

7 December 2015

**SUPPLEMENTAL / BID BULLETIN
ADDENDUM NO. 32-2015**

**SERVICES OF TOUR OPERATOR FOR ATF 2016 PRE AND POST EVENT TOUR
REQUIREMENTS**

Following are clarifications during the pre-bid conference held on 2 December 2015 at TPB Boardroom, 8:30am:

A. Submission of Bidding Documents

- The prospective bidder has the option to bid for any or in all the lots
- If the bidder intends to bid for 3 lots, he has to enclose 3 Financial Folders in the Financial Envelope.
- Financial proposal is based on the actual number of participants with a minimum guarantee (10pax for lots 2 & 3) but not to exceed the allowable maximum limit per module.

B. Administrative Fee for the Registered Buyers and Media and the Accompanying person


- The administrative fee of the registered buyer and media will be directly remitted to the online payment system provided by the winning bidder
- The amount of charges are as follows:
 - Administrative fee for registered Buyers and Media – USD150
 - Accompanying Persons Fee - USD320
- The deadline for the online registration of buyer and media is on 22 December 2015
- At the end of the project, the winning bidder shall remit to TPB the collection (less: bank charges and all other charges)

C. Pre and Post Event Tours

- At the closing of the registration, TPB will provide the winning bidder the tour participants per module with corresponding profile
- The TPB has already secured room blockings (deluxe/single occupancy) for the maximum number of target participants however, the prospective bidder has the liberty to choose certain hotel or activities in the area subject to approval of TPB.

- Description and destination highlight per module is found in the website: atf2016.com with links: <http://atf2016.com/PostShowTours.php> and <http://atf2016.com/PreShowTours.php>
- Post tour modules are to be held simultaneously on 23-26 January
- Luxury Bus for long travels or identify places for toilet stops
- Provision of back-up bus
- Provision of driver and tour coordinator information
- TPB will provide 2 non-uniform Police Officers per bus for security reasons

For guidance and information of all concerned.


LEAH MARIE Q. SY
Chairperson
Bids and Awards Committee

Received by the Bidder:

Date: _____