


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

18 March 2024

SUPPLEMENTAL/BID BULLETIN NO. 2024-015

This Supplemental/Bid Bulletin No. 2024-015 is issued to amend and/or modify the details provided in the Invitation to Bid (ITB) No. 2024-016 for the **“Service Provider to Manage and Implement the Knowledge Sessions and Entertainment Programs of MICECON 2024 – Lots 1 and 2”** as follows:

ITEM NO.	SPECIFICATION	
	FROM	TO
8	<p>Other conference requirements, include but are not limited to:</p> <p>a. Printed ID Lanyards</p> <ul style="list-style-type: none"> - double-ended lanyard (1/2” width, 32” length) - back to back print (full color) <i>* printing of ID % a separate event platform provider (with registration)</i> <i>*design for recommendation of bidder and approval of TPB</i> 	<p>Additional information:</p> <p>Lanyard will be in 3 colors with the following minimum number of pcs:</p> <ul style="list-style-type: none"> - 800 – 850pcs (for the Media, Delegates and delegate-sponsors) - 400pcs (for the Organizers and Speakers and Volunteers, core EMC team) - 100pcs (VIPs, Others – guests, ,)
	<p>b. MICECON Conference Kit to include the following (subject to change and approval of TPB):</p> <ul style="list-style-type: none"> - Conference Bag (cavass tote bag,) with debossed leatherette event logo pocket - Customized luggage tag with event logo (debossed in leatherette material to complement the conference bag, etc.) - Conference notebook and ballpen* should be made of eco-friendly material with event name print/ engraving - Reusable water bottles with event logo (pre-washed before the event) 	 <p>Additional information:</p> <p>Sample photo of the conference kit peg for reference</p> <p>950pcs of the MICECON kit (conference bag) is required</p>
	<p>c. Conference/ office equipment and supplies for the Secretariat Room to include, but not limited to:</p> <ul style="list-style-type: none"> - extension cord and wires (enough for 5 working stations) - photocopy machine 	<p>Clarification:</p> <p>ID badge of the production team will be dependent on the manpower of the suppliers, recommended performers etc.</p>

		<ul style="list-style-type: none"> - colored A3 and A4* printer (at least 3 units total) and ink supply for the 3-day conference <i>* at least one printer-copier-scanner</i> - A3 and A4* paper (80-100gsm and 200-250gsm) <i>*min. 10 reams</i> - Black permanent and ballpens - Scissors, cutter and cutting board (A3) - Tape/ adhesives (scotch tape, masking tape, etc.) - Long arm stapler - ID badge for production team/ suppliers (initial estimate 500pax) - other office supplies, as may be required 	
11		<p><u><i>Bidders may submit proposed topics and Speakers to be presented during the opening of bids but the final identification/ selection of speakers and topics will be % TPB.</i></u></p>	<p>Clarification: It will aid in determining compliance to the technical specification if the bidder will submit and present their proposed topics and speakers</p>
12		<p>Facilitate the payment of honorarium/ professional fees of approved presenters/ speakers/ moderators (to be included in the financial proposal/ c/o the service provider)</p> <ul style="list-style-type: none"> ○ Provide advance payments of professional fees to presenters/speakers/moderators , as required; ○ Settle the remainder of professional fees within five (5) working days after the speaker’s session, as applicable. ○ Estimated/ Proposed rates/ fees <p>International Speakers : USD 5,000 (inclusive of taxes) x 8pax <i>*Usual range of international professional speakers preferential fees USD3,000 – USD7,000</i></p>	<p>Clarification: The international and domestic air tickets of speakers are c/o TPB. There is also a partial hosting by the host destination, Clark of the accommodations in Clark. Anything beyond this should be covered by the EMC (e.g. if there is a need for an overnight accommodations in Manila).</p> <p>All ground arrangements is c/o EMC.</p> <p>Management of speakers includes, but is not limited to the following: 1. Invitation to speakers; 2. Briefing them on the topic that they need to present; 3. Confirming their attendance; 4. Arrangement of their transportation to and from the Philippines (local and international air tickets*);</p>

		<p>Local Industry Professionals/ Moderators / Facilitators / Evaluators/ Judges : PHP 30,000 x 12pax</p> <p>Estimated Total Cost: PHP 2,560,000 *conversion rate USD1=PHP55</p> <p>Note: <i>Coordinate as well with TPB with respect to the speakers' logistical arrangements (e.g. air tickets, accommodations, meals, etc.)</i></p> <p>Professional Fees/ payment to speakers may be lower or higher than the estimated amount per speaker but the total should not exceed the total budget estimate for speakers.</p>	<p>*Procurement of the local and international air tickets will be c/o TPB</p> <p>5. Coordination of the speakers' accommodation;</p> <p>6. On ground logistics (airport transfers);</p> <p>7. Assisting and providing their technical requirements during the event; and</p> <p>8. Providing them of their Professional Fee/ Honorarium</p>
14		<p>Handle the logistical (ground) arrangements of the presenters/speakers/moderators to include contingencies for F&B requirements outside of the MICECON2024 program</p> <p>*international or domestic air tickets of speakers are c/o TPB</p>	
13		<p>Provide Tokens for Speakers and VIP guests with the amount estimated at P2,000 each (for approval of TPB)</p>	<p>Additional information: Number is dependent on the final lineup of speakers but an estimate is 20 based on past programs</p>
18		<p>Bidders will be required to make a presentation (maximum of 20 minutes) of their Concept and Planned Approach to validate compliance with the technical specifications.</p>	<p>Clarification: "Is the presentation is a factor in determining the winning bidder?"</p> <p>This will help the BAC verify compliance to the Terms of Reference</p>
20		<p>Firm/Company The firm/ company must be Filipino-owned and legally registered Events Management Company (EMC)/ Professional Congress Organizer (PCO) / Conference Integrator under Philippine laws and must be in</p>	<p>Clarification: On meaning of "management of speakers"</p> <p>Similar to the Technical Specifications requirement would suffice</p>

		<p>operation in the last five (5) years handling similar projects.</p> <p>The firm/ company should have satisfactorily handled an event, as an EMC/ PCO, with the same magnitude* as the Philippine MICE Conference (MICECON).</p> <p>*Management of a high level conference with management of more than five international speakers (from outside the Philippines, not just speakers residing in the Philippines)</p> <p>*BAC TWG may conduct verification with past clients of service provided during these events and background of event</p> <p>The company must have experience in handling hybrid events.</p>	
21		<p>Key Personnel Professional Congress Organizer (PCO) / Conference Integrator / Events Management Company team members must have experience in organizing corporate or government-hosted events with international participants in the Philippines and abroad;</p>	<p>Clarification: If they need to attach certificate of satisfactory completion of similar past projects handled and program of past event</p> <p>-Yes</p>
1	<p>Section VII Technical Specifications (Lot 2)</p>	<p>Conceptualization* of a themed entertainment production/ program that would best present the following event components of the Philippine MICE Conference (MICECON):</p> <p>*Concept to be presented should :</p> <ol style="list-style-type: none"> a.) be new/ fresh b.) have a holistic approach/ weave together the program from the opening to the closing ceremony aligning to the theme of MICECON c.) make use of the latest technology/ innovative approaches 	<p>Additional Information: For the Opening, there may be a need to incorporate the MICE brand campaign launch in the Opening. The MICE Brand Campaign is “Meet Philippines: We Take Your Business to Heart”</p> <p>For the Farewell Dinner, the tentative venue is Hilton Clark.</p>

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: _____