

## **PHILIPPINE TRAVEL EXCHANGE (PHITEX)**

19 - 23 September 2021 \* Clark, Pampanga

*Theme: Beyond Business: Co-creating Safe, Smart and Sustainable Tourism*

### **TERMS OF REFERENCE**

(Services of an Event Management Company for PHITEX 2021)

(as of 27 May 2021)

#### **I. BACKGROUND**

The Philippine Travel Exchange (PHITEX) is the largest government-organized travel trade event in the country. Conceived in 1996 as a cost-effective tool in promoting the Philippines and significantly growing inbound tourism, the annual travel event hosts qualified international buyers to meet with accredited Philippine tourism suppliers via one-on-one, table-top business appointment sessions. Another key component is the pre- and post-event tours wherein invited foreign participants are afforded a first-hand experience of the country's beauty and unique warmth of its people from a choice of its popular and emerging destinations.

In addition to the event's business potential, educational seminars have been incorporated in the PHITEX program since 2006 for the private sector participants. The activity endeavors to enhance the sellers' marketing aptitudes in providing them with updates on target source markets, knowledge on promotional innovations, and awareness/information on the latest trends in the travel industry.

Similar to the previous year, TPB shall utilize the digital innovation in hosting events for PHITEX 2021 Hybrid Edition. The new methods allow participants to experience new platforms in developing business connections and acquiring new skills while maximizing traceability in every registration, login, click, download and share.

Given this, the TPB is in need of the services of an Event Management Company who will conceptualize, implement and manage the following components of the event and ensure the successful conduct of this hybrid event by delivering the necessary physical and technical and other digital requirements:

- Educational Seminar
- Opening Ceremony
- Travel Exchange (B2B)
- Welcome Dinner
- Closing with Awarding Ceremonies
- Dinner Reception
- Press Conference (as the need arises)

## II. SCOPE OF SERVICES

The event management company shall:

1. Conceptualize, implement and manage the overall program scenario for the following activities:

### A. EDUCATIONAL SEMINAR

Date : 19 September 2021 (Sunday)

Target audience : Onsite : 100 seller delegates  
Academe / Tourism Students  
Online : Interested buyer participants

Set-up : Either pre-recorded, live onsite or virtual (all event activities should be accessible/viewed onsite, offsite and online)

Content : The webinars/educational seminars serve as marketing learning sessions for the participants. A minimum of 4 webinars are being eyed for PHITEX 2021, not limited to the following topics:

- Green Tourism/Sustainability
- Digital Innovations
- Philippine Tourism Updates/Marketing Trends
- New Realities in Hotel/Hospitality Industry
- Emerging Tourism Jobs

Proposed program sequence:

- Introductions
  - Presentation
  - Q&A
1. Coordination with assigned TPB Officials and private sector partners to finalize the topics and the appropriate speakers;
  2. Line-up of speakers will be c/o the TPB or EMC may recommend subject to TPB's approval;
  3. Invite and confirm speakers, and provide professional fees;
  4. Invite participation from tourism schools/academe and local government units;
  5. Engage the services of a moderator/s;
  6. Coordination with the platform developer on the preparations, implementation and management of the Webinars;
  7. Ensure presentation materials are submitted at least 10 days before the event;
  8. Issuance of Certificates of Attendance;
  9. Other similar event management tasks.

## **B. OPENING CEREMONY**

Date : 20 September 2021 (Monday)

Duration : Maximum of one (1) hour

Set-up : Live onsite and Online Streaming (Hybrid event)

Content : DOT tourism advertising videos, invocation, national anthem, Event Moderator's opening spiel, welcome remarks from the Guest of Honor and entertainment

Target audience : Onsite : 100 seller delegates  
VIP Guests  
DOT Officials  
Online : other PHITEX delegates

Concept/Theme : *Beyond Business: Co-creating Safe, Smart and Sustainable Tourism*

Proposed program sequence:

- 9:00 am : Invocation
- 9:10 am : Philippine National Anthem
- 9:15 am : Opening Remarks  
Keynote Message
- 9:30 am : Entertainment

## **C. ENTERTAINMENT BREAKS**

Date : 20 - 21 September 2021

Target audience : Onsite : 100 sellers  
Online : other PHITEX delegates

Proposed program sequence:

- 10:15 am – 10:30 am : am break
- 12:00 pm – 12:30 pm : lunch
- 3:00 pm – 3:15 pm : pm break

## **D. TRAVEL EXCHANGE (B2B SESSION)**

Date : 20-21 September 2021

Duration : After the opening ceremony on Day 1 & whole day on Day 2

Set-up : Either pre-recorded, live onsite or virtual (all event activities should be accessible/viewed onsite, offsite and online)  
\*Standby virtual lounge for announcements

Content : Infographics, announcements/reminders

Target audience : Onsite : 100 seller delegates

Online : other PHITEX delegates

Concept/Theme : *Beyond Business: Co-creating Safe, Smart and Sustainable Tourism*

Proposed program sequence:

- 9:15-9:30am : B2B Networking Mechanics  
Day 1 : Buyers Meets Seller  
Day 2 : Seller Meets Buyer
- 9:30-10:30am : B2B Networking
- 10:30-10:45am : Coffee break
- 10:45-12:00nn : Continuation of B2B
- 12:00-1:30pm : Lunch
- 1:30-3:30pm : Continuation of B2B
- 3:30-3:45pm : Coffee break
- 3:45-6:00pm : Continuation of B2B
- 6:00pm : End of B2B  
Proceed to Welcome / Farewell Reception

#### **E. WELCOME DINNER**

Date : 20 September 2021 (Monday)

Duration : Maximum of five (5) hours

Venue : TBA

Set-up : Live onsite and Online Streaming

Content : DOT tourism advertising videos, invocation, national anthem, Event Moderator's spiel, opening remarks from the Guest of Honor and entertainment

Target audience : Onsite : 100 sellers  
VIP guests & DOT Officials  
Online : other PHITEX delegates

Concept/theme : TBA

Proposed program sequence:

- 7:00 pm : Invocation
- 7:15 pm : Opening Remarks
- 7:20 pm : Dinner
- 8:30 pm : Entertainment

#### **F. CLOSING AND AWARDING CEREMONIES AND FAREWELL DINNER**

Date : 21 September 2021 (Tuesday)

Duration : Maximum of five (5) hours

Venue : TBA

Set-up : Live Onsite and Online Streaming (Hybrid event)

Content : DOT tourism advertising videos, invocation, Event Moderator's spiel, closing remarks from the Guest of Honor, Awarding and Video Message of Best Performing Buyers and Sellers and entertainment

Target audience : Onsite : 100 sellers  
VIP guests & DOT Officials  
Online : other PHITEX delegates

Concept/theme : TBA

Proposed program sequence:

- 6:00 pm : Arrival of guests
- 6:15-6:30 pm : Start of Program / Invocation
- 6:30-7:00 pm : Dinner Proper
- 7:00-7:15 pm : Opening Presentation
- 7:15-7:30 pm : Awarding of top-rating buyers and sellers
- 7:30-8:00 pm : Messages
- 8:00 pm : Closing Remarks
- 8:15 pm : Entertainment
- 8:30 pm : End of program

#### **G. PRESS CONFERENCE (as the need arises)**

Date : TBC

Duration : Maximum of 3 hours

Set-up : Live onsite and Online Streaming

Content : DOT tourism advertising videos, invocation, Event Moderator, Q&A facilitator

Target audience : Local Media, VIP guests and DOT Officials

Proposed program sequence:

- Start of Program / Invocation
- Opening Remarks
- Q&A Portion
- Closing Remarks

2. Conceptualize an Event Entertainment plan following the PHITEX 2021 Theme: *Beyond Business: Co-creating Safe, Smart and Sustainable Tourism, for the event components, to wit:*

a. *Integrate an exhibit/interactive Philippine experience and engagement with animators/artists/talent highlighting the Hilot/Hilom and Habi in the foyer/lobby during TRAVEX (observing health and safety protocols)*

- b. *Opening ceremony*
    - *Musical and dance performances showing Filipino's pride with the theme, Beyond Business: Co-creating Safe, Smart and Sustainable Tourism.*
  - c. *Themed Coffee Breaks and Lunches*
  - d. *Welcome Dinner*
  - e. Closing and awarding ceremonies and farewell dinner.
3. Recommend to TPB the artists and performers using local talents preferably who have performed before to an international audience in keeping with the overall conceptual approach and as approved by TPB. Performers may include but not limited to: choir, singer/s dances or festival dances, etc.;
  4. Create a competent Event Management Team, with a minimum experience of three (3) years, who shall coordinate, oversee the light, sound, audio-visual, scenery, technical requirements, staging, choreography and other elements and requirements of the overall show. The Event Management Company shall source the appropriate artists, technical practitioners, etc. required to implement the overall program scenario for the Opening and Closing Ceremonies as well as Dinner Reception which may include, but not limited to the following:
    - Director
    - Technical Director
    - Production Manager
    - Stage Manager
    - Stage Designer
    - Choreographer
    - Lighting Director
    - Multi-Media Arts Designer
    - Sound Engineer
    - Video Director
    - Emcee
    - Script writer
    - Production Crew
    - Others, as may deem necessary
  5. Provide the necessary Physical and Technical Requirements as listed :

**ONSITE:**

- a) Over-all venue décor/execution and construction for the abovementioned event to include, but not be limited to:
  - Stage design / decoration (as needed per event)
  - Installation, enhancement and styling of the venues to include (but not limited to) the following:
    - Entrance LED Arch and LED display video wall screen in the main venue, minimum 12x24ft in size
    - Facade, enhancement and styling of registration counter booth

- Photo wall/Backdrop w/ lighting, 12x24 feet in size
  - Backdrop for the Press Conference (*if necessary*)
  - Venue styling/installation for the themed coffee breaks and lunches, as needed
  - Printing of Banner, Signage, Title Card (*if necessary*)
  - Registration Counter
  - Baggage Counter (if needed)
- b) Provide the following requirements for the hybrid event and coordinate with the technical team of the venue (TBA) for the set up and installation of all physical and technical requirements, to include, but not be limited to the following:
- Audio-Visual and Lighting System (speakers, microphones, etc.)
  - Broadcast and Streaming Machines
  - Broadcast Quality Lighting System for Chroma
  - Broadcast Full HD Camera and Video Capture devices
  - Camera / Video Switching Equipment
  - TV Presentation Monitors to show Online viewers and Presentation to on Site Speaker / Host.
  - LED wall screen, backdrop, stage / set design
  - LED projector and screen (as needed)
  - Stage truss system (as needed)
  - Speakers' technical requirements
  - Microphones (lapel and wireless)
  - Amplifiers
  - Laptops (mac and windows) with appropriate connectors
  - Presentation Clicker/Laser Pointer/Easel
  - Appropriate cables and video adapters (VGA, HDMI, etc.); and
  - Professional lighting system (if needed)
  - Signage/roll-up banner within and around the venue (if needed)
  - Close circuit camera and dedicated camera/s for documentation purposes
  - Non-wired/wireless internet connection equipment (Internet Connection provided by TPB)
  - Other requirements/equipment needed for streaming live the pre-recorded/online sessions at the venue
- c) Printing of A3 title cards/table-top signage back-to-back (100 pcs), specs: colored, A3 120g matt coated inkjet photo quality (lay-out c/o TPB) if needed;
- d) Fabrication of two (2) pieces 3D Cut-out letters –number **two (#2)** and number **one (#1)** only, measured at (122cm (Height) x 68cm(Width) and 15.5cm(Depth), repainting/refurbishing of the rest of the 3D letters **#PHITEX20** and installation with lighting system;

**NOTE: #PHITEX20** 3D letters c/o TPB and must endorse to the TPB office after the event. Logistics c/o supplier.

**ONLINE:**

- a) Provision and management of an online event that has a capacity to deliver the following requirements:
- Provide the necessary equipment and technical team needed to undertake a Live Telecast / Broadcast for the coverage of the Opening and Closing Ceremonies;
  - Produce and execute the shooting and pre-recording of performances
  - Coordinate with the TPB officers to secure recordings of the messages of key officials for the Opening/Closing or record the speakers' messages should the need arise
  - Can be integrated and streamed live in Facebook
  - Can control and manage speakers in a virtual backstage
  - Can facilitate the participation/engagement of delegates
  - Development of Custom Virtual Stage and other digital materials required for the online aspect (Social Media Live) of the activity.
6. Provide the necessary equipment and technical team needed to undertake a Live Telecast / Broadcast for the coverage of the Opening and Closing Ceremonies which may include, but not necessarily limited to the following technical requirements;

**MINIMUM STREAMING REQUIREMENTS STREAM MACHINE**

- » Intel i9-10900 Desktop Machine
- » Licensed VMIX 4K/Pro Live Production and Streaming Software
- » Minimum 64gb RAM
- » NVidia RTX 3080 GPU or Higher for video render and encoding
- » Black Magic Design Quad HDMI/SDI 4k Video Capture Card
- » 2 Desktop Monitors
- » Zoom H5 - Digital Audio Interface

**CAMERAS (3 Camera Setup)**

- » Panasonic Full HD/4K professional camcorder
- » Benro Heavy Duty Tripod
- » Signal and Power Cable
- » Sony A7 iii Full Frame Mirrorless Camera
- » Manfrotto Heavy Duty Tripod
- » Provisions for Wireless Video Transmitter
- » Signal and Power Cables

**STAGE BACKDROP DESIGN / LED FRAME**

- » 42' x 12' Stage Backdrop
- » Octanorm Exhibit system structure support
- » LED Wall Framing Provision
- » Tarpaulin Graphics printing, and installation
- » Fabrication of Stage Props, Stage Elements, etc.
- » Provision of Stage Flooring for Green Screen Production
- » Wood Framing and Backing for graphics



## LED WALL

- » Stage LED Wall: 3.5m x 2.5m H (896 x 640) Each Set Includes:
  - 35 Cabinets 50cm x 50cm GTO Video LEDwall
  - Signal Sending Box
  - Video Processor
  - 1 Lot Power, Signal and Patching Cables
  - Metal Frame LED Wall Structure Support
  - Counterweights
  - 1 Power Distribution Unit (Power Supply c/o Client)
- » LED Wall Risers: 12' x 2'
- » 1 Unit Roland V40HD HD Video Switcher
- » 1 Lot Signal and Power Cables

## TV MONITOR PROMPTERS for ONSITE SPEAKERS and HOST

- » 3 Sets 43" LEDTV
- » Inclusive of Vertical Stand or Floor Stand
- » Inclusive of Cables and splitters
- » Laptop for Operation of Monitors

## AUDIO

- » 1 Unit Allen and Heath Digital Audio Mixer 24Channel
- » 1 Unit Allen and Heath Digital Stage Box
- » 2 Units JBL PRX 835 Active Speakers(FOH)
- » 2 Units JBL PRC 815 Active Speakers (Stage Monitor)
- » 2 Units X-Line 18' Active Subwoofers
- » 1 Lot Power and XLR Cables

## LIGHTING (Studio Lighting and ON SITE Lighting effects and heads)

- » 1 Unit Avolites Pearl Digital Lighting Controller
- » 1 Lot DMX XLR digital signal Splitter
- » 4 Unit Beam 380 Wide Moving Heads
- » 16 units 84bulb Par LED RGBW Stage Lights
- » 24 units 54 bulb Par LED RGBW Slim Stage Lights
- » 16 units Par LED Amber White Frontal Stage Lights
- » 8 Units LED strip Up Lights (Registration Backdrop and Photo wall)
- » 1 Lot Signal and Power cables
- » 1 Lot Heavy Duty Light Stands
- » Lighting Technician and 2 Crews
- » Delivery, Installation and Dismantling

## MICROPHONES

- » RF Wireless Mics
- » Wired Mics

## PRODUCTION COMMUNICATION SET

- » EarTEC Wireless Communication Set

Competent manpower requirements with minimum of 3 years experience, including but not limited to :

- Cameraman (5)
- Camera Director
- Live Broadcast Playback
- Live Broadcast Technician
- Audio Technician
- Lighting Operator
- Experienced Drone Pilot
- Production Assistants

7. Prepare the program scenario and script to include the spiel of the emcee/voice over per event component;
8. Produce and execute the shooting and pre-recording of performances;
9. Coordinate with the TPB officers to secure recordings of the messages of key officials for the Education Seminar, Opening/Closing and Awarding Ceremonies, Welcome and Farewell Receptions or record the speakers' messages should the need arise;
10. Coordinate with the platform developer for the proper airing of the recordings in accordance with the program sequence;
11. Provide the following for the live performances during the dinner reception and farewell dinner (if applicable/necessary) :
  - Stage and over-all venue décor/execution and construction to complement the PHITEX theme, scene design, installation art, production properties, etc.
  - Sound system
  - Lighting equipment and special effect
  - Haze / Smoke / Fog Machines
  - AV equipment (LED screen / projectors)
  - Special effects (3D, video mapping, hologram)
  - Close circuit cameras for documentation purposes
  - Genset
  - Signages/graphics within and around the reception venue, if need be
  - Costumes of entertainers and necessary props
  - Other technical requirements necessary to
12. Document in video all event and show presentation for submission to TPB in Mpeg format saved in an external hard drive;
13. Final dry run/technical check of the program scenario to be presented for final approval of TPB at least 1 week before the event;
14. Submit end reports, recordings of the activities, videos, final cut (90 seconder and 5 minute AVP) with inclusion of other event components such as the webinars, post tours, photos, etc. to TPB after the event.
15. The TPB shall have full ownership of all the data gathered and presented (both in hard or softcopy files) from the event;
16. All records are regarded as confidential and therefore will not be divulged to any third party, other than the research agency if legally required to do so to the appropriate authorities. The TPB has the right to request sight of, and

copies of any and all records kept, on the provision that the company is given reasonable notice of such a request;

17. Ensure the privacy and security of any and all confidential, privilege personal information, and/or sensitive personal information that they may have access to, and shall store, use process and dispose the said privileged personal information and/or sensitive personal information in accordance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2021 and its Implementing Rules and Regulations.

### **III. ELIGIBILITY REQUIREMENTS**

1. The Event Management Company must be Filipino owned, operated and legally registered Events Management Company / Production House / Conference Integrator under Philippine laws and must be in operation in the last five (5) years handling similar projects.
2. The company has experience in organizing large-scale events and world-class entertainment productions featuring Filipino artists and talents. Must submit a list of large-scale international and local events handled in the past and list of current ongoing/forthcoming projects.
3. The Event Management Company's key personnel must have a minimum of three (3) years relevant experience in handling such events of similar nature.

### **IV. OTHER TERMS AND CONDITIONS**

1. Bidders will be required to make a presentation (maximum of 20 minutes) of their Planned Approach. The winning bid must attain a hurdle rate of 85% based on the following set of selection criteria with their corresponding weight assignment.

The financial proposal of the EMC should present the detailed cost of all the items covering all expenditures to include, but not limited to :

- Management fee
  - Professional fees of performers and production crew
  - Professional fees of the speakers not exceeding Php 50,000.00 for International, Php 10,000.00 for Local speakers and for government invited officials, honorarium shall be provided based on the DBM guidelines
  - Logistics cost (accommodation, meals, transportation, COVID related expenses for the performers, etc.)
  - Technical equipment costs
  - Site inspection visit (if needed)
2. The EMC shall bear the cost of the following :
    - Professional fees of performers
    - Production crew
    - Professional fees of the speakers

## V. SHORTLISTING CRITERIA AND RATING SYSTEM

Based on section 24.5.3 of R.A. 9184, the criteria and rating system for the shortlisting of a production house is as follows:

	PARTICULARS	%	RATING
<b>I.</b>	<b>Applicable Experience of the Event Management Company</b>		<b>50%</b>
a.	At least 5 years of experience in handling similar nature of work		
	More than 5 years and above of experience (30%)		
	At least 5 years of experience (25%)		
	Below 5 years of experience (0%)		
b.	Successfully implemented similar projects within the last 5 years (minimum of 10 projects with at least 1 government client)  <i>Based on submitted Certificates of Project Completion showing satisfactory delivery of service.</i>		
	Minimum of 10 projects, with 2 or more government client (20%)		
	Minimum of 10 projects, with 1 government client (15%)		
	Less than 10 projects and no government client (0%)		
<b>II.</b>	<b>Qualification of personnel who may be assigned to the project</b>		<b>30%</b>
	All key personnel should have minimum 3 years of relevant experience in the conduct of similar work		
	All key personnel have more than 3 years of relevant work experience (30%)		
	All key personnel have 3 years of relevant work experience (25%)		
<b>III.</b>	<b>Current Workload relative to Capacity</b>		<b>20%</b>
	Currently handling 5 or less projects (20%)		
	Currently handling 6-10 projects (15%)		
	Currently handling more than 10 projects (0%)		
	<b>TOTAL</b>		<b>100%</b>

**Hurdle rate for Shortlisting: At least 85%**

## VI. TECHNICAL PROPOSAL

Bidders are required to present their plan of approach for the project (maximum of 20 minutes).

Based on section 33.2.2. of R.A. 9184, the technical proposal and presentation of the bidders shall be evaluated based on the following criteria with corresponding numerical weights:

	PARTICULARS	%	RATING
<b>I.</b>	<b>Quality of Personnel to be assigned to the Project</b>		<b>20%</b>
	Profile and expertise of key personnel assigned to the project showing specialization and/or experience in the conduct of similar events with minimum experience of 3 years:	20%	
	Director / Technical Director / Production Manager Stage Manager / Stage Designer / Choreographer		

	Lighting Director / Multi-Media Arts Designer Sound Engineer / Video Director / Scriptwriter		
	Covering the suitability of the key staff to perform the duties of the particular assignments with general qualifications and competence including education, training, and similar projects handled by personnel (based on submitted CVs)		
<b>II.</b>	<b>Firm Experience and Capability</b>		<b>30%</b>
	Bidder has presented evidence in implementing / managing similar projects whose quality is acceptable to the PHITEX requirement.		
	1. Experience of the firm in handling similar nature of work (15%)		
	• More than 5 years and above (15%).	15%	
	• At least 5 years (10%)	10%	
	• Below 5 years (0%)	0%	
	2. List of implemented similar projects for the last 5 years (15%)		
	• More than 10 projects with at least 1 government project (15%)	15%	
	• At least 10 projects with at least 1 government project (10%)	10%	
	• Less than 10 projects with at least 1 government project (0%)	0%	
<b>III.</b>	<b>Plan of Approach and Methodology</b>		<b>50%</b>
	a. Adherence of the proposal to all the required components of PHITEX 2021 entertainment program as mentioned in this bid (20%)	20%	
	b. Relevance of the concept, proposed performances of reputable artists/talents and unique repertoire for the PHITEX theme. Profiles of speakers, production team, performers and list of performances to be submitted (20%)	20%	
	c. Feasibility of the planned execution of the overall scope of work (10%)	10%	
	<b>TOTAL</b>		<b>100%</b>

**Hurdle rate for Technical Proposal: At least 85%**

The production house is expected to submit technical and financial proposals which shall be evaluated using the Quality Cost Based Evaluation (QCBE). The winning bidder must attain a **hurdle rate of 85%** based on the following weight assignments:

Proposal	Weight (%)
Technical	85
Financial	15
<b>TOTAL</b>	<b>100</b>

#### **VII. APPROVED BUDGET FOR THE CONTRACT (ABC)**

Approved Budget for the Contract (ABC) is **FIVE MILLION PESOS (PHP 5,000,000.00)** inclusive of all applicable fees and taxes.

## VIII. TERMS OF PAYMENT

<b>Amount</b>	<b>Deliverables</b>
<b>15%</b> (1 <sup>st</sup> progress payment)	Upon submission of the initial/draft program script, flow, and set-up requirements <b>1 week after acceptance of Notice to Proceed</b>
<b>35%</b> (2 <sup>nd</sup> progress payment)	Upon submission and approval of the final program script, flow and set-up requirements <b>2 weeks before the start of event</b>
<b>40%</b> (3 <sup>rd</sup> progress payment)	Upon completion and satisfactory performance of the services <b>as certified by TPB</b>
<b>10%</b> (4 <sup>th</sup> progress payment)	Upon submission of deliverables such as end reports, recordings of the activities, videos, photos, etc. <b>14 days after the conclusion of the event</b>

The following documents should be submitted by the winning bidder for the processing of payment:

**Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to:**

**MARIA ANTHONETTE C. VELASCO - ALLONES**  
**Chief Operating Officer**  
**Tourism Promotions Board**  
**4/F Legaspi Towers 300, Roxas Blvd., Manila 1100**

## IX. ADDITIONAL INFORMATION

The cost of items in the bid should be broken down. The winning bid shall be determined **based on the Quality Cost Based Evaluation**. The bid shall be evaluated using the quality cost based QCBE provided that the amount of bid does not exceed the above mentioned approved budget. The deadline for submission of bids should be at time and place specified in the Bidding Documents.