

Bids and Awards Committee

**SUPPLEMENTAL/BID BULLETIN
ADDENDUM NO. 2023-019**

This Supplemental / Bid Bulletin No. 2023-019 is issued to amend and / or modify the details provided in the Philippine Bidding Document relative to the Invitation to Bid (ITB) No. 2023-014 for the **Services of Event Management Company for the World Chefs Asian Presidents Forum** are as follows:

	FROM	TO																																									
To modify or amend the provided details under Section VII – Technical Specification	Item 2	Item 2																																									
	<table><tr><td>Event</td><td>TPB Hosted Accommodation</td></tr><tr><td>Date</td><td>29 July – 06 August 2023</td></tr><tr><td>Profile of Guests</td><td><ul style="list-style-type: none">• WORLDCHEFS Asian Presidents• WORLDCHEFS Executive Committee• WORLDCHEFS Board of Directors</td></tr><tr><td>No of Pax</td><td>22 pax</td></tr></table>	Event	TPB Hosted Accommodation	Date	29 July – 06 August 2023	Profile of Guests	<ul style="list-style-type: none">• WORLDCHEFS Asian Presidents• WORLDCHEFS Executive Committee• WORLDCHEFS Board of Directors	No of Pax	22 pax	<table><tr><td>Event</td><td>TPB Hosted Accommodation</td></tr><tr><td>Date</td><td>29 July – 06 August 2023</td></tr><tr><td>Profile of Guests</td><td><ul style="list-style-type: none">• WORLDCHEFS Asian Presidents• WORLDCHEFS Executive Committee• WORLDCHEFS Board of Directors</td></tr><tr><td>No of Pax</td><td>23 pax</td></tr></table>	Event	TPB Hosted Accommodation	Date	29 July – 06 August 2023	Profile of Guests	<ul style="list-style-type: none">• WORLDCHEFS Asian Presidents• WORLDCHEFS Executive Committee• WORLDCHEFS Board of Directors	No of Pax	23 pax																									
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<p>Provision of Accommodation</p> <ul style="list-style-type: none">• Availability – provide hotel accommodation within or adjacent to the event venue, preferably Citadines Bay City, Studio Deluxe, Queen Size, single/double occupancy, inclusive of daily buffet breakfast on the following indicative dates:	<p>Provision of Accommodation</p> <ul style="list-style-type: none">• Availability – provide hotel accommodation within or adjacent to the event venue, preferably Citadines Bay City, Studio Deluxe, Queen Size, single/double occupancy, inclusive of daily buffet breakfast on the following indicative dates:																																										
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	<p>Item 9</p> <p>Provision of Food and Beverages</p> <ul style="list-style-type: none">• Must be able to provide menu selections for the following, subject to approval of TPB and LTB Chefs Philippines Association:<ul style="list-style-type: none">○ Welcome heavy cocktail for 130 – 150 pax to include the following:<ul style="list-style-type: none">▪ Hot and cold appetizers, desserts, and beverages.▪ Provision for possible dietary restrictions such as vegetarian and halal.▪ Price per pax: P2,100.00. Minimum Guarantee: 130 pax○ Opening Ceremony & Plenary Session for 200 - 250 pax in buffet set-up to include the following:<ul style="list-style-type: none">▪ AM & PM snacks▪ Lunch includes appetizer, soup, main course, dessert, and hot & cold drinks.▪ Provision for possible dietary restrictions such as vegetarian and halal.▪ Price per pax: P3,600.00. Minimum Guarantee: 200 pax○ Dinner reception for 100 pax in buffet set-up to include the following:<ul style="list-style-type: none">▪ Dinner includes appetizer, soup, main course, dessert, and hot & cold drinks.▪ Provision for possible dietary restrictions such as vegetarian and halal.▪ Price per pax: P3,100.00. Minimum Guarantee: 100 pax○ Country Presidents Closed Door Meeting for 40 pax in buffet set-up to include the following:<ul style="list-style-type: none">▪ AM & PM snacks▪ Lunch includes appetizer, soup, main course, dessert, and hot & cold drinks.▪ Provision for possible dietary restrictions such as vegetarian and halal.▪ Price per pax: P3,600.00. Minimum Guarantee: 40 pax• Must include the following services and amenities:<ul style="list-style-type: none">○ Welcome Cocktail<ul style="list-style-type: none">▪ Round and cocktail tables set-up▪ Waiter service on stand-by○ Opening Ceremony and Plenary Session<ul style="list-style-type: none">▪ Round table and/or Classroom/Theater set-up▪ Meeting supplies (Pen/Pencil and Paper), if needed▪ Free flowing coffee and tea▪ Waiter service on stand-by○ Dinner Reception<ul style="list-style-type: none">▪ Round table set-up▪ Free flowing coffee and tea▪ Waiter service on stand-by							

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	<p>Item 10</p> <p>Physical and technical set-up</p> <ul style="list-style-type: none"> • Must include in its package a centerpiece for each table. • Must have an ample inventory of chair covers, table linens and other ambient decorations to complement the welcome cocktail, opening ceremony and plenary session, dinner reception, closed door meeting. • Aside from the basic sound system: mixer/amplifier, speakers, wireless microphones, power cable and connectors, laptop and onsite operators provided by the venue, the events management operator must be able to provide a production team (director, stage manager, production manager, etc.), and technical equipment (LED screen, lighting equipment, etc.) and scenic design for the welcome cocktail, opening ceremony and plenary session, and dinner reception. • Must be able to provide a stage for the performers. 	<p>Item 10</p> <p>Physical and technical set-up</p> <ul style="list-style-type: none"> • Must include in its package a centerpiece for each table. • Must have an ample inventory of chair covers, table linens and other ambient decorations to complement the welcome cocktail, opening ceremony and plenary session, dinner reception, closed door meeting. • Aside from the basic sound system: mixer/amplifier, speakers, wireless microphones, power cable and connectors, laptop and onsite operators provided by the venue, the events management operator must be able to provide a production team (director, stage manager, production manager, etc.), and technical equipment (LED screen, lighting equipment, etc.) and scenic design for the welcome cocktail, opening ceremony and plenary session, and dinner reception. • Video and Photo documentation with session recordings and SDE. • Must be able to provide a stage for the performers.
	<p>Item 13</p> <p>Provision of Transfer Vehicle</p> <ul style="list-style-type: none"> • Must be able to provide at least two (2) units of passenger van from airport to delegates' hotel to Conrad's Manila and/or SMX Convention Center Manila and vice versa for the duration of the event. • Year Model not more than 3 years. Preferably Toyota Grandia or Tourer. • The vehicle must be fully air-conditioned, clean, comfortable and in good running condition. • Equipped with fire extinguisher, umbrellas and first aid kit. • The driver must be a holder of a valid professional driver's license. • The driver must be wearing a company ID, polo barong or company uniform and well groomed. 	<p>Item 13</p> <p>Provision of Transfer Vehicle</p> <ul style="list-style-type: none"> • Must be able to provide at least two (2) units of passenger van from airport to delegates' hotel to Conrad's Manila and/or SMX Convention Center Manila and vice versa including the CSR Activity in BASECO for the duration of the event. • 12 to 14 hours, inclusive of overtime pay. • Year Model not more than 3 years. Preferably Toyota Grandia or Tourer. • The vehicle must be fully air-conditioned, clean, comfortable and in good running condition. • Equipped with fire extinguisher, umbrellas and first aid kit. • The driver must be a holder of a valid professional driver's license. • The driver must be wearing a company ID, polo barong or company uniform and well groomed. • The driver must present a negative Antigen and/or RTPCR test result prior to her/his engagement.
	<p>Item 19</p> <p>Submit also the following:</p> <p>(a) Registration certificate from Securities and Exchange Commission (SEC), or Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,</p>	<p>Item 19</p> <p>Submit also the following:</p> <p>(a) Registration certificate from Securities and Exchange Commission (SEC), or Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,</p> <p>If SEC – submit the updated General Information Sheet (GIS) /</p>

	<p>If SEC – submit the updated General Information Sheet (GIS) / and Notarized Secretary's Certificate</p> <p>And</p> <p>(b) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;</p> <p>And</p> <p>(c) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).</p>	<p>and Notarized Secretary's Certificate</p> <p>The Authorized and Designated Representative in the OSS is the same person/name indicated/stated in the Secretary's Certificate to enter into, transact, deal and bid for Services of Event Management Company for the World Chefs Asian Presidents Forum</p> <p>And</p> <p>(b) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;</p> <p>And</p> <p>(c) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).</p>
Section III. Bid Data Sheet	<p>Item 15</p> <p>Documents comprising the Bid: Eligibility and Technical Components The first envelope shall contain the eligibility and technical documents of the Bid as specified in Bidding Document Section VIII (Checklist of Technical and Financial Documents).</p> <p>Include/Attached also the following:</p> <ol style="list-style-type: none"> 1) Attach the Certificate of Satisfactory Completion for Single Largest Completed Contract (SLCC) within the three (3) years from the date of submission and receipt of bids. 2) For the statement of all ongoing government and private contract attached any of the following: signed Notice of Award, Notice to Proceed, Contract/Purchase Order. 3) Failure to submit the certificate of completion of the project or any proof thereof, including the supporting documents shall be a ground for disqualification of eligibility 4) Submission of PhilGEPS Platinum Certification and Membership shall be observed in accordance with "GPPB Resolution No. 15-2021: Lifting the Suspension of the Mandatory Submission of PhilGEPS Platinum Certification and Membership in Competitive Bidding and Limited Source Bidding" <p>Documents comprising the Bid: Financial Component The second bid envelope shall contain the financial documents for the Bid as specified in Bidding Document Section VIII (Checklist of Technical and Financial Documents).</p> <p>Bidders shall submit their bids through their duly authorized representative using the appropriate forms</p>	<p>Item 15</p> <p>Documents comprising the Bid: Eligibility and Technical Components The first envelope shall contain the eligibility and technical documents of the Bid as specified in Bidding Document Section VIII (Checklist of Technical and Financial Documents).</p> <p>Include/Attached also the following:</p> <ol style="list-style-type: none"> 1) Attach the Certificate of Satisfactory Completion for Single Largest Completed Contract (SLCC) within the three (3) years from the date of submission and receipt of bids. 2) For the statement of all ongoing government and private contract attached any of the following: signed Notice of Award, Notice to Proceed, Contract/Purchase Order. 3) Failure to submit the certificate of completion of the project or any proof thereof, including the supporting documents shall be a ground for disqualification of eligibility 4) Submission of PhilGEPS Platinum Certification and Membership shall be observed in accordance with "GPPB Resolution No. 15-2021: Lifting the Suspension of the Mandatory Submission of PhilGEPS Platinum Certification and Membership in Competitive Bidding and Limited Source Bidding" <p>Documents comprising the Bid: Financial Component The second bid envelope shall contain the financial documents for the Bid as specified in Bidding Document Section VIII (Checklist of Technical and Financial Documents).</p> <p>Bidders shall submit their bids through their duly authorized representative using the appropriate forms before the deadline specified in the ITB No. 2023-014 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the eligibility and</p>

	<p>before the deadline specified in the ITB No. 2023-014 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the eligibility and technical component of the bid, including the eligibility requirements and the second shall contain the financial component of the bid. This shall also be observed for each lot in the case of lot procurement</p> <p>1.1. The Bidder shall prepare and submit an original of the first and second envelopes. In addition, the Bidder shall submit 2 copies of the first and second envelopes. In the event of any discrepancy between the original and the copies, the original shall prevail.</p> <p>Each and every page of the Bid Proposal, including the Schedule of Prices, shall be signed by the duly authorized representative/s of the Bidder</p>	<p>technical component of the bid, including the eligibility requirements and the second shall contain the financial component of the bid. This shall also be observed for each lot in the case of lot procurement</p> <p>1.1 The Bidder shall prepare and submit an original of the first and second envelopes. In addition, the Bidder shall submit 2 copies of the first and second envelopes. In the event of any discrepancy between the original and the copies, the original shall prevail.</p>
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For guidance and information of all concerned.



ARNOLD F. GONZALES

Chairperson
Bids and Awards Committee
May 25, 2023

Received/Conforme: _____
Name of Supplier Representative / Date