

29 March 2016

**SUPPLEMENTAL/BID BULLETIN  
ADDENDUM NO. 2016 – 06**

**Subject: Changes / Additional Requirements (Terms of Reference)  
Services of a Conference Integrator for World Street Food  
Dialogue 2016**

This Addendum No. 2016 - 06 is being issued to all participating bidders to amend and/or modify certain provisions in the bidding documents of the above-entitled project, to wit:

<b>Particulars</b>	<b>From</b>	<b>To</b>
<b>I. Venue and Date</b>	<b>Bonifacio Global City 20-21 April 2016</b>	<b>7<sup>th</sup> Avenue and 25<sup>th</sup> Street, Bonifacio Global City 20 April 2016 : 8am – 6pm 21 April 2016 : 9am – 6pm</b>
<b>II. Terms of Reference</b>	<b>Section V. Terms of Reference</b>	<b>Changes / Additional Requirements (Terms of Reference)</b> 1. Manage and implement the programme for the WSF Dialogue, to include; but not limited to: a. Program flow with detailed scenario/script based on the approved program b. Speakers' briefing and coordination of speakers' technical rehearsals c. Professionals /talents for the conference proper, to include: - Voice-Over Talent (if applicable) - Female professional moderator <b><u>to co-host the event with KF Seetoh</u></b> (preferably a skilled and accomplished professional cook and/or a food columnist) for approval of TPB d. Appropriate AV presentations to include title cards for speakers/sessions e. All other event management requirements, as necessary

	<p>2. Provide the following physical and technical requirements (<b>Appendix A</b>) and oversee their set-up and operation in coordination with the technical provider in the event venues, including, but not limited to:</p> <ul style="list-style-type: none"> <li>a. Sound System (speakers, wireless and headworn microphones, etc.)</li> <li>b. Voice recorder</li> <li>c. Lighting equipment and special effects</li> <li>d. LED projectors and screen/s</li> <li>e. Stage and over-all venue décor/execution and construction</li> <li>f. Tables and chairs for the registration counters</li> <li><b><u>g. Provision of genset for their equipment or to arrange for payment of electricity charges to be incurred during the ingress and event proper with Ayala Malls</u></b></li> <li>h. Rental of the following: <ul style="list-style-type: none"> <li>- basic kitchen/work area on stage (induction wok, oven, table work top set-up with basic tools and cutleries, etc.)</li> <li><b><u>- 4 units of air-conditioned portalets for 3 days (April 19-April 21)</u></b></li> <li><b><u>- 8 wheeled waste bins (please refer to attached WSFC2015 setup photos)</u></b></li> </ul> </li> <li><b><u>i. Provision of tent cladding measuring 20m x 1 m and steel barricades around the venue</u></b></li> </ul> <p><i>Note: Ayala Malls, as one of the event organizers, will provide the tent for the Dialogue <b><u>including the basic house lights and carpeted flooring</u></b></i></p> <p><b><u>3. Printing, installation and dismantling of signages within and around the venue including but not limited to the perimeter fence of the Dialogue venue. Designs for the 3 banners for the fence (measuring 1.5m x 4m) would be provided by TPB.</u></b></p>
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		<p><u>4. Payment of rental fee to Ayala Malls' Organizer of the following :</u></p> <ul style="list-style-type: none"> <li><u>- 16 units 5 Tonner Floor mounted Air conditioners</u></li> <li><u>- 400 KVA Genset and diesel for 12 hours to power AC</u></li> <li><u>- cables, breakers, and other wiring requirements</u></li> </ul> <p><u>5. Provision of janitorial services inside the tent for 3 days (April 19-April 21)</u></p> <p><u>6. To ensure the security of their equipment inside the tent for the duration of the event.</u></p> <p><u>7. To secure all permits required by BGC and BCDA regarding the ingress, actual event and egress of equipment needed for the conduct of the event.</u></p>
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All terms, conditions and instructions to bidders specified in the Bidding Documents inconsistent with this Bid Bulletin are hereby superseded and modified accordingly.

For guidance and information of all concerned.

  
**LEAH MARIE C. SY**  
 BAC Chairperson

Received by the Bidder:

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Date: \_\_\_\_\_