

SUPPLEMENTAL/BID BULLETIN NO. 1

Procurement of Consulting Services for International Public Relations to Promote Philippines as Safe Destination for Travel Post-Lockdown (Part II) (DOT-BAC REI NO. 2020-015)

This **Supplemental/Bid Bulletin No. 1** is issued to all prospective bidders to clarify, modify and/or amend items in the Bidding Documents of the aforementioned project. This shall form part of the Bidding Document.

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

A. Section V. Special Conditions of Contract

(FROM) Old Provision	(TO) New Provision
<p>GCC Clause No. 53.5(a)</p> <p>No advance payment is allowed. In lieu of advance payment, the Consultant is allowed to be paid by the Procuring Entity on a progress payment basis, as follows:</p> <p>Milestones - % of Payment</p> <p>Submission of PR Plan to be approved by DOT - 20%</p> <p>Submission of rollout report of implemented PR plan and strategy on the 1st month – 20%</p> <p>Submission of rollout report of implemented PR plan and strategy on the 2nd month – 10%</p> <p>Submission of rollout report of implemented PR plan and strategy on the 3rd month – 10%</p> <p>Submission of rollout report of implemented PR plan and strategy on the 4th month – 10%</p> <p>Submission of rollout report of implemented PR plan and strategy on the 5th month – 10%</p> <p>Submission of rollout report of implemented PR plan and strategy on the 6th month – 20%</p> <p>Total : 100%</p>	<p>GCC Clause No. 53.5(a)</p> <p>No advance payment is allowed. In lieu of advance payment, the Consultant is allowed to be paid by the Procuring Entity on a progress payment basis, as follows:</p> <p>Milestones - % of Payment</p> <p>Submission of PR Plan to be approved by DOT <u>(within the first month upon receipt of NTP) - 20%</u></p> <p>Submission of rollout report of implemented PR plan and strategy on the 1st month – <u>10%</u></p> <p>Submission of rollout report of implemented PR plan and strategy on the 2nd month – 10%</p> <p>Submission of rollout report of implemented PR plan and strategy on the 3rd month – 10%</p> <p>Submission of rollout report of implemented PR plan and strategy on the 4th month – 10%</p> <p>Submission of rollout report of implemented PR plan and strategy on the 5th month – 10%</p> <p>Submission of rollout report of implemented PR plan and strategy on the 6th month – <u>10%</u></p> <p>Submission and approval of the terminal report – 20%</p> <p>Total : 100%</p>

B. Section VI. Terms of Reference

II. Scope of Works and Deliverables

(FROM) Old Provision	(TO) New Provision
<p><u>SCOPE OF WORK: Managing all international media</u></p> <p>e. South East Asia Indonesia, Thailand, Vietnam Philippines, Malaysia and Singapore</p>	<p><u>SCOPE OF WORK: Managing all international media</u></p> <p>e. South East Asia Indonesia, Thailand, Vietnam, Malaysia and Singapore</p> <p>Note: Philippines has been removed from the list</p>
<p><u>DELIVERABLES: Managing all international media</u></p> <p>x x x x x x Managing of international PR events and media</p> <p>x x x</p>	<p><u>DELIVERABLES: Managing all international media</u></p> <p>x x x x x x Managing of international PR virtual events and interviews. Virtual event must be at least once a month.</p> <p>x x x</p>
<p><u>DELIVERABLES: Conceptualization of a Public Relations Plan and production of PR materials</u></p> <p><u>Translation of PR materials, if necessary</u></p> <p>x x x x x x The approved PR must have a research study to map out the current perception of the Philippines relative to the global travel industry, an analysis on what it means for the Philippines' tourism industry and recommend objectives or goals to achieve with the PR strategy in light of the findings.</p> <p>x x x</p>	<p><u>DELIVERABLES: Conceptualization of a Public Relations Plan and production of PR materials</u></p> <p><u>Translation of PR materials, if necessary</u></p> <p>x x x x x x Submission of desk research to complement the PR plan. Desk research must contain international media and travel publications' perception on the Philippines in relatives to global travel industry.</p> <p>x x x</p> <p><i>Note: research study refers to desk research only. Desk research will complement the approved PR plan. The research must contain the international media to the globe travel industry. Research must be completed in one week.</i></p>

III. Scope of Price Proposal and Schedule of Payment

(FROM) Old Provision		(TO) New Provisions	
Milestones	% of Payments	Milestones	% of Payments
Submission of PR plan to be approved by DOT	20%	Submission of PR plan to be approved by DOT <u>(within the first month upon receipt of NTP)</u>	20%
Submission of rollout report of implemented PR plan and strategy on the 1st month	20%	Submission of rollout report of implemented PR plan and strategy on the 1st month	10%

(FROM) Old Provision		(TO) New Provisions	
Submission of rollout report of implemented PR plan and strategy on the 2nd month	10%	No change	
Submission of rollout report of implemented PR plan and strategy on the 3rd month	10%	No Change	
Submission of rollout report of implemented PR plan and strategy on the 4th month	10%	No change	
Submission of rollout report of implemented PR plan and strategy on the 5th month	10%	No change	
Submission of rollout report of implemented PR plan and strategy on the 6th month	20%	Submission of rollout report of implemented PR plan and strategy on the 6 th month	10%
		<u>Submission and approval of the terminal report</u>	20%
Total	100%	Total	100%

Note: Please find attached revised Terms of Reference

C. Section VII. Bidding Forms

Technical Proposal Forms -


FROM (Old Provision)	TO (New Provision)
TPF2. Consultant's Reference: Relevant Services Carried Out in the Last Five Years that Best illustrate Qualifications	TPF2. Consultant's Reference: Relevant Services Carried Out in the Last Three Years that Best illustrate Qualifications

II. Response to additional inquiries received from shortlisted bidder

Query	Answer
Do you have Key Performance Indicator (KPI) on the deliverables (events, PR)?	Priority key performance indicator is awareness of Philippines as top-mind tourist destination among emerging markets (i.e. international media coverage, social media mentions)
May we get details/ materials that the pitch deck will focus on? Per discussion during the pre-bid it will be on the Health and Safety Protocols. What are the lined up activities for the 6 month period. May we also get details on protocol items you want us to focus on.	PR Agency should only present the overall PR strategy to help the Department of Tourism in strengthening the country's presence at a fun and safe destination in International markets in light of the pandemic
May we confirm with that DOT will help connect the onboarded PR agency with their regional tourism attachés	The DOT confirms that it will help the onboarded PR Agency with the regional tourism attachés.

Query	Answer
<p>When is the final deadline for submission of bid and presentation of deck? Are we to also attach a printout of the deck upon submission of technical documents? How many copies do you need?</p>	<ul style="list-style-type: none"> • Deadline for the submission of presentation deck, technical and financial bid is until 9:00 AM of 26 October 2020 • The pitch presentation is scheduled on 27 October 2020 at 1:00 p.m. • Required Number of copies: <ul style="list-style-type: none"> ▪ Technical and Financial Bid - one (1) original and five (5) photocopies; ▪ Presentation deck - three (3) copies
<p>Under bid docs, it says TPF2 creds should be within last 5 years while the TOR states last 3 years. Which should we follow?</p>	<p>The Terms of Reference (within the last 3 years) will be followed.</p>
<p>For FPF ASF summary (FPF2) / remuneration (FPF4), confirming that this is capped at 12% (as agency fee)?</p>	<p>Yes, this is capped at twelve percent (12%), maximum.</p>
<p>Confirming that e-signatures on personnel CV will be allowed subject to original signature of the authorized signatory</p>	<p>Yes, electronic signatures are allowed on the personnel CV, subject to original signature of the authorized signatory/representative of the prospective bidder.</p>

Please be informed accordingly.


ASEC ROBERTO P. ALABADO III
 Chairperson, Bids and Awards Committee
 Department of Tourism

19 October 2020