



SUPPLEMENTAL/BID BULLETIN NO. 1

Procurement of Consulting Services for Local and International Events Marketing Communication (DOT-SBAC REI No. 2023-032)

This **Supplemental/Bid Bulletin No. 1** is issued to the lone shortlisted bidder to clarify, modify and/or amend items in the Bidding Documents as discussed and agreed during the Pre-Bid Conference held on 07 December 2023 for the aforementioned project. This shall form part of the Bidding Documents

I. The following clarifications are provided for the guidance and reference of the shortlisted bidders:

A. Section VI. Terms of Reference

❖ **III. Project Duration and Budget Allocation**

- The Approved Budget for the Contract is inclusive of all applicable taxes, agency service fees, bank charges, and other fees as may be incurred in the process.

❖ **IV. Milestones**

- The Agency will receive the payment in accordance with the approved plan and executed events on a quarterly basis.

❖ **VIII. Criteria for Rating**

- The Agency is required to present its presentation deck, addressing and responding to questions from SBAC Members and End-Users.
- With regard to the pitch presentation, the Agency is not required to present a comprehensive 12-month plan. Instead, the Agency should focus on leveraging insights from its prior executed events and provide an overarching concept for managing the entire 12-month campaign.

❖ **IV. Terms and Conditions**

- The Branding and Marketing Communications (BMC) office serves as the end-user, and Undersecretary Mae Elaine T. Bathan will be the approving authority for all outputs generated by the Agency.

B. On the Pitch Presentation

- ❖ Shortlisted bidders who will be declared “passed” during the opening of Technical Bids on **20 December 2023 (10:00 AM) at the 3rd Floor Conference Room, DOT Bldg., Makati**, will be required to present its presentation deck.



- ❖ Bidders will be given thirty (30) minutes to present (excluding the question-and-answer portion) on **20 December 2023, 1:30 PM at the Multi-Purpose Hall, 6th Floor DOT Bldg., Makati City.**
- ❖ Shortlisted bidders are requested to submit four (4) hard copies and soft copy in flash drive of their presentation deck in a separate envelope (labeled as “Presentation Deck”) to be submitted together with the Technical Bid and Financial Bid envelopes on **20 December 2023 (until 9:00 A.M.)** at the Procurement Management Division (PMD) Office, 4th floor, DOT Bldg.

For the guidance and information of all concerned.

13 December 2023


USEC. FERDINAND C. JUMAPAO
DOT-SBAC Chairperson

