




Standard Form Number: SF-GOOD-30
Revised on: MAY 24, 2004



23 August 2023


SUPPLEMENTAL/BID BULLETIN NO. 2023-059

This Supplemental/Bid Bulletin No. 2023-059 is issued to amend and/or modify the details provided in the Invitation to Bid (ITB) No. 2023-038 for the ***“Services of an Event Management Company (EMC) for the Philippine Business Mission (PBM) Japan 2023”*** as follows:

TECHNICAL SPECIFICATIONS		
ITEM NO.	FROM	TO
28	Provision of emcees, student interpreters and simultaneous interpreters <ul style="list-style-type: none"> • Emcee (1 pax per city) • Student interpreters (25 pax per city) • Simultaneous interpreters for the seminar, meeting and reception (2 pax per city) • Project Coordinators (2 pax x 20 days) 	Provision of emcees, student interpreters and simultaneous interpreters <ul style="list-style-type: none"> • Emcee (1 pax per city) should be proficient in English and Japanese • Student interpreters (25 pax per city) • Simultaneous interpreters for the seminar, meeting and reception (2 pax per city) • Project Coordinators (2 pax per city who will work closely with TPB/PDOT Japan offices before, during and after the event) <p><i>Note: CV of the proposed EMCEE should be included in the bid submission of the technical envelope.</i></p>
33	Provision of an Event Management Team, with a minimum experience of three (3) years, who shall coordinate, oversee the light, sound, audio-visual, scenery, technical requirements, staging, performances and other elements and requirements of the overall event. The EMC shall source the appropriate events management experts, technical practitioners, etc. required to implement the overall program scenario which should include the following:	Provision of an Event Management Team, with a minimum experience of three (3) years, who shall coordinate, oversee the light, sound, audio-visual, scenery, technical requirements, staging, performances and other elements and requirements of the overall event. The EMC shall source the appropriate events management experts, technical practitioners, etc. required to implement the overall program scenario which should include the following:

	<ul style="list-style-type: none">● One (1) Project Manager● One (1) Stage Manager● One (1) Technical Director● One (1) Script Writer● At least two (2) Administrative/Project Officer with at least one (1) year of relevant experience <p><i>*CVs of the above-mentioned key personnel should be included in the bid submission of the technical envelope.</i></p>	<ul style="list-style-type: none">● One (1) Project Manager● One (1) Stage Manager● One (1) Technical Director● One (1) Script Writer● At least two (2) Administrative/Project Officers with at least one (1) year of relevant experience <p><i>*CVs of the above-mentioned key personnel should be included in the bid submission of the technical envelope.</i></p> <p>NOTE: Bidders may recommend additional personnel deemed fit for the team following the scope of work and deliverables.</p>																										
71	<table><tr><th>Item</th><th>Quantity</th></tr><tr><td>Canvas Tote Bags (design to be provided by TPB)</td><td>400 pcs.</td></tr><tr><td>Catcha Bags (design to be provided by TPB)</td><td>400 pcs.</td></tr><tr><td>Passport Organizer & Wallet w/ Philippine Textile Cloth (sample design to be provided by TPB)</td><td>100 pcs.</td></tr><tr><td>Bamboo Pens w/ phone holder (sample design to be provided by TPB)</td><td>100 pcs.</td></tr><tr><td>Philippine Brand Dried Mangoes (100g)</td><td>420 pcs.</td></tr><tr><td>Philippine Brand Dried Mango Balls (100g)</td><td>400 pcs.</td></tr><tr><td>Titay’s Rosquillos Classic (180g)</td><td>400 pcs.</td></tr><tr><td>Theo & Philo Chocolate Bars (45g)</td><td>400 pcs.</td></tr><tr><td>Cebu Best Mango Chocolate 7s</td><td>200 pcs</td></tr></table>	Item	Quantity	Canvas Tote Bags (design to be provided by TPB)	400 pcs.	Catcha Bags (design to be provided by TPB)	400 pcs.	Passport Organizer & Wallet w/ Philippine Textile Cloth (sample design to be provided by TPB)	100 pcs.	Bamboo Pens w/ phone holder (sample design to be provided by TPB)	100 pcs.	Philippine Brand Dried Mangoes (100g)	420 pcs.	Philippine Brand Dried Mango Balls (100g)	400 pcs.	Titay’s Rosquillos Classic (180g)	400 pcs.	Theo & Philo Chocolate Bars (45g)	400 pcs.	Cebu Best Mango Chocolate 7s	200 pcs	<table><tr><th>Item</th><th>Specifications</th><th>Quantity</th></tr><tr><td>Canvas Tote Bags</td><td><ul style="list-style-type: none">● Material: Cacha Canvass● Size: Bag13.5”(h) x 2”(thick) Handle: 2.5” (w) x 25” (length)● Full color both sides● Printing: Sublimation printing FC on both sides● Preferred Weave Accent: Tinalak</td><td>400 pcs.</td></tr></table>	Item	Specifications	Quantity	Canvas Tote Bags	<ul style="list-style-type: none">● Material: Cacha Canvass● Size: Bag13.5”(h) x 2”(thick) Handle: 2.5” (w) x 25” (length)● Full color both sides● Printing: Sublimation printing FC on both sides● Preferred Weave Accent: Tinalak 	400 pcs.
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		Catcha Bags <ul style="list-style-type: none"> • Size: 16.5"(l) x 14"(w) • Handle: 3cm (w) • Length of the handle to follow the standard • Handle attachment should be durably stitched • Material: Canvass (black) • Print: Silk screen two (2) colors 	400 pcs.
		Passport Organizer & Wallet w/ Philippine Textile Cloth <ul style="list-style-type: none"> • Size: 13.35cm x 22cm Thickness: 28.70cm x 22cm • Blank Crinkled nylon fabric • Wallet: 9.80cm x 19cm 	100 pcs

		Bambo o Pens w/ phone holder	<ul style="list-style-type: none"> • Size: 1.00-1.10cm dia x 5.5'H • Material: Bamboo • Print Process: Engraving • Mechanism: Plunger/Retractable type, Tip: Metal cover plus stylus • Ink: Blank • Clip: Gold / Silver • Features: Phone stand: Push down to use and retract to use stylus 	100 pcs
		Philippi ne Brand Dried Mango es	100g	420 pcs.
		Philippi ne Brand Dried Mango Balls	100g	400 pcs.
		Titay's Rosquil los Classic	180g	400 pcs.
		Theo & Philo Chocol ate Bars	45g	400 pcs.

		Cebu Best Mango Chocol ate	7s	200 pcs	
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This Bid Bulletin shall form an integral part of the Bidding Documents.

For guidance and information of all concerned.


ARNOLD T. GONZALES
 Chairperson
 Bids and Awards Committee

Received by the Bidder:

Date: _____