, parking and traffic management.

2. Event Management Team:

- Race Director
- Lace Marshals
- Finish Line Marshals
- Race Marshals
- Race Timer/Recorder
- Course Tear-Down Personnel
- Event Host
- Documentation Staff
- Medical Team
- Security Group
- Dismantling and cleanup team (with manpower support from DOT)
- Other personnel or tasks as may be deemed necessary

1. Scouting, organizing facilities and managing all event's details such as but not limited to décor/physical arrangements/lights and sounds, equipment, program host (**preferably sports or TV personality**), provision of invites and promotional materials (i.e. posters);
2. Arrangement/Coordination of flow activities from ingress to egress;
3. Provision of security guidelines and coordination with the security group of the venue;
4. Assist the DOT in distributing meals for the participants;

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- Determine route of the race and accurately measure the course for a 3km, 5km, and 10km race event including ocular inspection of event site; and
- Provision of route map and race rules and regulations; and
- Prepare a layout plan detailing the race route, activity area, parking and traffic management.

2. Event Management Team

- **One (1) Race Director**
- **At least thirty (30) pax to include the following:**
 - **Race Marshall**
 - **Lace Marshall**
 - **Finish Line Marshal**
 - **Race/Time Recorder**
 - **Course Tear-Down Recorder**
- **At least three Documentation Staff**
- At least one (1) Event Host
- **Two (2) sets of Medical Team composed of at least one (1) Physician, one (1) Nurse and one (1) Medical Aide per Team**
- **At least two (2) in-charge of Security coordination with LGUs or entities concerned**
- Dismantling and cleanup team (with manpower support from DOT)
- Other personnel or tasks as may be deemed necessary

<p>3. Registration</p> <ul style="list-style-type: none"> • Provide at least six (6) covered registration booths; • Facilitate the registration with support staff with big banner/signage for employees to easily identify the registration area <p>4. Provision of Materials, Equipment, Logistics and Prizes</p> <p>a. <i>Race Equipment:</i></p> <ul style="list-style-type: none"> • Directional Signs • Traffic Courtesy Signs • Distance Markers • Steel Barricades • Reflectorized Vests • Starting Gun • Megaphones • Directional signs and markers • Start and Finish Arches w/ gantry steamers and banners • Communication equipment (two-way radios and mobile units) • Race clock/timer • Sirens • Photo wall tarpaulins (3K/5K/10K) • Banners for lamp posts • Medals for first five (5) finishers in every course <p>b. <i>Water/Hydration Station:</i></p> <ul style="list-style-type: none"> • Banners/Signage • Covered tents w/ tables • Water Dispensers • Trash bags • Disposable and environmental-friendly cups <p>c. <i>Sanitation Facilities w/ assigned staff:</i></p> <ul style="list-style-type: none"> • Banners/Signage • 10 units of Portalets for approximately 2000 participants, strategically scattered along the tracks. <p>d. <i>Bag Storage Area w/ assigned staff:</i></p> <ul style="list-style-type: none"> • Banner/Signage • Tables and Chairs • Storage Cabinet Rack 	<p>3. Registration</p> <ul style="list-style-type: none"> • Provide at least six (6) covered registration booths; • Facilitate the registration with support staff with big banner/signage for employees to easily identify the registration area <p>4. Provision of Materials, Equipment, Logistics and Prizes</p> <p>a. <i>Race Equipment:</i></p> <ul style="list-style-type: none"> • Directional Signs • Traffic Courtesy Signs • Distance Markers • Steel Barricades • Reflectorized Vests • Starting Gun • Megaphones • Directional signs and markers • Start and Finish Arches w/ gantry steamers and banners • Communication equipment (two-way radios and mobile units) • Race clock/timer • Sirens • Photo wall tarpaulins (3K/5K/10K) • Banners for lamp posts • Medals for first five (5) finishers in every course <u>each for male and female categories</u> <p>b. <i>Water/Hydration Station:</i></p> <ul style="list-style-type: none"> • Banners/Signage • Covered tents w/ tables • <u>At least twenty (20) Water Dispensers strategically scattered along the tracks</u> • Trash bags • Disposable and environmental-friendly cups <p>c. <i>Sanitation Facilities w/ assigned staff:</i></p> <ul style="list-style-type: none"> • Banners/Signage • 10 units of Portalets for approximately 2000 participants, strategically scattered along the tracks. <p>d. <i>Bag Storage Area w/ assigned staff:</i></p> <ul style="list-style-type: none"> • Banner/Signage • Tables and Chairs • Storage Cabinet Rack
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<ul style="list-style-type: none"> • Laminated numbers <p>e. <i>First Aid Station w/ Paramedic Team:</i></p> <ul style="list-style-type: none"> • Banners/Signage • Covered Tent • Tables and Chairs • First Aid Medical Supplies • Ambulance <p>f. <i>VIP Area:</i></p> <ul style="list-style-type: none"> • Covered Tent • Tables and Chairs • Water Dispenser <p>g. <i>Stage Set-Up</i></p> <ul style="list-style-type: none"> • Audio Visual System • LED Screen (2 units, at least 100 inches) • Four (4) Wireless Microphones • Photo and Video Documentation and provision for same day edit <p>h. <i>Provision of Prizes for the 3k, 5k, and 10k events, male and female winners</i></p> <ul style="list-style-type: none"> • Winner and 2 runners-up per event per male and female categories <p>i. <i>Coordination with possible sponsors for refreshment, water provisions, kits, among others</i></p> <p>j. <i>Provision of Customized Materials:</i></p> <ul style="list-style-type: none"> • Singlet for 800 participants • String Bags for 800 participants • Event Tarpaulin • Banner Flags • Arch Banners <p><i>Note: A meeting shall be set between the DOT, through the Administrative Service-Human Resource Division and the service provider upon the issuance of the Notice of Award (NOA), to discuss the scope of work and deliverables, among others.</i></p> <p>IV. SCHEDULE/TIME: May 7, 2023 (Sunday)</p>	<ul style="list-style-type: none"> • Laminated numbers <p>e. First Aid Station:</p> <ul style="list-style-type: none"> • Banners/Signage • Covered Tent • Tables and Chairs • First Aid Medical Supplies • At least one (1) Ambulance <p>f. VIP Area <u>to accommodate at least 100 pax</u></p> <ul style="list-style-type: none"> • Covered Tent • Tables and Chairs • <u>At least three (3)</u> Water Dispensers <p>g. Stage Set-Up</p> <ul style="list-style-type: none"> • Audio Visual System • LED Screen (2 units, at least 100 inches) • Four (4) Wireless Microphones • Photo and Video Documentation and provision for same day edit <p>h. Provision of Cash Prizes for race events winners broken down <u>as shown in table A:</u></p> <ul style="list-style-type: none"> • Winner and 2 runners-up per event per male and female categories <p><u>Additional kits to be provided to the winners by the providers from the sponsors.</u></p> <p>i. Sourcing of possible sponsors for refreshment, water provisions, kits (such as tumblers, towers, energy rinks, power/chocolate bar, among others)</p> <p>j. Provision of Customized Materials:</p> <ul style="list-style-type: none"> • Singlet for 800 participants; must follow the design/lay-out to be provided by the DOT • String Bags for 800 participants • Event Tarpaulin • Banner Flags • Arch Banners <p>Note: A meeting shall be set between the DOT, through the Administrative Service-Human Resource Division and the service provider upon the issuance of the <u>Notice to Proceed (NTP)</u>, to discuss the scope of work and deliverables and flow of the program, among others.</p>
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CATEGORY	ASSEMBLY TIME	ESTIMATED STARTING TIME
10K Course	04:00AM	04:30AM
5K Course	04:30AM	05:00AM
3K Course	05:00AM	05:30AM

Further, the flow of the program shall be facilitated by the service provider (preferably from 04:00AM until 11:00AM), which shall at least contain the following segments:

- a. Opening Activity (e.g. stretching exercises, Zumba, etc.);
- b. Race Proper
- c. Awarding of Prizes

Service provider may also include in the program speeches and other forms of entertainment.

IV. SCHEDULE/TIME: May 7, 2023 (Sunday)

CATEGORY	ASSEMBLY TIME	ESTIMATED STARTING TIME
10K Course	04:00AM	04:30AM
5K Course	04:30AM	05:00AM
3K Course	05:00AM	05:30AM

Table A

Events	3k Course		5k Course		10k Course		TOTAL (in PhP)
	Male	Female	Male	Female	Male	Female	
Champion	5,000	5,000	5,000	5,000	5,000	5,000	30,000
2 nd placer	3,000	3,000	3,000	3,000	3,000	3,000	18,000
3 rd placer	1,000	1,000	1,000	1,000	1,000	1,000	6,000
TOTAL	9,000	9,000	9,000	9,000	9,000	9,000	54,000

All unamended portions of the Bidding Documents shall remain the same.

Please be advised that the **deadline of submission** and **opening of bids** will be on **05 April 2023 at 9:00 a.m. and 10:00 a.m.**, respectively.

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

For the guidance and information of all concerned.

ASEC. REYNALDO L. CHING
Chairperson, Bids and Awards Committee
Department of Tourism



29 March 2023