



Bids and Awards Committee

SUPPLEMENTAL/BID BULLETIN NO. 2023-062

This Supplemental / Bid Bulletin is issued to amend and / or modify the details provided in the Philippine Bidding Document relative to the Invitation to Bid (ITB) No. 2023-047 for the Services of an Event Management Company for the Philippine Motorcycle Tourism (PMT) Bloggers' Conference and Rider's Night are as follows:

		FROM	ТО
To modify or amend the provided details under Section VII – Technical Specification	Transport ation	One (1) unit Pick-up Van Durations: 18 November 2023 To be used for Parade Must have handles for the back riders. Must have appropriate decors to be provide by the winning bidders Inclusive of Accommodation (if needed) and meals for the driver Inclusive of toll fees, gasoline, and overtime Well uniform driver	Round trip airline tickets Good for 4 pax for the PMT Ambassadress and team Coordinate with TPB for the schedule of flight
	Kick-Off Requireme nts on 18 November 2023 in NPDC Open Auditorium or Grandstand Luneta (cancelled activity)	Meals (minimum of Php 250-300 pesos/pax Packed Meals) Provide Brunch Meal for 1,000 pax Coffee or tea and varieties delicacies Pack Meal Lunch for the Riders 2 viands, dessert, and drinks (Soft drink and water) The supplier shall cover the rental fee of the venue or other charges that may incurred. Security and Medics Physical and Technical Requirements for the Kick-Off Entertainment and Thanksgiving Mass	Customized PMT Souvenirs for 1,000 pax –Bidders shall propose at least 3 options for the souvenirs during pitch presentation, for approval of TPB -With TPB and PMT logo -engraved, embossed, debossed (whichever is applicable)
	Conferenc e of PMT Bloggers and PMT	PMT Night Lease of Venue and F&B Requirements	PMT Night Provision of Ten (10) Sponsors Booth Approx. 4x3 sqm./booth Outside the ballroom area/function

Night	Can accommodate at least five hundred (500) pax	hall
	Managed buffet	Cocktail set up outside the function hall
	One round of iced tea, juice, or soda	Lease of Venue and F&B Requirements
		Can accommodate at least seven
		hundred (700) pax
		Managed buffet for participants Plated Service for VIP tables (with dedicated waiters) Cocktail foods Overflowing iced tea, juice, or soda Bottles of Wine (choice of red and white wine/champagne) for the ceremonial toast
		Winning bidder must provide the following services:
		Creative concept / event theme and
		logo
		Physical set-up / production design based on theme.
		360 Degrees Slow Motion Photobooth (with Video Stage)
	Provisions of Two (2) Speakers	Provisions of Three (3) resource
	b.1 Topic: Motivations of	speakers
	Philippine Tourism	b.1 Topic: Engaging Moto-vloggers
	b.2 Topic: Gender Equality in Motorcycle	into Philippine Motorcycle Tourism (Motivational)
	b.5 At least 20-25 minutes speaking engagement	b.2 Topic: Effective Social Media Marketing on Philippine Motorcycle
		Tourism (Technical) b.3 Topic: Rider Education Road Safety (Informative)
		bidder to coordinate with TPB for the topics in the conference b.5 At least 30-45 minutes speaking
		engagement b.6 Moderator for the Q&A portion
		b.7 Provision of Certificates of Participation
	Provisions of 25 (plaques of	
	appreciation) design c/o TPB at least Php700 to Php1,000 each	Provision of 35 tokens of appreciation

	Star for the Night Male and Female during Welcome Dinner Provision of Two (2) Bouquet of Flowers Prizes at least Php3,000 pesos each	Bidder to propose at least 3 options of tokens, to be chosen by TPB at least Php 2k-3k each
Provisions of Hotel Accommod ation	A. Three (3) Single Rooms for Speakers inclusive of breakfast a.1. Duration: November 18-19, 2023	
Requireme nts of TPB/Person nel/Guests /VIP's	B. Two (2) Double de Luxe Room for TPB Officials/VIP Guests inclusive of breakfast. Duration: November 17-18, 2023	B. Two (2) Single Occupancy Room for TPB Officials/VIP Guests inclusive of breakfast. Duration: November 18-19, 2023
	C. Five (5) – Double Deluxe Rooms with 2 beds inclusive of breakfast Duration: November 18-20, 2023	c. Five (5)-Double Deluxe Rooms with 2 beds inclusive of breakfast Duration: Nov. 17-19, 2023
Other Technical Requireme nts for the Event	2 Photographers and 1 videographer Three Minutes SDE Video to be played during the Welcome Dinner	Full photo and video coverage - 2 photographer - 2 videographer Three – Five (3-5) Minutes SDE Video to be played during the Dinner
	Three (3) minute video for the Milestone of PMT (TPB will provide files)	Five (5) minute video for the Milestone of PMT (TPB will provide files)
Contingenc y Expenses	Provision of contingency expenses in the amount of One Hundred Twenty Thousand Pesos Only (PhP120,000.00) must include but not limited to the following: a. Coordination meetings- P30,000.00 b. Contingency expenses of TPB Personnel (pre/post)- P40,000.00 c. On-site related (requires air tickets for the speakers, fees on site) P 50,000.00 TOTAL = Php 120,000.00	Provision of contingency expenses in the amount of One Hundred Twenty Thousand Pesos Only (PhP120,000.00) must include but not limited to the following: a. Coordination meetings and ocular inspections - P30,000.00 b. Miscellaneous/Incidental expenses, supplies and communication (load) allowance of TPB Personnel (pre/post) 40,000.00 a. Uniform for the PMT Secretariat 50,000.00 TOTAL = 120,000.00
SPECIAL/		Bidders must present their project proposal during submission of bid documents.

	ADDITIONAL REQUIREME NT	
To modify or amend the provided details under Section I — Invitation to Bid	Item 7 Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before September 26, 2023, 10:00 a.m. Late bids shall not be accepted. Item 9	BAC Secretariat through manual
	Bid opening (manual opening) shall be on September 26, 2023 2:00 p.m. at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.	Bid opening (manual opening) shall be on September 27, 2023 3:00 p.m. at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. Note: Bidders are requested to present their 15-minute Bid Proposal (presentation will be part of the technical submission and not to be rated)

For guidance and information of all concerned.

MR. ARNOLD T. GONZALES

Chairperson

Bids and Awards Committee

September 18, 2023

Received/Conforme:

Name of Supplier Representative / Date