

*Revised on: MAY 24, 004*

26 October 2021

**SUPPLEMENTAL/BID BULLETIN NO. 2021-091**

This Supplemental/Bid Bulletin No. 2021-091 is issued to modify or amend items in the Bidding Documents relative to the Request for Invitation to Bid (ITB) No. 2021-022 for the requirements **“Services of an Events Management Company for the Philippines Participation in Expo 2020 Dubai ”** as follows:

ITEM NUMBER	SPECIFICATION		
		FROM	TO
1.	Bidding Documents, Section VII. Technical Specifications, No. 1, Dinner Reception for the Opening	<p>a. Sourcing and booking an appropriate venue for the Philippine Hosted function/networking with entertainment good for 250 pax.</p> <p>Venue Options:</p> <ol style="list-style-type: none"> <li>1. Club 2020 by Emaar (inside Expo 2020 Dubai)</li> <li>2. Address Hotel Beach Resort (outside Expo 2020 Dubai)</li> </ol> <p>n.a.</p>	<p>a. xxx</p> <p>Bidder may suggest other similar venue for approval of the TPB</p>

		<p>b. Organizing, designing, facilitating, and set-up of the venue, dinner reception area, and the elevated stage for the designated performers/entertainers, complete with the technical requirements (i.e., lighting, audio-visual equipment, sound system, PA system, microphones, et al.)</p> <p>n.a.</p>	<p>b. xxx</p> <p>1. Theme: Paskong Pinoy (Bidder may suggest other theme for approval of the TPB)</p> <p>Guidelines: Theme and entertainment should be Philippine inspired and in line with the Philippine Pavilion Theme which is Bangkota and the overall Expo 2020 Dubai theme of Connecting Minds, Creating the Future while observing sensitive to UAE tradition and culture</p> <p>2. Entertainment: Quartet (Singers, Pianists or Violinists)</p> <p>3. Length of Show: 30-45 minutes</p> <p>4. Provide, manage, and oversee the ff: 4.1. Program scenario (welcome at the hotel lobby/function room foyer upon arrival of guests)</p>
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			<p>4.2 Masters of ceremonies and moderator with script</p> <p>4.2. LED panels on stage</p> <p>4.3. Sound system requirements</p> <p>4.4. Set-up of registration area and provision of guest book</p> <p>5. Venue Décor/Set-Up and F&amp;B Requirements</p> <p>5.1. Plated Service</p> <p>5.2. Round table set-up (with center piece, menu card with programme details and name cards)</p> <p>5.3. Menu selection/planning</p> <p>6. Provision of four (4) usherettes</p>
<b>2.</b>	Bidding Documents, Section VII. Technical Specifications, No. 2, Production of Corporate Give-away	<p>The EMC will provide 500 pcs. giveaways during the VIP Program, Business Program, and Media Program on December 2021 (sample for approval of TPB)</p> <p>n.a.</p>	<p>xxx</p> <p>Bidder may submit sample giveaways similar in nature to the requirements. Submission must be in a sealed envelope</p>
<b>3.</b>	Bidding Documents, Section VII. Technical Specifications, No.	a. Sourcing and booking an appropriate venue for the Philippine Hosted function/networking with entertainment good for 250 pax.	a. xxx

	<p>4, Gala Dinner Reception During the National Day</p>	<p>Proposed venue:  1. Dubai Exhibition Center (DEC)  2. Club 2020</p> <p>n.a.</p> <p>b. Provision of 300 pcs. Giveaways for the VIP, media, and stakeholders (sample for approval of TPB)</p> <p>n.a.</p> <p>c. Organizing, designing, facilitating, and set-up of the venue, dinner reception area, and the elevated stage for the designated performers/entertainers, complete with the technical requirements (i.e., lighting, audio-visual equipment, sound system, PA system, microphones, et al.)</p> <p>n.a.</p>	<p>Bidder may suggest other venues for approval of TPB</p> <p>b. xxx</p> <p>Bidder are required to submit proposed giveaways. Submission must be in a sealed envelope</p> <p>c. xxx</p> <p>1. Theme: appropriate for the Philippine National Day; may suggest other theme for approval of TPB</p>
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			<p>Guidelines</p> <p>Theme and entertainment should be Philippine inspired and in line with the Philippine Pavilion Theme which is Bangkoto and the overall Expo 2020 Dubai theme of Connecting Minds, Creating the Future while observing sensitive to UAE tradition and culture</p> <p>2. Entertainment: Proposal for approval of TPB</p> <p>3. Length of show: 30-45 mins.</p> <p>4. Provide, manage, and oversee the ff:</p> <p>4.1 Program scenario (welcome at the hotel lobby/function room foyer upon arrival of guests)</p> <p>4.2 Masters of ceremonies and moderator with script</p> <p>4.3 LED panels on stage</p> <p>4.4 Sound system requirements</p> <p>4.5 Set-up of registration area and provision of guest book</p> <p>5. Venue Décor/Set-Up and F&amp;B Requirements</p> <p>5.1. Plated Service</p> <p>5.2 Round table set-up (with center piece,</p>
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			<p>menu card with programme details and name cards)</p> <p>5.3 Menu selection/planning</p> <p>6 Provision of four (4) usherettes</p>
4.	Bidding Documents, Section VII. Technical Specifications, No. 5, Bus AD Wrap	n.a.	<p>d. Technical Specifications for the Ad Wrap</p> <ul style="list-style-type: none"> <li>- Materials: Vinyl Print</li> <li>- Body: full color printing and coverage (all sides)</li> <li>- Final artwork: c/o EMC for approval of TPB; with DOT tagline and Bangkok logo</li> <li>- Artwork Set-up size (based on 950mm &lt;W&gt; x 230mm &lt;H&gt; bus): Visual and finished size: 950 millimeters (w) x 230 millimeters (h) (1/10 scaling) plus 4 millimeters bleed on all sides (no trims)</li> <li>- Fonts: All fonts / text to be converted to outlines</li> <li>- Resolution: All high-resolution images and files are to be supplied 300dpi at artwork size</li> <li>- Accepted format: Grid takes into account a range of bus models and various intrusion positions for National display important copy and logos are to be kept clear of the shaded intrusion areas. The above template can be opened in Illustrator or InDesign for artwork</li> </ul>

			<p>generation</p> <p>See Annex “A” Sample Bus Ad Wrap</p> <p>e. Automatic repair should there be any tear in the ad wrap, discoloration due to weather or other circumstances that will affect the quality of the wrap.</p> <p>f. Submit to TPB a weekly monitoring report for the bus ad wrap campaign.</p> <p>g. Provision of a contingency plan in the event of a mechanical breakdown or other instances that will constrain any of the four buses to ply the identified routes as scheduled to TPB project officer</p> <p>h. Provision for the use of four (4) buses on 11 February 2022 for the Philippine National Day to shuttle delegation and Expo visitors to the Expo site, inclusive of overtime pay and other charges. Pick up points to be provided by TPB.</p> <p>i. Assign transportation coordinators to oversee the operations on 11 February 2022</p>
4.	Invitation to Bid, item No. 7	Bids must be duly received by the BAC Secretariat through online or electronic submission as indicated below, on or before <b>03 November 2021 at 10:00AM</b> . Late bids	xxx

		<p>shall not be accepted.</p> <p>xxx</p> <p>n.a.</p>	<p>Sample of the proposed giveaways for the Opening and Gala Dinner Receptions must be in a sealed envelope to be submitted on or before 03 November 2021, 10:00am at the TPB BAC Secretariat</p> <p>The office address is: Tourism Promotions Board 4/F, Legaspi Towers 300, Roxas Boulevard, Manila</p> <p>Submission of the sample beyond the prescribe time shall not be accepted.</p>
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For guidance and information of all concerned.

**Sgd.**  
**ATTY. VENANCIO C. MANUEL III**  
Chairperson  
Bids and Awards Committee

Received by the Bidder:

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



## Annex A: Sample Bus Ad Wrap

### Philippines

