



## 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 and agreed during the virtual Pre-Bid Conference held on 23 November 2021 for the ***Procurement for the Services of an Event Management Company for the 2<sup>nd</sup> Philippine Education Tourism Conference 2022 (DOT-BAC-REI No. 2021-018)***.

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

<b>Listed are the questions and clarifications from the bidders</b>	<b>Answers and Applied amendments in the Terms of Reference</b>
1. For each session per day, is the conference or the event time will start at 9:00 a.m. to 3:00 p.m. since it is not clearly stated in the Terms of Reference?	1. In the program that the project officer has drafted, the 1st day of the conference will start at noon to have enough time for the ingress and the rehearsals. The 2nd day of the conference will start at 10 AM. Each day will run for about 6-7 hours. The 3rd day will start at noon as well, until 6 PM. Please note however that the schedule is still subject to change after finalizing the details with the winning bidder.
2. Clarification also on the details regarding the meal requirements not clearly stated in the Terms of Reference.	2. The specifications of the meal will be stated in the TOR but the exact number per meal is 80.
3. Since no exhibition on January 26 and 27, how the collaterals will be distributed?	3. The collaterals will be given to all attendees in the event (i.e., local speakers, media, and exhibitors).
4. Who are the physical attendees or physically present in the event?	4. Physical attendees of the event are the following: <ul style="list-style-type: none"> <li>○ DOT Technical Working Group (TWG)</li> <li>○ Local speakers</li> <li>○ Media</li> <li>○ Invited exhibitors/stakeholders</li> </ul>
5. What is the setup for the Media Lounge and the VIP?	5. A small conference room setup that can accommodate up to 8 pax while practicing social distancing will do.
6. Regarding the billing process, will it be a send bill or upon milestone?	6. It is upon milestone.
7. What is a customized exhibitor's page, is it just like a virtual 3D or just a logo?	7. It is a virtual 2D/3D exhibitor's page. The virtual platform must be

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	created by the service provider. The creatives for the exhibitor's page will be care of the service provider as well.
8. Are we required to invite a media? How many expected media? Or do they have also an option to do virtually or on sight?	8. All media must be on site. We are going to require 5 – 9 media personnel.
9. Is the payment for the talent management already included in the budget?	9. Yes. Talents include the opening number (group), hosts, media, and local and international speakers.
10. For the talent management, is the invited local and international resource speaker will be identified by the DOT or the service provider or both?	10. We already identified the local and international resource speakers that will be invited by the service provider. But it is still subject to change upon finalizing the details with the service provider.
11. For the virtual conference, would you be needing a break-out room, and what capabilities you are looking at?	<p>11. Yes.</p> <ul style="list-style-type: none"> <li>- We are going to require a conference platform that can accommodate 750 participants. For the B2B Networking, the breakout room must be able to handle up to 30 interested buyers for each exhibitor.</li> <li>- Each exhibitor's space must have the following: <ul style="list-style-type: none"> <li>o Video space where they can put their video</li> <li>o Button char</li> <li>o Button message</li> <li>o A space where they can show all their product line</li> <li>o A space where they can put the info about their company</li> </ul> </li> </ul>
12. Since the attendees are not only in the Philippines, would it be a part of your requirement to have a digital push to capture the international market, or does not necessary because you would have a specific set of attendees or database of attendees?	12. Yes. We will require a digital push for the event.

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<p>13. What is the 20% mentioned in the bidding documents page 12 Section 7?</p> <p>7. Subcontracts</p> <p>7.1 The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.</p>	<p>13. Please refer to Bid Data Sheet (BDS), Clause No. 7.1 which stated that "Subcontracting is not allowed."</p>

Attached is the revised Terms of Reference.

This shall form an integral part of the Bidding Documents.

For the guidance and information of all concerned.

November 29, 2021

  
**OIC-USEC. REYNALDO L. CHING**  
 DOT-BAC Chairperson 