

29 November 2024

**SUPPLEMENTAL/BID BULLETIN NO. 2024-050**

This **Supplemental/Bid Bulletin No. 2024-050** is issued to amend and/or modify the details provided in the **Invitation to Bid (ITB) No. 2024-059** for the **“Service Provider for the Philippine Participation in the Outbound Travel Market (OTM) 2025 and Post-OTM 2025 Roadshow in India (2 Lots)”** as follows:

ITEM NO.	SPECIFICATION	
	FROM	TO
	<b>LOT 1: OPERATIONAL REQUIREMENTS FOR THE OUTBOUND TRAVEL MARKET (OTM) 2025</b>	
<b>1</b>	<b>Date:</b> 30 January to 01 February 2025 <b>Venue:</b> Jio Convention Centre, Mumbai, India <b>Stand Number:</b> TBC	<b>Date:</b> 30 January to 01 February 2025 <b>Venue:</b> Jio Convention Centre, Mumbai, India <b>Stand Number:</b> PK 115
	<b>LOT 2: POST-OTM 2025 ROADSHOW (MUMBAI, NEW DELHI, CHENNAI, AND BANGALORE)</b>	
<b>2</b>	<b>Section VII Technical Specifications</b> <b>1. Mumbai on 03 February 2025</b> -A 4-5-star hotel property or similar category located in Mumbai City Center / CBD. -Has a ballroom/function room that can be dressed up, can be installed with stage and has enough space to accommodate at least 100 guests for banquets or corporate events. -The ballroom/function room should be equipped with high-speed internet, projectors, screens, and audio systems. Ideally, provide an event tech support team onsite. -Organizing, designing, facilitating and set-up of the venue (including directional signage/standees and venue branding), reception area, holding area for the Officials / VIP Lounge, LED / LCD wall, and other AVP equipment (i.e., lighting, audio-visual equipment, sound system, PA system, microphones, etc.)	<b>1. Mumbai on 03 February 2025</b> -A 4-5-star hotel property or similar category located in Mumbai City Center / CBD. -Has a ballroom/function room that can be dressed up, can be installed with stage and has enough space to accommodate at least 100 guests for banquets or corporate events. -The ballroom/function room should be equipped with high-speed internet, projectors, screens, and audio systems. Ideally, provide an event tech support team onsite. -Organizing, designing, facilitating and set-up of the venue (including directional signage/standees and venue branding), reception area, <del>holding area for the Officials / VIP Lounge</del> , LED / LCD wall, and other AVP equipment (i.e., lighting, audio-visual equipment, sound system, PA system, microphones, etc.)

		-Capable of serving meals with options for various dietary needs.	-Capable of serving meals with options for various dietary needs.				
4	Section VII Technical Specifications	<p><b>2. New Delhi on 04 February 2025</b></p> <p>-A 4-5-star hotel property or similar category located in New Delhi.</p> <p>-Has a ballroom/function room that can be dressed up, can be installed with stage and has enough space to accommodate at least 100 guests for banquets or corporate events.</p> <p>-The ballroom/function room should be equipped with high-speed internet, projectors, screens, and audio systems. Ideally, provide an event tech support team onsite.</p> <p>-Organizing, designing, facilitating and set-up of the venue (including directional signage/standees and venue branding), reception area, holding area for the Officials / VIP Lounge, LED / LCD wall, and other AVP equipment (i.e., lighting, audio-visual equipment, sound system, PA system, microphones, etc.)</p> <p>-Capable of serving meals with options for various dietary needs.</p>	<p><b>2. New Delhi on 04 February 2025</b></p> <p>-A 4-5-star hotel property or similar category located in New Delhi.</p> <p>-Has a ballroom/function room that can be dressed up, can be installed with stage and has enough space to accommodate at least 100 guests for banquets or corporate events.</p> <p>-The ballroom/function room should be equipped with high-speed internet, projectors, screens, and audio systems. Ideally, provide an event tech support team onsite.</p> <p>-Organizing, designing, facilitating and set-up of the venue (including directional signage/standees and venue branding), reception area, <del>holding area for the Officials / VIP Lounge</del>, LED / LCD wall, and other AVP equipment (i.e., lighting, audio-visual equipment, sound system, PA system, microphones, etc.)</p> <p>-Capable of serving meals with options for various dietary needs.</p>				
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6	<p><b>3. Chennai on 06 February 2025</b></p> <p>-A 4-5-star hotel property or similar category located in Chennai.</p> <p>-Has a ballroom/function room that can be dressed up, can be installed with stage and has enough space to accommodate at least 100 guests for banquets or corporate events.</p>	<p><b>3. Chennai on 06 February 2025</b></p> <p>-A 4-5-star hotel property or similar category located in Chennai.</p> <p>-Has a ballroom/function room that can be dressed up, can be installed with stage and has enough space to accommodate at least 100 guests for banquets or corporate events.</p>					

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8	<p><b>Section VII Technical Specifications</b></p>	<p><b>4. Bangalore on 07 February 2025</b></p> <p>-A 4-5-star hotel property or similar category located in Bangalore.</p> <p>-Has a ballroom/function room that can be dressed up, can be installed with stage and has enough space to accommodate at least 100 guests for banquets or corporate events.</p> <p>-The ballroom/function room should be equipped with high-speed internet, projectors, screens, and audio systems. Ideally, provide an event tech support team onsite.</p> <p>-Organizing, designing, facilitating and set-up of the venue (including directional signage/standees and venue branding), reception area, holding area for the Officials / VIP Lounge, LED / LCD wall, and other AVP equipment (i.e., lighting, audio-visual equipment, sound system, PA system, microphones, etc.)</p> <p>-Capable of serving meals with options for various dietary needs.</p>	<p><b>4. Bangalore on 07 February 2025</b></p> <p>-A 4-5-star hotel property or similar category located in Bangalore.</p> <p>-Has a ballroom/function room that can be dressed up, can be installed with stage and has enough space to accommodate at least 100 guests for banquets or corporate events.</p> <p>-The ballroom/function room should be equipped with high-speed internet, projectors, screens, and audio systems. Ideally, provide an event tech support team onsite.</p> <p>-Organizing, designing, facilitating and set-up of the venue (including directional signage/standees and venue branding), reception area, <del>holding area for the Officials / VIP Lounge</del>, LED / LCD wall, and other AVP equipment (i.e., lighting, audio-visual equipment, sound system, PA system, microphones, etc.)</p> <p>-Capable of serving meals with options for various dietary needs.</p>
13		<ul style="list-style-type: none"> <li>● Coordination with the assigned TPB Officials/Officers, Federation of Indian Chamber of Commerce &amp; Industry (FICCI) Philippines, and FICCI India for the finalization of the program and speakers.</li> </ul>	<ul style="list-style-type: none"> <li>● <del>Management of invitation to 50-70 Indian buyers / partners and speakers per leg in coordination with TPB.</del></li> <li>● Coordination with the assigned TPB Officials/Officers, Federation of</li> </ul>

	<p style="text-align: center;"><b>Section VII Technical Specifications</b></p>	<ul style="list-style-type: none"> <li>●Creation of program flow, detailed scenario and script based on the approved program.</li> <li>●Provision of 1 emcee /voice over per city (should be proficient in English; can speak Hindi is a plus)</li> <li>●Project Coordinator/s (1 pax per city who will work closely with TPB office before, during, and after the event)</li> <li>●Coordination with TPB regarding the management of invitation to Indian buyers/partners</li> <li>●Provision of event coverage and assistance including recording and editing the video recording of the speech/talk of the speaker, as necessary.</li> <li>●Documentation in photos and videos of all activities for submission to TPB in JPEG/MPEG format saved in an external hard drive or in an online folder.</li> <li>●Arrangement of technical rehearsal/run at least before the start of the program in coordination with the assigned TPB Officer/s.</li> <li>●Provision of an Event Management Team / Service Provider Team, with a minimum experience of three (3) years, who shall coordinate, oversee the light, audio-visual, scenery, technical requirements, staging, and other elements and requirements of the overall event. The team shall source the appropriate events management experts, technical practitioners, etc. required to implement the overall program scenario which should include the following: <ul style="list-style-type: none"> <li>➤One (1) Project Manager</li> <li>➤At least one (1) Administrative/Project Officer with at least one (1) year of relevant experience</li> </ul> </li> </ul>	<p>Indian Chamber of Commerce &amp; Industry (FICCI) Philippines, and FICCI India for the finalization of the program and speakers.</p> <ul style="list-style-type: none"> <li>●Creation of program flow, detailed scenario and script based on the approved program.</li> <li>●Provision of 1 emcee /voice over per city (should be proficient in English; can speak Hindi is a plus)</li> <li>●Project Coordinator/s (1 pax per city who will work closely with TPB office before, during, and after the event)</li> <li>●Coordination with TPB regarding the management of invitation to Indian buyers/partners</li> <li>●Provision of event coverage and assistance including recording and editing the video recording of the speech/talk of the speaker, as necessary.</li> <li>●Documentation in photos and videos of all activities for submission to TPB in JPEG/MPEG format saved in an external hard drive or in an online folder.</li> <li>●Arrangement of technical rehearsal/run at least before the start of the program in coordination with the assigned TPB Officer/s.</li> <li>●Provision of an Event Management Team / Service Provider Team, with a minimum experience of three (3) years, who shall coordinate, oversee the light, audio-visual, scenery, technical requirements, staging, and other elements and requirements of the overall event. The team shall source the appropriate events management experts, technical practitioners, etc. required to implement the overall program scenario which should include the following: <ul style="list-style-type: none"> <li>➤One (1) Project Manager</li> </ul> </li> </ul>
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15	Section VII Technical Specifications	<p><b>E. Physical and Technical Requirements</b></p> <ul style="list-style-type: none"> <li>● Overall venue décor/execution for the event to include, but not limited to: <ul style="list-style-type: none"> <li>➤ Stage set-up, design, decorations (as needed per activity)</li> <li>➤ Venue styling, but not limited to: <ul style="list-style-type: none"> <li>o Sellers Board / Directory / Floor Plan</li> <li>o Directional signages</li> <li>o At least Eight (8) Pull-up Banners to be used for all four (4) legs to be turned over to TPB after the event</li> <li>o Table Numbers and Company Names good for 10-15 PH Seller companies (For the table numbers and company name, it should be printed back-to-back); ensure that these will be used for all four (4) legs</li> <li>➤ Registration counter</li> </ul> </li> </ul> </li> </ul>	<p><b>E. Physical and Technical Requirements</b></p> <ul style="list-style-type: none"> <li>● Overall venue décor/execution for the event to include, but not limited to: <ul style="list-style-type: none"> <li>➤ Stage set-up, design, decorations (as needed per activity)</li> <li>➤ Venue styling, but not limited to: <ul style="list-style-type: none"> <li>o Sellers Board / Directory / Floor Plan</li> <li>o Directional signages</li> <li>o At least Eight (8) Pull-up Banners (design to be provided by TPB) to be used for all four (4) legs to be turned over to TPB after the event</li> <li>o Table Numbers and Company Names good for 10-15 PH Seller companies (For the table numbers and company name, it should be printed back-to-back); ensure that these will be used for all four (4) legs</li> <li>➤ Registration counter</li> </ul> </li> </ul> </li> </ul>
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		<ul style="list-style-type: none"> <li>➤ Internet connection (75-100 mbps)</li> <li>➤ Directory of Philippine Sellers signage or panel board (with QR code)</li> <li>➤ All needed signages and/or marquees</li> <li>➤ B2B tables for 12-15 PH Sellers and two (2) VIP tables with chairs</li> </ul>	<ul style="list-style-type: none"> <li>➤ Internet connection (75-100 mbps)</li> <li>➤ Directory of Philippine Sellers signage or panel board (with QR code)</li> <li>➤ All needed signages and/or marquees</li> <li>➤ B2B tables for 12-15 PH Sellers with four (4) chairs per B2B table and two (2) VIP tables with chairs</li> </ul>
26	<b>Section VII Technical Specifications</b>	<p><b>QUALIFICATIONS OF BIDDERS:</b></p> <p>A. Must be a company duly registered in the Philippines engaged in the business as an Events Management Company / Destination Management Company / Tour Operator / Project Management Company / Conference Integrator / Service Provider with experience in event organization and implementation; preferably with a counterpart in India.</p> <p>B. Must be in operation for at least three (3) years; preferably with a counterpart in India; and</p> <p>C. Must have organized and implemented at least three (3) events abroad with a similar scale based on the deliverables as stated above.</p>	<p><b>QUALIFICATIONS OF BIDDERS:</b></p> <p>A. Must be a company duly registered in the Philippines engaged in the business as an Events Management Company / Destination Management Company / Tour Operator / Project Management Company / Conference Integrator / Service Provider with experience in event organization and implementation; preferably with a counterpart in India.</p> <p>B. Must be in operation for at least ten (10) years; preferably with a counterpart in India; and</p> <p>C. Must have organized and implemented at least three (3) events with a similar scale based on the deliverables as stated above, with at least one (1) event abroad in the last ten (10) years.</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:** \_\_\_\_\_