

**Bids and Awards Committee**

**SUPPLEMENTAL/BID BULLETIN NO. 2024-044**

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. 2024-048 for the **Services of an Event Management Company for the Philippine hosting of the World Surf League Junior Surfing Championships** are as follows:

	FROM	TO
To modify or amend the provided details under Section III Bid Data Sheet	<p>ITB Clause 5.3</p> <p>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, shall be:</p> <p><b>Services of an Event Management Company for the Philippine hosting of the World Surf League Junior Surfing Championships</b></p> <p>Include the following services but <b>not limited to</b>: Engagement with underwater dive expert and photographer, and to cover the following expenses relative to his travel to the Germany, Assists and oversee the overall arrangements of the speaker/presenter for the duration of their stay in Germany, Secure necessary traveling documents for VISA processing purposes, Booth Operations, Support Staff.</p>	<p>ITB Clause 5.3</p> <p>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, shall be:</p> <p><b>Services of an Event Management Company for the Philippine hosting of the World Surf League Junior Surfing Championships</b></p> <p>Include the following services, but <b>not limited to</b>: <b>Provision of comprehensive event management, technical requirements, and support services for the 2025 WSL World Junior Championships. The Event Management Company (EMC) shall work closely with the World Surf League (WSL), the Province of La Union, the Department of Tourism Region 1, and the Tourism Promotions Board Philippines to ensure a successful and well-coordinated event.</b></p> <p><b>The EMC must demonstrate experience in conceptualizing, planning, and executing sports-related event packages. For this purpose, a sports-related event refers to any gathering focused on sports activities, competitions, or the promotion of sports culture and lifestyle. These events may range from local tournaments and charity</b></p>

competitions, such as marathons, triathlons, and cycling races, and often involve athletes, fans, sponsors, and additional elements such as entertainment, cultural displays, or educational workshops.

Examples of sports-related events include:

- Competitions, such as:
  - \*Professional Competitions: NBA games, Premier League matches, Grand Slam tennis tournaments, PGA golf tours.
  - \*International Championships: Olympic Games, FIFA World Cup, Rugby World Cup, and Cricket World Cup.
  - \*Amateur and Community Events: Local league games, high school competitions, amateur sports tournaments.
  - \*Endurance Events: Marathons, triathlons, cycling races, and Ironman competitions.
  - \*Extreme Sports Events: X Games for skateboarding, snowboarding, BMX, etc
  - \* Shooting Events / Competitions: International Shooting Sport Federation (ISSF) championships, skeet and trap shooting tournaments, and biathlon events.
- Charity Events: Fun runs, charity golf tournaments, and community sports days for fundraising purposes.
- Exhibitions and Showcases: Sports expos, fitness fairs, or sports-themed conventions.
- Conferences and Seminars: Events for discussing sports science, sports management, and industry trends.
- Training Camps and Clinics: Events focused on skill development for

		athletes, often with professional coaches.
To modify or amend the provided details under Section VII – Technical Specifications	<p>Item 3</p> <p>3. Printing of Visuals: Indicative cost is ₱172,500.00</p> <ul style="list-style-type: none"> <li>• Sponsor Logo Banners: 15 units, each at least 96 in. x 32 in.</li> <li>• Judges Tower: 4 units with varying sizes: <ul style="list-style-type: none"> <li>o 461 in. x 65 in.</li> <li>o 596 in. x 58 in. (2 units)</li> <li>o 596 in. x 40 in.</li> </ul> </li> <li>• Broadcast Camera Tower: 8 units, each at least 6 x 4 ft</li> <li>• Interview Backdrop: 1 unit, at least 12 x 9 ft</li> <li>• Photo wall: 1 unit, at least 12 x 12 ft</li> <li>• SLEX Billboard: 2 units, each at least 12 x 36ft</li> <li>• Prize Board (Sintra); 8 units, each at least 28cm x 60 cm</li> <li>• Awarding Ceremony Backdrop: 1 unit, at least 15 x 30 ft</li> <li>• Nation Flags: Depending on participants’ nationalities, including but not limited to Australia, Brazil, USA, New Zealand, Japan, Philippines, England, France, and others.</li> </ul>	<p>Item 3</p> <p>3. <b>Design and</b> Printing of Visuals: Indicative cost is ₱172,500.00</p> <ul style="list-style-type: none"> <li>• Sponsor Logo Banners: 15 units, each at least 96 in. x 32 in.</li> <li>• Judges Tower: 4 units with varying sizes: <ul style="list-style-type: none"> <li>o 461 in. x 65 in.</li> <li>o 596 in. x 58 in. (2 units)</li> <li>o 596 in. x 40 in.</li> </ul> </li> <li>• Broadcast Camera Tower: 8 units, each at least 6 x 4 ft</li> <li>• Interview Backdrop: 1 unit, at least 12 x 9 ft</li> <li>• Photo wall: 1 unit, at least 12 x 12 ft</li> <li>• SLEX Billboard: 2 units, each at least 12 x 36ft, <b>including placement and installation</b></li> <li>• Prize Board (Sintra); 8 units, each at least 28cm x 60 cm</li> <li>• Awarding Ceremony Backdrop: 1 unit, at least 15 x 30 ft</li> <li>• Nation Flags: Depending on participants’ nationalities, including but not limited to Australia, Brazil, USA, New Zealand, Japan, Philippines, England, France, and others.</li> <li>• <b>Winning bidder to provide design subject to the approval of TPB</b></li> </ul>

	<p>Item 7</p> <p>G. Provision of Accommodation for 64 pax for 11 nights: Indicative cost is ₱2,266,880.00</p> <ul style="list-style-type: none"> <li>• Air-conditioned hotel rooms with private toilet and bath</li> <li>• 20 pax in solo occupancy rooms</li> <li>• 20 pax in twin sharing rooms</li> <li>• 24 pax quadruple sharing rooms</li> </ul> <p>H. Provision of 10 Vans: Indicative cost is ₱690,000.00</p> <ul style="list-style-type: none"> <li>• Fully air-conditioned vans equipped with roof racks for surfboards.</li> <li>• 10 units for roundtrip transportation between Ninoy Aquino International Airport and</li> </ul>	<p>Item 7</p> <p>G. Provision of Accommodation for 64 pax for 11 nights: Indicative cost is ₱2,266,880.00</p> <ul style="list-style-type: none"> <li>• Air-conditioned hotel rooms with private toilet and bath</li> <li>• 20 pax in solo occupancy rooms</li> <li>• 20 pax in twin sharing rooms</li> <li>• 24 pax quadruple sharing rooms</li> <li>• Must be located at Urbiztondo, San Juan, La Union</li> <li>• Must be located along main road in San Juan, accessible by private vehicle or bus</li> <li>• Must be in front of the beach</li> <li>• Must have a surf school, shop, and restaurant</li> <li>• Must have hosted international surfers and judges, especially during major surfing competitions and events</li> <li>• Must have been a central venue for international, national and regional surfing competitions</li> </ul> <p>H. Provision of 10 Vans: Indicative cost is ₱690,000.00</p> <ul style="list-style-type: none"> <li>• Fully air-conditioned vans equipped with roof racks for surfboards.</li> <li>• 10 units for roundtrip transportation between Ninoy Aquino International Airport and San Juan, La Union, including</li> </ul>
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	<p>San Juan, La Union, including pick-up and drop-off services. Additionally, 2 vans will remain on standby for the entire duration of the event following the initial pick-up.</p> <p>I. Provision of Trophies/Awards for Top Contenders: Indicative cost is ₱60,000.00</p> <ul style="list-style-type: none"> <li>• 8 trophies/awards to be provided for the top 4 male and top 4 female contenders</li> <li>• Trophies will be crafted from local materials, varying in size, from smallest to biggest for Equal 3rd, 2nd, and Champion.</li> <li>• Actual design will be provided by the Technical Committee</li> </ul>	<p>pick-up and drop-off services. Additionally, 2 vans will remain on standby for the entire duration of the event following the initial pick-up.</p> <p>I. Provision of Trophies/Awards for Top Contenders: Indicative cost is ₱60,000.00</p> <ul style="list-style-type: none"> <li>• 8 trophies/awards to be provided for the top 4 male and top 4 female contenders</li> <li>• Trophies will be crafted from local materials, varying in size, from smallest to biggest for Equal 3rd, 2nd, and Champion.</li> <li>• Actual design will be provided by the Technical Committee</li> </ul>
		<p>Provision of Catering Services. The EMC will be responsible in providing the catering services for the following:</p> <ul style="list-style-type: none"> <li>• Event Catering – Free Flowing Snack Bar: Includes AM and PM snacks, fruit juice, and brewed coffee for athletes, technical crew (foreign and local), and VIPs. Service will be provided for 150 participants over 7 days, with a rectangular setup: Indicative cost is ₱181,608.00</li> </ul>

		<ul style="list-style-type: none"> <li>• Event Catering for Volunteers (DOH, PNP, PCG, LGU Staff): Provision of breakfast, AM and PM snacks, and lunch in packed meals for 300 participants over 8 days at the competition venue. Food containers should be eco-friendly, made from locally sourced, sustainable materials. Plastic bottled water should be avoided, and alternative environmentally conscious options provided: Indicative cost is ₱828,000.00</li> <li>• Event Catering for Technical Crew (Local and Foreign): Provision of breakfast and lunch via assisted buffet at the Judges' Tower. Service will be for 80 participants over 7 days: Indicative cost is ₱322,000.00</li> </ul>
		Submission of CV is within Five (5) Working Days upon received of Notice of Award, subject to approval to TPB
	Single Largest Completed Contract (SLCC) similar to the Contract to be bid within five (5) years, contract should be at least be fifty percent (50%) of the ABC	Single Largest Completed Contract (SLCC) similar to the Contract to be bid within <b>three (3) years</b> , contract should be at least be fifty percent (50%) of the ABC
	List of all Ongoing Government & Private Contracts within five (5) years including contracts awarded but not yet started, if any, weather similar or not similar in nature and complexity to the contract to be bid	List of all Ongoing Government & Private Contracts within <b>three (3) years</b> including contracts awarded but not yet started, if any, weather similar or not similar in nature and complexity to the contract to be bid

	<p><b>ADDITIONAL TECHNICAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Must be Filipino owned, operated and legally registered event management company under Philippine laws</li> <li>• Requirements and arrangements may be changed subject to schedule constraints and/or IATF guidelines during the implementation proper. Any changes applied must not exceed the Approved Budget of Contract (ABC)</li> <li>• Must possess a minimum of five (5) years of demonstrable experience in conceptualizing, planning, and executing sports event packages.</li> <li>• Submit a copy of the Certificate of Satisfactory Completion of Services of the Single Largest Completed Contract (SLCC)</li> <li>• <b>Submit a list of completed government and/or private projects, with at least three (3) similar projects completed</b> within the last five (5) years, along with a Certificate of Satisfactory Completion of Services.</li> <li>• Preferably a resident of Tarlac or La Union</li> </ul>	<p><b>ADDITIONAL TECHNICAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Must be Filipino owned, operated and legally registered event management company under Philippine laws</li> <li>• Requirements and arrangements may be changed subject to schedule constraints and/or IATF guidelines during the implementation proper. Any changes applied must not exceed the Approved Budget of Contract (ABC)</li> <li>• Must possess a minimum of <b>three (3) years</b> of demonstrable experience in conceptualizing, planning, and executing <b>sports-related event</b> packages.</li> <li>• Submit a copy of the Certificate of Satisfactory Completion of Services of the Single Largest Completed Contract (SLCC)</li> <li>• <b>Submit a list of completed government and/or private projects, with at least three (3) similar projects completed</b> <b>within the last three (3) years</b>, along with a Certificate of Satisfactory Completion of Services.</li> <li>• Preferably a resident of Tarlac or La Union</li> </ul>
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For guidance and information of all concerned.



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**ARNOLD T. GONZALES**



Chairperson

Bids and Awards Committee

Nov. 11, 2024

Received/Conforme/Comply: \_\_\_\_\_

Name of Supplier Representative / Date

Signature over the name of representative

Note: include this Bid Bulletin in your Technical Document submission



**Name of the Procuring Entity : Tourism Promotions Board**

**Project :**

**Location of the Project :**

**List/Statement of all Government & Private Contracts completed which are SIMILAR in nature for within the last 3 years**

Business Name : \_\_\_\_\_

Business Address : \_\_\_\_\_

Name of Contract	a. Owner's Name b. Owner's Name Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount of Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
Government						
Private						

Note: This Statement shall be supported with

1. Contract
2. Certificate with completion

Submitted by:

Name of Representative of Bidder: \_\_\_\_\_

Position : \_\_\_\_\_

Date : \_\_\_\_\_



**Name of the Procuring Entity : Tourism Promotions Board**

**Project : Services of an Event Management Company for the Philippine hosting of the World Surf League Junior Surfing Championships (TPB-ITB No. 2024-048)**

**Location of the Project :**

**Single Largest Completed Contract (SLCC) similar to the Contract to be bid within three (3) years, contract should be atleast be fifty percent (50%) of the ABC**

Business Name : \_\_\_\_\_

Business Address : \_\_\_\_\_

Name of Contract	a. Owner's Name b. Owner's Name Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount of Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
Government						
Private						

Note: This Statement shall be supported with

1. Contract
2. Notice to Proceed
3. Certificate of Satisfactory Completion

Submitted by:

Name of Representative of Bidder: \_\_\_\_\_

Position : \_\_\_\_\_

Date : \_\_\_\_\_