

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

22 November 2024

**SUPPLEMENTAL/BID BULLETIN NO. 2024-049**

This **Supplemental/Bid Bulletin No. 2024-049** is issued to amend and/or modify the details provided in the **Invitation to Bid (ITB) No. 2024-057** for the **“Services of an Events Management Company (EMC) for the ASEAN Tourism Forum (ATF) 2025”** as follows:

ITEM NO.	SPECIFICATION																																																			
	FROM	TO																																																		
1	Section VI Schedule of Requirements	<b>A. PERFORMANCE DURING TRAVEX</b> Date: 21-23 January 2024	<b>A. PERFORMANCE DURING TRAVEX</b> Date: 15-17 January 2025																																																	
		<b>B. HOSTED FUNCTION ENTERTAINMENT WITH STAGE AND VENUE STYLING</b> Date: 23 January 2025	<b>B. HOSTED FUNCTION ENTERTAINMENT WITH STAGE AND VENUE STYLING</b> Date: 16 January 2025																																																	
		<b>C. CLOSING AND TURNOVER CEREMONY FOR PHILIPPINE HOSTING OF THE ATF</b> Date: 24 January 2025	<b>C. CLOSING AND TURNOVER CEREMONY FOR PHILIPPINE HOSTING OF THE ATF</b> Date: 18 or 19 January 2025																																																	
		<b>D. SUGGESTED TRAVEL DATES FOR THE PRODUCTION TEAM</b> <table border="1" data-bbox="507 1256 991 1998"> <thead> <tr> <th>Date/Time</th> <th>Activity</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td colspan="3"><b>20 January</b></td> </tr> <tr> <td></td> <td> <ul style="list-style-type: none"> <li>Finalization of Philippine Booth Set up</li> <li>Arrival of EMC team and performance in Johor Bahru</li> </ul> </td> <td>Delivery of giveaways to the Philippine Pavilion and Hosted Function venue</td> </tr> <tr> <td colspan="3"><b>21 January</b></td> </tr> <tr> <td></td> <td>Performances at the Philippine Pavilion</td> <td></td> </tr> <tr> <td colspan="3"><b>22 January</b></td> </tr> <tr> <td></td> <td>Performance at the Philippine Pavilion/ Rehearsals for the Philippine hosted dinner</td> <td></td> </tr> <tr> <td colspan="3"><b>23 January</b></td> </tr> <tr> <td>06:00PM</td> <td>Stage Blocking and Sound checking, ingress of props, etc.</td> <td>Time – TBA *TPB to check with organizers if they can provide a holding</td> </tr> </tbody> </table>	Date/Time	Activity	Remarks	<b>20 January</b>				<ul style="list-style-type: none"> <li>Finalization of Philippine Booth Set up</li> <li>Arrival of EMC team and performance in Johor Bahru</li> </ul>	Delivery of giveaways to the Philippine Pavilion and Hosted Function venue	<b>21 January</b>				Performances at the Philippine Pavilion		<b>22 January</b>				Performance at the Philippine Pavilion/ Rehearsals for the Philippine hosted dinner		<b>23 January</b>			06:00PM	Stage Blocking and Sound checking, ingress of props, etc.	Time – TBA *TPB to check with organizers if they can provide a holding	<b>D. SUGGESTED TRAVEL DATES FOR THE PRODUCTION TEAM</b> <table border="1" data-bbox="1042 1256 1501 1998"> <thead> <tr> <th>Date/Time</th> <th>Activity</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td colspan="3"><b>13 January</b></td> </tr> <tr> <td></td> <td> <ul style="list-style-type: none"> <li>Finalization of Philippine Pavilion Set up</li> <li>Arrival of EMC team and performers in Johor Bahru</li> </ul> </td> <td>Delivery of giveaways to the Philippine Pavilion and Hosted Function venue</td> </tr> <tr> <td colspan="3"><b>14 January</b></td> </tr> <tr> <td></td> <td> <ul style="list-style-type: none"> <li>Set up at the Philippine Pavilion</li> <li>Technical Rehearsal for the Philippine Pavilion Opening</li> </ul> </td> <td></td> </tr> <tr> <td colspan="3"><b>15 January</b></td> </tr> <tr> <td></td> <td> <ul style="list-style-type: none"> <li>Performance at the Philippine Pavilion</li> <li>Set up of the Philippine hosted dinner venue</li> <li>Rehearsals for the Philippine hosted dinner</li> </ul> </td> <td></td> </tr> <tr> <td colspan="3"><b>16 January</b></td> </tr> </tbody> </table>	Date/Time	Activity	Remarks	<b>13 January</b>				<ul style="list-style-type: none"> <li>Finalization of Philippine Pavilion Set up</li> <li>Arrival of EMC team and performers in Johor Bahru</li> </ul>	Delivery of giveaways to the Philippine Pavilion and Hosted Function venue	<b>14 January</b>				<ul style="list-style-type: none"> <li>Set up at the Philippine Pavilion</li> <li>Technical Rehearsal for the Philippine Pavilion Opening</li> </ul>		<b>15 January</b>				<ul style="list-style-type: none"> <li>Performance at the Philippine Pavilion</li> <li>Set up of the Philippine hosted dinner venue</li> <li>Rehearsals for the Philippine hosted dinner</li> </ul>		<b>16 January</b>
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				room for costumes etc.		06:00PM	Stage Blocking and Sound checking, ingress of props, etc.	Time – TBA *TPB to check with organizers if they can provide a holding room for costumes etc.	
		07:00pm	TRAVEX Dinner Program: <ul style="list-style-type: none"> <li>Welcome Remarks</li> <li>Turn over ceremony</li> <li>Dinner</li> <li>Cultural Performance</li> <li>Keynote / Closing Speech</li> <li>Cocktails</li> </ul>						
		11:00pm	End of Hosted Function Program						
		<b>24 January</b>							
			Performance at the Malaysia Tourism Turnover Ceremony	Time and venue - TBA					
		<b>25 January</b>							
			Departure to Manila						
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		<b>17 January</b>							
			Performances at the Philippine Pavilion						
		<b>18 or 19 January</b>							
			Performance at the Malaysia Tourism Turnover Ceremony	Time and venue - TBA					
		<b>19 or 20 January</b>							
			Departure to Manila						
19	<b>Section VII Technical Specifications</b>	N.A.	L. Printing of Invitation (100) pcs and Philippine Icons stickers (100 pcs per design) for the Philippine Hosted Dinner. The approved design is to be provided by the TPB.						

This Bid Bulletin shall form an integral part of the Bidding Documents.

For guidance and information of all concerned.

  
**ATTY. GREGORY A. NUEGA) LL.M.**  
Vice Chairperson  
Bids and Awards Committee

Received by the Bidder:

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Date: