



BID BULLETIN # 1
The Philippine Participation in Expo 2020 Dubai, UAE
Hiring of an Events Management Company for CY 2021
17 June 2021

This Bid Bulletin No. 1 is hereby issued to answer all the clarifications raised by the Tenderers:

ITEM	CLARIFICATIONS	RESPONSE
Invitation to Bid (released last June 10, 2021)	<ul style="list-style-type: none"> ▪ Is the brief same as shared initially? -Attached- ▪ Are there any new elements or add-ons to be injected in the proposal? ▪ Are the number of participants and guests same as shared initially? ▪ Have the events and agendas changed in comparison to the initial brief? 	<p>The Invitation to Bid released last March 2020 has been cancelled. The Terms of Reference is entirely a new Brief with new elements, events and with administrative support/ logistic requirements</p>
TOR III. EMC Scope of Work D. Event Details/ Specifications page 4 / page 7	<p>Arrangement of Hotels – Is this only to share the preferential rate? Or include the cost as well in our proposal? Further, is there any area in Dubai that they prefer?</p>	<p>Hotel Accommodation for the Philippine Delegation >Bidder to identify Hotels in Dubai near the Expo site and negotiate for preferential rates (payment for hotel accommodations will be c/o pax account)</p> <p>> We prefer that you propose at least 2-4 options for hotel accommodations due to different levels of budgets of the delegations</p> <p>Hotel/venue for the Business and Government Programme Event >Bidder to provide and pay for the venue for the above 1-day event –preferably in a hotel in the Expo site or at the Dubai Exhibition Center (DEC)</p>
TOR/ III. EMC Scope of Work D. Event Details/ Specifications Day 1.e page 5 Day 2.g page 8 Day 3.j page 10 Day 4.e page 11 Day 5.d page 12	<p>Car rentals – can you provide the hours for this?</p>	<p>Day 1 (Sept 29) -Pick up from airport to hotel-approx. 2-3 hours Day 2 (Sept 30) -Pick up from Hotel to Expo site or DEC-approx 2-3 hours -Pick up from Expo site or DEC back to Hotels-approx 2-3 hours</p>

		<p>Day 3 (Oct 1) - Pick up from Hotel to Expo site-approx 2-3 hours - Pick up from Expo site back to Hotels-approx 2-3 hours</p> <p>Day 4 (Oct 2) -Pick up from Hotel to Expo site-approx 2-3 hours - Pick up from Expo site back to Hotels-approx 2-3 hours</p> <p>Day 5 (Oct 3) -Pick up from hotel for half day city tour with lunch—then back to hotel to get luggage & depart of the airport approx. - 8-10 hours</p>
<p>TOR/ III. EMC Scope of Work D. Event Details/ Specifications Page 6</p>	<p>Providing database of corporation – who will arrange the actual meeting?</p> <p>Is it required to immediately share the database or just list of companies?</p>	<p>The Programme Content for the Business & Government Meetings will be spearheaded by the Department of Trade and Industry (DTI) together with the PH Embassy in the UAE, PH Trade and Investment Center and other PH Government Trade and Investment offices and agencies</p> <p>EMC to provide logistical support, manpower and other support services as contained in the TOR.</p> <p>Sharing of the database of top Business corporations, UAE Government Leaders and UAE International organizations is not required in the bidding process. However you may put in your technical presentation the list of potential companies/attendees.</p> <p>-If you win the bid, we expect you to provide us with reliable and relevant database of Invitees comprised of:</p> <ul style="list-style-type: none"> a. UAE Business Leaders/ Heads of Corporations (specifically those doing business with the Philippines) b. Filipinos in the UAE Business and Trade Sector c. High ranking UAE Government Officials (coordinate list with the Philippine Embassy in the UAE) <p>Database should include: Names/ designation/ contact details: email and mobile numbers.</p>
<p>TOR III. EMC Scope of Work D. Event Details/ Specifications Page 9</p>	<p>For the opening day, is there a ribbon cutting ceremony and other activities like entertainment to be provided by the events company?</p>	<p>Yes, as indicated in the TOR, there will be a Ribbon Cutting Ceremony at the PH Pavilion</p> <p>Yes, as indicated in the TOR, EMC to provide entertainment. Our plan is to use a Dubai based Filipino Children’s Choir to sing the song composed by our National Artist for music. EMC to source a Filipino Children’s choir for this purpose and coordinate with their Choir master and provide the necessary logistical requirements for this purpose (rehearsal venue, transportation to the Expo site, Expo accreditation pass, snacks on day of the performance etc..)</p>

<p>TOR/ IV. PH Pavilion Services A. Manpower Requirements Page 13</p>	<p>For usherettes' visa, usually, like in global village they assist on providing a temporary 6 months working visa, is this something that expo can provide? If yes, do we have the rate and shall we include them in our rate?</p>	<p>We suggest that you hire UAE residents for the role of Usherettes for the Pavilion so that there is no need to secure working visas for them.</p> <p>Instead of nine (9) usherettes you may hire a total of six (6) usherettes at 2 pax per shift</p> <ul style="list-style-type: none"> ➤ Opening Shift : 8:00 a.m. to 2:00 p.m. ➤ Mid Shift : 2:00 p.m. to 8:00 p.m. ➤ Closing Shift : 7:00 p.m. to 1:00/ 2:00 a.m.
<p>TOR/ IV. PH Pavilion Services B. Catering Services Page 13</p>	<p>For the four month catering service, can you provide more information on the minimum requirement in terms of number of courses and choices per course? Can this be packed meals or catering service is a must?</p>	<p>Number of courses: Salad, 2-3 main dishes, 1 dessert, coffee or juices and water.</p> <p>Catering service is preferred</p>
<p>TOR/ IV. PH Pavilion Services D. Hospitality & VIP Services Page 14</p>	<p>Hospitality and VIP services as need basis, how are we going to bill this? what will be the process for request and approvals before we proceed to ensure this will be paid?</p>	<p>For unprogrammed hospitality and VVIP services (on need basis) please budget for a maximum of 90 pax or 3 groups of 10 each per month for 4 months.</p> <p>In case the 90 groups will not materialize, DTI & EMC will negotiate terms & payment or undertake replacement tasks or projects</p>
<p>TOR/ IV. PH Pavilion Services E. Transportation Requirements –page 15</p>	<p>Car rentals – can you provide the hours for this?</p>	<p>Regular Service for the PH Pavilion</p> <ul style="list-style-type: none"> ➤ The Van should be on stand-by at the Pavilion for a maximum of 10 hours daily for the period covering 1 September- 31 December 2021. ➤ The Sedan will be booked on a need basis and will be costed out and billed separately using quoted rates
<p>TOR/ IV. PH Pavilion Services F. Photography & Videography Production Services Page 15</p>	<p>For videography requirement, can we put a cap on this - limits on number of events?</p> <p>When can we shoot the area and directional video?</p>	<p>The objective of the video requirement is to visually document all the events and activities that will transpire in the duration of the bidder's contract - September - December 2021 - using raw footages in stills and videos. Expected output will be a fully edited video per event.</p> <p>EMC to cover two (2) events per month for a total of eight (8) events from September to December 2021. DTI and EMC to discuss events that will be covered.</p> <p>You can start shooting on September 1, 2021</p>

<p>TOR/ IV. PH Pavilion Services H. Event Permits Page 16</p>	<p>Event permits should be identified so we can cost it based on quantity.</p> <p>Also, with regards to alcohol, I think this should be checked first with the organizer of the expo if it will be allowed.</p>	<p>There is no fee involved in securing Expo Event permits.</p> <p>We can serve Alcohol to guests during special events at the Expo site as long as we secure an event Alcohol Permit from the Expo One-Stop-Shop 15 days prior to the scheduled event. Alcohol that is served at events is allowed as long as it is for non-commercial purposes only and not to be sold.</p>
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