

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

08 January 2025

**SUPPLEMENTAL/BID BULLETIN NO. 2025-001**

This **Supplemental/Bid Bulletin No. 2025-001** is issued to amend and/or modify the details provided in the **Invitation to Bid (ITB) No. 2024-064** for the **“Service Provider for the Philippine Participation in the Outbound Travel Market (OTM) 2025 and Post-OTM 2025 Roadshow in India (Lot 2) 2nd Posting”** as follows:

ITEM NO.	SPECIFICATION	
	FROM	TO
10.2	Section II Instructions to Bidders	The Bidder’s SLCC as indicated in ITB Clause 5.3 should have been completed within <b>the last ten (10) years</b> prior to the deadline for the submission and receipt of bids.
5.3	Section III Bid Data Sheet	a. Completed within <b>at least ten (10) years</b> prior to the deadline for submission and receipt of bids.
3	Section VII Technical Specifications	<b>B2B Networking Meetings</b> - 15 meeting desks (IBM tables with 4 chairs set-up at the perimeter of the function room or ballroom - Banquet type of set-up in the middle of the function room for 80 guests –roundtable type – 8 -10 pax each - With Wi-Fi and provision for electrical outlets - Basic A/V system - Stage set-up - LCD Projector with Screen - With refreshments
5		<b>B2B Networking Meetings</b> - 15-17 meeting desks (IBM tables with 4 chairs set-up at the perimeter of the function room or ballroom - Banquet type of set-up in the middle of the function room for 80 guests –roundtable type – 8 -10 pax each

		<ul style="list-style-type: none"> <li>- With Wi-Fi and provision for electrical outlets</li> <li>- Basic A/V system</li> <li>- Stage set-up</li> <li>- LCD Projector with Screen</li> <li>- With refreshments</li> </ul>	<ul style="list-style-type: none"> <li>guests –roundtable type – 8 -10 pax each</li> <li>- With Wi-Fi and provision for electrical outlets</li> <li>- Basic A/V system</li> <li>- Stage set-up</li> <li>- LCD Projector with Screen</li> <li>- With refreshments</li> </ul>
7	<b>Section VII Technical Specifications</b>	<p><b>B2B Networking Meetings</b></p> <ul style="list-style-type: none"> <li>- 15 meeting desks (IBM tables with 4 chairs set-up at the perimeter of the function room or ballroom</li> <li>- Banquet type of set-up in the middle of the function room for 80 guests –roundtable type – 8 -10 pax each</li> <li>- With Wi-Fi and provision for electrical outlets</li> <li>- Basic A/V system</li> <li>- Stage set-up</li> <li>- LCD Projector with Screen</li> <li>- With refreshments</li> </ul>	<p><b>B2B Networking Meetings</b></p> <ul style="list-style-type: none"> <li>- 15-17 meeting desks (IBM tables with 4 chairs set-up at the perimeter of the function room or ballroom</li> <li>- Banquet type of set-up in the middle of the function room for 80 guests –roundtable type – 8 -10 pax each</li> <li>- With Wi-Fi and provision for electrical outlets</li> <li>- Basic A/V system</li> <li>- Stage set-up</li> <li>- LCD Projector with Screen</li> <li>- With refreshments</li> </ul>
9		<p><b>B2B Networking Meetings</b></p> <ul style="list-style-type: none"> <li>- 15 meeting desks (IBM tables with 4 chairs set-up at the perimeter of the function room or ballroom</li> <li>- Banquet type of set-up in the middle of the function room for 80 guests –roundtable type – 8 -10 pax each</li> <li>- With Wi-Fi and provision for electrical outlets</li> <li>- Basic A/V system</li> <li>- Stage set-up</li> <li>- LCD Projector with Screen</li> <li>- With refreshments</li> </ul>	<p><b>B2B Networking Meetings</b></p> <ul style="list-style-type: none"> <li>- 15-17 meeting desks (IBM tables with 4 chairs set-up at the perimeter of the function room or ballroom</li> <li>- Banquet type of set-up in the middle of the function room for 80 guests –roundtable type – 8 -10 pax each</li> <li>- With Wi-Fi and provision for electrical outlets</li> <li>- Basic A/V system</li> <li>- Stage set-up</li> <li>- LCD Projector with Screen</li> <li>- With refreshments</li> </ul>
15		<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:</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:</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ Sellers Board / Directory / Floor Plan</li> <li>○ Directional signages</li> <li>○ 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>○ Table Numbers and Company Names good for 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> </ul> <p>➤ Registration counter</p>	<ul style="list-style-type: none"> <li>○ Sellers Board / Directory / Floor Plan</li> <li>○ Directional signages</li> <li>○ At least Six (6) 80 x 200 cm 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>○ Table Numbers and Company Names good for 15-17 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> </ul> <p>➤ Registration counter</p>
<b>17</b>	<b>Section VII Technical Specifications</b>	<p><b>B2B Networking</b></p> <ul style="list-style-type: none"> <li>● Stage set-up</li> <li>● LED Screen / LCD projector with screen</li> <li>● Basic audio-visual (speakers, wireless microphones, etc.) and lighting system</li> <li>● Laptops (mac and windows) with appropriate connectors</li> <li>● Appropriate cables and video adapters (VGA, HDMI, etc.);</li> <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 15 PH Sellers with four (4) chairs per B2B table and two (2) VIP tables with chairs</li> </ul>	<p><b>B2B Networking</b></p> <ul style="list-style-type: none"> <li>● Stage set-up</li> <li>● LED Screen / LCD projector with screen</li> <li>● Basic audio-visual (speakers, wireless microphones, etc.) and lighting system</li> <li>● Laptops (mac and windows) with appropriate connectors</li> <li>● Appropriate cables and video adapters (VGA, HDMI, etc.);</li> <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 15-17 PH Sellers with four (4) chairs per B2B table and two (2) VIP tables with chairs</li> </ul>
<b>21</b>		<p><b>TOTE BAG -250PCS</b> Specifications:</p> <ul style="list-style-type: none"> <li>● Tote bag size: W – 16 inches, H – 18 inches</li> <li>● Handle size: 28 - 30 inches</li> <li>● Front logo size: -LOVE: 3 x 10 inches</li> </ul>	Not applicable

		<p>-THE PHILIPPINES: 1 x 10 inches</p> <ul style="list-style-type: none"> <li>• Back logo size</li> </ul> <p>-TPB: 1 x 3 inches</p> <p>-PHILIPPINES: .5 X 4 inches</p> <ul style="list-style-type: none"> <li>• Printing process: Silkscreen both size</li> </ul>	
23	<b>Section VII Technical Specifications</b>	<ul style="list-style-type: none"> <li>▪ A sample of each item should be submitted to TPB within the week of 13-17 January 2025 for approval before production/purchase of all items prior to shipping to India.</li> <li>▪ The delivery of the whole giveaway production will be at the TPB office at Legaspi Towers 300 within the week of 20-24 January 2025 from 8:00 AM to 5:00 PM for checking and inspection. The delivery address is: 4/F, Legaspi Towers 300 Roxas Boulevard, Manila 1004</li> <li>▪ To ensure compliance with the quantities of giveaways per venue, the concerned TPB Officer will issue Certification of Acceptance.</li> <li>▪ The giveaways will be picked up from the TPB office at Legaspi Towers 300 and the winning bidder shall cover the delivery of the giveaways per location and pay for the excess baggage, as necessary.</li> <li>▪ TPB shall provide Pro-forma Invoice and Certification for Custom purposes only.</li> </ul>	<ul style="list-style-type: none"> <li>▪ A sample of each item should be submitted to TPB either physically or through pictures and/or videos within the week of 20-24 January 2025 for approval before production/purchase of all items prior to shipping to India.</li> <li>▪ The delivery of the whole giveaway production will be in Mumbai on 02 February 2025 for checking and inspection.</li> <li>▪ To ensure compliance with the quantities of giveaways per venue, the concerned TPB Officer will issue Certification of Acceptance.</li> <li>▪ The giveaways will be picked up from Mumbai and the winning bidder shall cover the delivery of the giveaways per location and pay for the excess baggage, as necessary.</li> <li>▪ TPB shall provide Pro-forma Invoice and Certification for Custom purposes only.</li> </ul>
26		<p><b>Domestic Airfare</b></p> <ul style="list-style-type: none"> <li>• Provision of domestic air tickets and comprehensive travel insurance for TPB officers/officials based on the official event schedule <ul style="list-style-type: none"> <li>➤ Mumbai to Delhi, 4 pax</li> <li>➤ Delhi to Chennai, 4 pax</li> <li>➤ Chennai to Bangalore, 4 pax</li> </ul> </li> </ul>	<p><b>Domestic Airfare</b></p> <p>Provision of domestic air tickets and comprehensive travel insurance for TPB officers/officials based on the official event schedule (preferably the night flights)</p> <ul style="list-style-type: none"> <li>➤ Mumbai to Delhi, 4 pax</li> <li>➤ Delhi to Chennai, 4 pax</li> <li>➤ Chennai to Bangalore, 4 pax</li> </ul>

<b>28</b>	<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 ten (10) years; preferably with a counterpart in India; and</p> <p>C. Must have organized and implemented at least three (3) events with similar scale based on the deliverables as stated above, with at least one (1) event abroad in the last ten (10) years.</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 five (5) years; preferably with a counterpart in India; and</p> <p>C. Must have organized and implemented at least three (3) events with similar scale based on the deliverables as stated above, with at least one (1) event abroad in the last five (5) years.</p>
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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:** \_\_\_\_\_