

26 February 2025

SUPPLEMENTAL/BID BULLETIN NO. 2025-008

This **Supplemental/Bid Bulletin No. 2025-008** is issued to amend and/or modify the details provided in the **Invitation to Bid (ITB) No. 2025-012** for the **“Services of a Production Management House or Events Management Company for the Diplomatic Night with Creative Cultural Showcase and Tourism and Trade Mission”** as follows:

ITEM NO.	SPECIFICATION		
	SECTION	FROM	TO
1	Section VI. Schedule of Requirement	LOT 1: Event: Diplomatic Networking Night with Creative Cultural Showcase Date of Event: 12 June 2025 (Indicative date)	LOT 1: Event: Diplomatic Networking Night with Creative Cultural Showcase Date of Event: 12 June or 23 July 2025 (indicative date)
2	Section VII. Technical Specifications	Lot 1, No. 2 Venue Set-up and Technical Requirements, Bullet 2 Preferred Stage size: 40 feet (W) x 16 feet (D) and Height is 4 feet. Should have an elevated stage for the designated performers/entertainers including dance floor. Cocktail tables with lounge set-up for 200 pax.	Lot 1, No. 2 Venue Set-up and Technical Requirements, Bullet 2 Preferred Stage size: 40 feet (W) x 16 feet (D) and Height is 4 feet. Should have an elevated stage for the designated performers/entertainers including dance floor. Cocktail tables with lounge set-up for 200-250 pax.
3		Lot 1, No. 3 Food and Beverage (F&B), Bullet 1 Curate a menu of Filipino-inspired drinks, hearty and heavy canapés, and free-flowing of cocktails and wines to showcase Filipino flavors for VIPs, key officials, exhibitors, sponsors, and other guests (approx. 200 pax) for the networking event	Lot 1, No. 3 Food and Beverage (F&B), Bullet 1 Curate a menu of Filipino-inspired drinks, hearty and heavy canapés, and free-flowing of cocktails and wines to showcase Filipino flavors for VIPs, key officials, exhibitors, sponsors, and other guests (approx. 200-250 pax) for the networking event
4		Lot 1, No. 4 Program Requirements, Bullet 3 Event Management Company shall source the appropriate artists, technical practitioners, etc. required to implement the overall program scenario which should include but not be limited to the following: - Project Manager / Event Coordinator - (Key Personnel) - Show / Event Director - (Key Personnel) - Stage Manager - Backstage Manager / Floor	Lot 1, No. 4 Program Requirements, Bullet 3 Event Management Company shall source the appropriate artists, technical practitioners, etc. required to implement the overall program scenario which should include but not be limited to the following: - Project Manager / Event Coordinator - (Key Personnel) - Show / Event Director - (Key Personnel) - Stage Manager - Backstage Manager / Floor

		<p>Manager</p> <ul style="list-style-type: none"> - Script Writer - Creative Director / Graphic Artist - Technical Director - Production Manager - Sound Engineer - Lighting Director - Audio and Video Spinner / Technician - Video Content Producer - Video Switcher Operator - Set / Production Designer - Graphic Animator / Video Editor - Health and Safety Officer / Safety Manager - Ramp models for cultural/tapestry showcase (at least 30 pax) 	<p>Manager</p> <ul style="list-style-type: none"> - Script Writer - Creative Director / Graphic Artist - Technical Director - Production Manager - Sound Engineer - Lighting Director - Audio and Video Spinner / Technician - Video Content Producer - Video Switcher Operator - Set / Production Designer - Graphic Animator / Video Editor - Health and Safety Officer / Safety Manager - Fashion Designer - Make-up artists - Ramp models for cultural/tapestry showcase (at least 10 pax)
5		<p>Lot 1, No. 5 Logistical Requirements, Bullet 12</p> <p>Provision of the three (3) units of minibus for VIPs and other guests on 12 June 2025 for the event. All units of vehicle must be available for a maximum of 15 hours per day. Should be inclusive of fuel, driver fees, toll, parking fees, meals, congestion charges and other related expenses.</p>	<p>Lot 1, No. 5 Logistical Requirements, Bullet 12</p> <p>Provision of the three (3) units of minibus for VIPs and other guests on the event date. All units of vehicle must be available for a maximum of 15 hours per day. Should be inclusive of fuel, driver fees, toll, parking fees, meals, congestion charges and other related expenses.</p>
6		<p>Lot 1, No. 7 Program Souvenir, Bullet 1</p> <p>Provide 200 sets of programs souvenir with maximum amount of PhP1,500.00/set.</p>	<p>Lot 1, No. 7 Program Souvenir, Bullet 1</p> <p>Provide 250 sets of programs souvenir with maximum amount of PhP1,500.00/set.</p>
7		<p>Lot 2, No. 1 Lease of Venue, Bullet 2</p> <p>For the AM sessions - the venue should be air-conditioned and able to comfortably accommodate 200 pax (banquet set-up)</p>	<p>Lot 2, No. 1 Lease of Venue, Bullet 2</p> <p>For the AM sessions - the venue should be air-conditioned and able to comfortably accommodate 200-250 pax (banquet set-up)</p>
8		<p>Lot 2, No. 2 Venue Set-up and Technical Requirements, Bullet 2</p> <p>Preferred Stage size: 40 feet (W) x 16 feet (D) and Height is 4 feet. Should have an elevated stage for the designated</p>	<p>Lot 2, No. 2 Venue Set-up and Technical Requirements, Bullet 2</p> <p>Preferred Stage size: 40 feet (W) x 16 feet (D) and Height is 4 feet. Should have an elevated stage for the designated performers/entertainers.</p>

		performers/entertainers. Round table set-up for 200 pax.	Round table set-up for 200-250 pax.
9		Lot 2, No. 3 Food and Beverage (F&B), Bullet 1 Curate a menu of Filipino-inspired AM, PM snacks and lunch for 200 pax. All meals should showcase Filipino flavors.	Lot 2, No. 3 Food and Beverage (F&B), Bullet 1 Curate a menu of Filipino-inspired lunch and PM snacks for 200-250 pax. All meals should showcase Filipino flavors.
10		Lot 2, No. 7 Program Souvenir, Bullet 1 Provide 200 sets of program souvenir with maximum amount of PhP1,500.00/set.	Lot 2, No. 7 Program Souvenir, Bullet 1 Provide 250 sets of program souvenir with maximum amount of PhP1,500.00/set.

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

By signing this supplemental/bid bulletin, it is a manifestation of my intention to comply with the modification in the technical specifications.

Name and Signature of the Authorized Representative
Date: _____