



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	SPECIFICATION				
NO.		FROM	то		
10.2	Section II Instructions to Bidders	The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed within <i>the last ten (10) years</i> prior to the deadline for the submission and receipt of bids.	The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed within <i>the last five (5) years</i> prior to the deadline for the submission and receipt of bids.		
5.3	Section III Bid Data Sheet	 a. Completed within at least ten (10) years prior to the deadline for submission and receipt of bids. 	 a. Completed within at least five (5) years prior to the deadline for submission and receipt of bids. 		
3	Section VII Technical Specifications	 B2B Networking Meetings 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 	 B2B Networking Meetings 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 With Wi-Fi and provision for electrical outlets Basic A/V system Stage set-up LCD Projector with Screen With refreshments 		
5		B2B Networking Meetings - 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	B2B Networking Meetings - 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		

TOURISM PROMOTIONS BOARD PHILIPPINES





		T	T	
		- With Wi-Fi and provision for	guests –roundtable type – 8 -10 pax	
		electrical outlets	each	
		- Basic A/V system	- With Wi-Fi and provision for	
		- Stage set-up	electrical outlets	
		- LCD Projector with Screen	- Basic A/V system	
		- With refreshments - Stage set-up		
			- LCD Projector with Screen	
			- With refreshments	
	-	B2B Networking Meetings	B2B Networking Meetings	
		- 15 meeting desks (IBM tables with 4	- 15-17 meeting desks (IBM tables	
		chairs set-up at the perimeter of	with 4 chairs set-up at the	
		the function room or ballroom	perimeter of the function room or	
		- Banquet type of set-up in the	ballroom	
		middle of the function room for 80	- Banquet type of set-up in the	
		guests –roundtable type – 8 -10 pax	middle of the function room for 80	
7		each	guests –roundtable type – 8 -10 pax	
		- With Wi-Fi and provision for	each	
		electrical outlets	- With Wi-Fi and provision for	
		- Basic A/V system	electrical outlets	
		- Stage set-up	- Basic A/V system	
		- LCD Projector with Screen	- Stage set-up	
		- With refreshments	- LCD Projector with Screen	
		With terresiments	- With refreshments	
	Section VII			
	Section VII	B2B Networking Meetings	B2B Networking Meetings	
	Section VII	B2B Networking Meetings - 15 meeting desks (IBM tables with 4	B2B Networking Meetings - 15-17 meeting desks (IBM tables	
	Technical	- 15 meeting desks (IBM tables with 4	- 15-17 meeting desks (IBM tables	
		- 15 meeting desks (IBM tables with 4 chairs set-up at the perimeter of	- 15-17 meeting desks (IBM tables with 4 chairs set-up at the	
	Technical	- 15 meeting desks (IBM tables with 4 chairs set-up at the perimeter of the function room or ballroom	- 15-17 meeting desks (IBM tables with 4 chairs set-up at the perimeter of the function room or	
	Technical	 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 	 15-17 meeting desks (IBM tables with 4 chairs set-up at the perimeter of the function room or ballroom 	
	Technical	 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 	 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 	
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		 Sellers Board / Directory / 	Sellers Board / Directory /	
		Floor Plan	Floor Plan	
		 Directional signages 	 Directional signages 	
		o At least Eight (8) Pull-up	 At least Six (6) 80 x 200 cm 	
		Banners (design to be	Pull-up Banners (design to be	
		provided by TPB) to be used	provided by TPB) to be used	
		for all four (4) legs to be	for all four (4) legs to be	
		turned over to TPB after the	turned over to TPB after the	
		event	event	
		o Table Numbers and	 Table Numbers and Company 	
		Company Names good for 15	Names good for 15-17 PH	
		PH Seller companies (For the	Seller companies (For the	
		table numbers and company	table numbers and company	
		name, it should be printed	name, it should be printed	
		back-to-back); ensure that	•	
		these will be used for all four	these will be used for all four	
		(4) legs	(4) legs	
		Registration counter	Registration counter	
	Section VII	B2B Networking	B2B Networking	
	Technical	Stage set-up	Stage set-up	
	Specifications	 LED Screen / LCD projector with 	 LED Screen / LCD projector with 	
	•	screen	screen	
		 Basic audio-visual (speakers, 	 Basic audio-visual (speakers, 	
		wireless microphones, etc.) and	wireless microphones, etc.) and	
		lighting system	lighting system	
		 Laptops (mac and windows) with 		
		appropriate connectors	appropriate connectorsAppropriate cables and video adapters (VGA, HDMI, etc.);	
		 Appropriate cables and video 		
17		adapters (VGA, HDMI, etc.);		
1/		• Internet connection (75-100		
		mbps)		
			. ,	
	Directory of Philippine Sel signage or panel board (with code)		1	
			code)	
		All needed signages and/or	1	
		marquees	marquees	
		 B2B tables for 15 PH Sellers with 	1	
		four (4) chairs per B2B table and	with four (4) chairs per B2B table	
			1	
		two (2) VIP tables with chairs TOTE BAG -250PCS	and two (2) VIP tables with chairs	
		Specifications:		
		 Tote bag size: W – 16 inches, H – 		
21		18 inches	Not applicable	
		Handle size: 28 - 30 inches		
		Front logo size:-LOVE: 3 x 10 inches		
		-LOVE: 3 X TO INCHES		

		-THE PHILIPPINES: 1 x 10 inches	
		Back logo size	
		-TPB: 1 x 3 inches	
		-PHILIPPINES: .5 X 4 inches	
		Printing process: Silkscreen both	
		size	
		 A sample of each item should be 	 A sample of each item should be
		submitted to TPB within the week	submitted to TPB either
		of 13-17 January 2025 for	physically or through pictures
		approval before	and/or videos within the week of
		production/purchase of all items	20-24 January 2025 for approval
		prior to shipping to India.	before production/purchase of
		• The delivery of the whole	all items prior to shipping to
		giveaway production will be at	India.
		the TPB office at Legaspi Towers	The delivery of the whole
		300 within the week of 20-24	giveaway production will be in
		January 2025 from 8:00 AM to	Mumbai on 02 February 2025 for
		5:00 PM for checking and	checking and inspection.
		inspection. The delivery address	 To ensure compliance with the
		is:	quantities of giveaways per
		4/F, Legaspi Towers 300	venue, the concerned TPB
23	Section VII	Roxas Boulevard, Manila 1004	Officer will issue Certification of
	Technical	To ensure compliance with the	Acceptance.
	Specifications	quantities of giveaways per	The giveaways will be picked up
		venue, the concerned TPB Officer	from Mumbai and the winning
		will issue Certification of	bidder shall cover the delivery of
		Acceptance.	the giveaways per location and
		 The giveaways will be picked up 	pay for the excess baggage, as
		from the TPB office at Legaspi	necessary.
		Towers 300 and the winning	■ TPB shall provide Pro-forma
		Towers 300 and the winning bidder shall cover the delivery of	 TPB shall provide Pro-forma Invoice and Certification for
		Towers 300 and the winning bidder shall cover the delivery of the giveaways per location and	■ TPB shall provide Pro-forma
		Towers 300 and the winning bidder shall cover the delivery of	 TPB shall provide Pro-forma Invoice and Certification for
		Towers 300 and the winning bidder shall cover the delivery of the giveaways per location and pay for the excess baggage, as necessary.	 TPB shall provide Pro-forma Invoice and Certification for
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		Towers 300 and the winning bidder shall cover the delivery of the giveaways per location and pay for the excess baggage, as necessary. TPB shall provide Pro-forma Invoice and Certification for Custom purposes only.	■ TPB shall provide Pro-forma Invoice and Certification for Custom purposes only.
		Towers 300 and the winning bidder shall cover the delivery of the giveaways per location and pay for the excess baggage, as necessary. TPB shall provide Pro-forma Invoice and Certification for Custom purposes only. Domestic Airfare	■ TPB shall provide Pro-forma Invoice and Certification for Custom purposes only. Domestic Airfare
		Towers 300 and the winning bidder shall cover the delivery of the giveaways per location and pay for the excess baggage, as necessary. TPB shall provide Pro-forma Invoice and Certification for Custom purposes only. Domestic Airfare Provision of domestic air tickets	■ TPB shall provide Pro-forma Invoice and Certification for Custom purposes only. Domestic Airfare Provision of domestic air tickets and
		Towers 300 and the winning bidder shall cover the delivery of the giveaways per location and pay for the excess baggage, as necessary. TPB shall provide Pro-forma Invoice and Certification for Custom purposes only. Domestic Airfare Provision of domestic air tickets and comprehensive travel	■ TPB shall provide Pro-forma Invoice and Certification for Custom purposes only. Domestic Airfare Provision of domestic air tickets and comprehensive travel insurance for
		Towers 300 and the winning bidder shall cover the delivery of the giveaways per location and pay for the excess baggage, as necessary. TPB shall provide Pro-forma Invoice and Certification for Custom purposes only. Domestic Airfare Provision of domestic air tickets and comprehensive travel insurance for TPB	■ TPB shall provide Pro-forma Invoice and Certification for Custom purposes only. Domestic Airfare Provision of domestic air tickets and comprehensive travel insurance for TPB officers/officials based on the
26		Towers 300 and the winning bidder shall cover the delivery of the giveaways per location and pay for the excess baggage, as necessary. TPB shall provide Pro-forma Invoice and Certification for Custom purposes only. Domestic Airfare Provision of domestic air tickets and comprehensive travel insurance for TPB officers/officials based on the	■ TPB shall provide Pro-forma Invoice and Certification for Custom purposes only. Domestic Airfare Provision of domestic air tickets and comprehensive travel insurance for TPB officers/officials based on the official event schedule (preferably
26		Towers 300 and the winning bidder shall cover the delivery of the giveaways per location and pay for the excess baggage, as necessary. TPB shall provide Pro-forma Invoice and Certification for Custom purposes only. Domestic Airfare Provision of domestic air tickets and comprehensive travel insurance for TPB officers/officials based on the official event schedule	■ TPB shall provide Pro-forma Invoice and Certification for Custom purposes only. Domestic Airfare Provision of domestic air tickets and comprehensive travel insurance for TPB officers/officials based on the official event schedule (preferably the night flights)
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26		Towers 300 and the winning bidder shall cover the delivery of the giveaways per location and pay for the excess baggage, as necessary. TPB shall provide Pro-forma Invoice and Certification for Custom purposes only. Domestic Airfare Provision of domestic air tickets and comprehensive travel insurance for TPB officers/officials based on the official event schedule Mumbai to Delhi, 4 pax Delhi to Chennai, 4 pax	■ TPB shall provide Pro-forma Invoice and Certification for Custom purposes only. Domestic Airfare Provision of domestic air tickets and comprehensive travel insurance for TPB officers/officials based on the official event schedule (preferably the night flights) Mumbai to Delhi, 4 pax Delhi to Chennai, 4 pax
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QUALIFICATIONS OF BIDDERS: QUALIFICATIONS OF BIDDERS: A. Must be a company duly A. Must be a company duly registered in the Philippines the Philippines registered in engaged in the business as an engaged in the business as an Events Management Company / Events Management Company / Destination Management Destination Management Company / Tour Operator / Company / Tour Operator / Project Management Company / Project Management Company / Conference Integrator / Service Conference Integrator / Service Provider with experience in event Provider with experience in event Section VII organization organization 28 Technical implementation; preferably with implementation; preferably with Specifications a counterpart in India. a counterpart in India. B. Must be in operation for at least B. Must be in operation for at least ten (10) years; preferably with a five (5) years; preferably with a counterpart in India; and counterpart in India; and organized C. Must organized C. Must have have and and implemented at least three (3) implemented at least three (3) events with similar scale based events with similar scale based on the deliverables as stated on the deliverables as stated above, with at least one (1) event above, with at least one (1) event abroad in the last ten (10) years. abroad in the last five (5) years.

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

For guidance and information of all concerned.

ARNOLD 1. GONZALES
Chairperson
Bids and Awards Committee

Receive	d by the	Bidder	:
Date.			