

**Bids and Awards Committee**

**SUPPLEMENTAL/BID BULLETIN  
ADDENDUM NO. 2022-053**

This Supplemental / Bid Bulletin No. 2022-053 is issued to amend and / or modify the details provided in the Philippine Bidding Document relative to the Invitation to Bid (ITB) No. 2022-022 for the **Services of Tour Operator for Philippine Weavers' Tourism and Trade Fair 2022** are as follows:

	FROM	TO
To modify or amend the provided details under Section VII – Technical Specification	<b>Item No. 2</b> Number of participants: 40 participants (inclusive of thirty (30) weavers, six (6) provincial tourism officers, four (4) Department of Tourism Regional Office/TPB representatives)  Minimum pax guarantee: 36 pax	<b>Item No. 2</b> Number of participants: 43 participants (inclusive of thirty-three (33) weavers, six (6) provincial tourism officers, four (4) Department of Tourism Regional Office/TPB representatives)  Minimum pax guarantee: 40 pax
		<b>Schedule of Van Allocation:</b> <b>25 October 2022</b> Advance Party of the TPB Staff From residence to Seminar Venue / Accommodation Metro Manila area to Nuvali, Sta. Rosa, Laguna
	<b>Item No. 4</b> <b>26 October 2022</b> Arrival Arrival of thirty six (36) weavers and tourism officers from Mindanao - Five (5) 10-seater vans for the participants - Two (2) vans for baggage Route: Airport – Accommodation / Seminar venue	<b>Item No. 4</b> <b>26 October 2022</b> <u>Arrival</u> Arrival of thirty-nine (39) weavers and tourism officers from Mindanao 1. Five (5) 10-seater vans for the participants 2. Two (2) vans for baggage Route: Airport – Accommodation / Seminar venue
	<b>Item No. 4</b> <b>31 October 2022</b> Departure Departure of thirty six (36) weavers and tourism officers from Mindanao 1. Five (5) 10-seater Vans for the participants 2. Two (2) vans for baggage Route: Accommodation – Manila Airport	<b>Item No. 4</b> <b>31 October 2022</b> Departure Departure of thirty-nine (39) weavers and tourism officers from Mindanao 1. Five (5) 10-seater Vans for the participants 2. Two (2) vans for baggage Route: Accommodation – Manila Airport
	<b>Item No. 6</b> Giveaways	<b>Item No. 6</b> Giveaways

	<ul style="list-style-type: none"> <li>• Provision of forty (40) giveaways from the two (2) weaving sites to be visited during the incentivized tour in CALABARZON amounting to PHP 2,000.00/person.</li> <li>• Provision of forty (40 sets) of facemask/ wet wipes/ tissue/ alcohol / vitamins for participants.</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of forty-five (45) giveaways from the two (2) weaving sites to be visited during the incentivized tour in CALABARZON amounting to PHP 2,000.00/person.</li> <li>• Provision of forty-five (45 sets) of facemask/ wet wipes/ tissue/ alcohol / vitamins for participants</li> </ul>
	<p><b>Item No. 8</b> RT-PCR Test and Antigen Test</p> <ul style="list-style-type: none"> <li>• Provision of two (2) RT-PCR COVID-19 Tests per person for thirty-six (36) pax</li> </ul> <ol style="list-style-type: none"> <li>3. 24-48 hours before flying to Manila</li> <li>4. 24-48 hours before flying out of Manila</li> </ol> <ul style="list-style-type: none"> <li>• Provision of thirty-six (36) antigen tests</li> </ul> <ol style="list-style-type: none"> <li>1. Upon arrival before proceeding to the venue</li> </ol>	<p><b>Item No. 8</b> RT-PCR Test and Antigen Test</p> <ul style="list-style-type: none"> <li>• Provision of two (2) RT-PCR COVID-19 Tests per person for thirty-nine (39) pax</li> </ul> <ol style="list-style-type: none"> <li>3. 24-48 hours before flying to Manila</li> <li>4. 24-48 hours before flying out of Manila</li> </ol> <ul style="list-style-type: none"> <li>• Provision of thirty-nine (39) antigen tests</li> </ul> <ol style="list-style-type: none"> <li>Upon arrival before proceeding to the venue</li> </ol>
	<p><b>Item No. 9</b> Air tickets</p> <ul style="list-style-type: none"> <li>▪ Provision of thirty-six (36) Domestic Air tickets (Mindanao-MNL-Mindanao)</li> </ul> <ol style="list-style-type: none"> <li>1. With 20 kilograms baggage allowance per person with: <ol style="list-style-type: none"> <li>a. Additional 30 kilos baggage allowance per pax on 26 October 2022 for Mindanao-Manila flight.</li> <li>b. Additional 20 kilos baggage allowance per pax on 31 October 2022 for Manila-Mindanao flight</li> </ol> </li> <li>2. Air tickets must be re-bookable, transferable and refundable.</li> <li>3. Breakdown of air tickets as follows (tentative point-of-origin): <ol style="list-style-type: none"> <li>a. Eleven (11) from Zamboanga City</li> <li>b. Four (4) from Cagayan de Oro City</li> <li>c. Five (5) from Davao City</li> <li>d. Five (5) from General Santos City</li> <li>e. Five (5) from Butuan City</li> <li>f. Six (6) from Pagadian City</li> </ol> </li> </ol> <p>Provision of thirty-six (36) Comprehensive Travel Insurance with medical coverage for COVID-19 for thirty-six (36) participants</p>	<p><b>Item No. 9</b> Air tickets</p> <ul style="list-style-type: none"> <li>▪ Provision of thirty-nine (39) Domestic Air tickets (Mindanao-MNL-Mindanao)</li> </ul> <ol style="list-style-type: none"> <li>1. With 20 kilograms baggage allowance per person with: <ol style="list-style-type: none"> <li>a. Additional 30 kilos baggage allowance or a total of 50 kilograms per pax on 26 October 2022 for Mindanao-Manila flight.</li> <li>b. Additional 20 kilos baggage allowance or a total of 40 kilogram per pax on 31 October 2022 for Manila-Mindanao flight</li> </ol> </li> <li>2. Air tickets must be re-bookable, transferable and refundable.</li> <li>3. Breakdown of air tickets as follows (tentative point-of-origin): <ol style="list-style-type: none"> <li>a. Eleven (11) from Zamboanga City</li> <li>b. Four (4) from Cagayan de Oro City</li> <li>c. Eight (8) from Davao City</li> <li>d. Five (5) from General Santos City</li> <li>e. Five (5) from Butuan City</li> <li>f. Six (6) from Pagadian City</li> </ol> </li> </ol> <p>Provision of thirty-nine (39) Comprehensive Travel Insurance with medical coverage for COVID-19 for thirty-nine (39) participants</p>
	<p><b>Item No. 10</b> Meals</p> <p>Meals for Mindanao Weavers, Tourism Officers, TPB/DOT/ workshop participants</p> <p>AM &amp; PM Snacks, Lunch and Dinner:</p> <ol style="list-style-type: none"> <li>1. No. of Days: 5 Days (26 to 30 October 2022)</li> <li>2. No. of Persons: 40 pax (30 Weavers, 6 Tourism Officers, 4 DOT/TPB Personnel)</li> <li>3. Menu for approval of TPB, with consideration on the dietary restrictions of the participants from Mindanao</li> </ol> <p>Note: provision of water dispenser (hot and cold)/ candies/brewed coffee during the workshop session.</p>	<p><b>Item No. 10</b> Meals</p> <p>Meals for Mindanao Weavers, Tourism Officers, TPB/DOT/ workshop participants</p> <p>AM &amp; PM Snacks, Lunch and Dinner:</p> <ol style="list-style-type: none"> <li>1. No. of Days: 5 Days (26 to 30 October 2022)</li> <li>2. No. of Persons: 43 pax (33 Weavers, 6 Tourism Officers, 4 DOT/TPB Personnel)</li> <li>3. Menu for approval of TPB, with consideration on the dietary restrictions of the participants from Mindanao</li> </ol> <p>Note: provision of water dispenser (hot and cold)/ candies/brewed coffee during the workshop session.</p>

	Budget: P2,000/pax/day	Budget: P2,000/pax/day
	<p><b>Item No. 11</b> Accommodation and Seminar Venue</p> <ul style="list-style-type: none"> <li>• Accommodation           <ol style="list-style-type: none"> <li>1. Twenty (20) rooms on business category based on twin sharing for participants               <ol style="list-style-type: none"> <li>a. 6 Days/ 5 Nights (26-31 October 2022)</li> </ol> </li> <li>2. Two (2) rooms on business category based on twin sharing for VIP/Speaker               <ol style="list-style-type: none"> <li>a. 2 Days/1 Night (specific date to be advised; between 26-28 October 2022)</li> </ol> </li> <li>3. With daily breakfast for all checked in guests</li> <li>4. Preferably located within the same property of the seminar's venue.</li> </ol> </li> </ul> <p>Minimum pax guarantee: 36 pax or 18 rooms NOTE: Total cost of accommodation will be based on actual room usage</p> <ul style="list-style-type: none"> <li>• Seminar Venue           <ol style="list-style-type: none"> <li>1. One (1) airconditioned seminar venue (or function hall) that can accommodate forty (40) persons.</li> <li>2. Has space for a technical booth to install audio &amp; hybrid equipment.</li> <li>3. Has space for participants to dine-in.</li> <li>4. With COVID-19 safety protocols in place as well as provision of available alcohol or temperature check machines.</li> <li>5. Preferably located within the same property as the participant's accommodation.</li> </ol> </li> </ul>	<p><b>Item No. 11</b> Accommodation and Seminar Venue</p> <ul style="list-style-type: none"> <li>• Accommodation           <ol style="list-style-type: none"> <li>1. One triple sharing room on business category based for advance party of the TPB Staff               <ol style="list-style-type: none"> <li>a. One night (25-26 October 2022)</li> </ol> </li> <li>2. Twenty-four (24) rooms on business category based on twin sharing for participants               <ol style="list-style-type: none"> <li>a. 6 Days/ 5 Nights (26-31 October 2022)</li> </ol> </li> <li>3. Two (2) rooms on business category based on twin sharing for VIP/Speaker               <ol style="list-style-type: none"> <li>b. 2 Days/1 Night (specific date to be advised; between 26-28 October 2022)</li> </ol> </li> <li>4. With daily breakfast for all checked in guests</li> <li>5. Preferably located within the same property of the seminar's venue.</li> </ol> </li> </ul> <p>Minimum pax guarantee: 40 pax or 20 rooms</p> <p>NOTE: Total cost of accommodation will be based on actual room usage</p> <ul style="list-style-type: none"> <li>• Seminar Venue           <ol style="list-style-type: none"> <li>1. One (1) airconditioned seminar venue (or function hall) that can accommodate forty-three (43) persons.</li> <li>2. Has space for a technical booth to install audio &amp; hybrid equipment.</li> <li>3. Has space for participants to dine-in.</li> <li>4. With COVID-19 safety protocols in place as well as provision of available alcohol or temperature check machines.</li> <li>5. Preferably located within the same property as the participant's accommodation</li> </ol> </li> </ul>
		<p>Tour Coordinators: Submit Curriculum Vitae (CV), Notarized or Not Notarized (See attached sample form)</p>

For guidance and information of all concerned.

(SGD)

**ATTY. VENANCIO C. MANUEL III**

Chairperson

Bids and Awards Committee

September 22, 2022

Received/Conforme: \_\_\_\_\_

Name of Supplier Representative / Date

## FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

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Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

\_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

### Key Qualifications:

*[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]*

### Education:

*[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

### Employment Record:

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

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**Languages:**

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

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**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

**Commitment:**

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

\_\_\_\_\_  
[Signature of staff member and authorized representative of the firm] Date: \_\_\_\_\_  
Day/Month/Year

Full name of staff member: \_\_\_\_\_  
Full name of authorized representative: \_\_\_\_\_

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

**Serial No. of Commission** \_\_\_\_\_  
**Notary Public for** \_\_\_\_\_ **until** \_\_\_\_\_  
**Roll of Attorneys No.** \_\_\_\_\_  
**PTR No.** \_\_, [date issued], [place issued]  
**IBP No.** \_\_, [date issued], [place issued]

**Doc. No.** \_\_\_\_

**Page No.** \_\_\_\_

**Book No.** \_\_\_\_

**Series of** \_\_\_\_.