



**BID BULLETIN # 3**  
**The Philippine Participation in Expo 2020 Dubai, UAE**  
**Hiring of an Events Management Company for CY 2021**  
**22 June 2021**

This Bid Bulletin No. 3 is hereby issued to answer all the clarifications raised by the Tenderers:

<b>Event/Activity Chart</b>		
Please note that we have made the following changes in the Pavilion Events / Activity Chart as follows: <ul style="list-style-type: none"> <li>▪ The Business and Government Program will all be held on 30 September 2021 and no longer on 01 October 2021 as the latter falls on a non-working day in Dubai.</li> <li>▪ The Expo VIP Tour will be held on the afternoon of 01 October 2021</li> <li>▪ Activities supposedly on 03 October 2021 will be held on 02 October 2021</li> <li>▪ Debriefing and departure of the PH delegation for Manila will be held on 02 October 2021</li> </ul>		
<b>VENUE</b>	<b>TIME</b>	<b>EVENT/ ACTIVITY</b>
<b>CALENDAR YEAR 2021</b>		
<b>PH PAVILION OPENING WEEK (September 30-October 2, 2021)</b>		
<b>29 Sept. 2021</b>		▪ <b>Arrival of PH Delegation in Dubai</b>
<b>30 Sept. 2021</b>		▪ <b>Business and Government Programs</b>
Venue: Dubai Exhibition Center TBC	10:00-12:30 nn  13:00  14:30-17:00   Evening	<ul style="list-style-type: none"> <li>➢ Business Program <i>With the end goal of increasing trade activities between UAE and the Philippines, the Business Program will be a series of plenary and roundtable discussions between CEO and C-Suite executives of enterprises from the two countries.</i></li> <li>➢ Lunch Reception for VIP Guests</li> <li>➢ Government Program <i>The Government Program serve as a platform for consultative dialogues and discussion of key-sectoral opportunities between the Philippine government officials and its respective counterparts in the UAE.</i></li> <li>➢ Expo Dubai Official Opening Ceremony (by invitation)</li> </ul>
<b>1 October 2021</b>		▪ <b>Expo Open to the Public</b>
Venue: PH Pavilion	10:30  12:30  15:00	<ul style="list-style-type: none"> <li>➢ PH Pavilion Opening Ceremony</li> <li>➢ Guided tour of the PH Pavilion</li> <li>➢ Lunch for VIP Guests at the Mangrove Café</li> </ul>

Venue:preferably at the Expo site (DEC)	18:30- 20:00	<ul style="list-style-type: none"> <li>➤ Expo VIP Tour of the PH Delegation (choose Country Pavilion of Interest)</li> <li>➤ Philippines Dinner Reception</li> </ul>
<b>2 October 2021</b>		▪ <b>Debriefing for the DTI Delegation and Optional Half day City Tour with lunch for the rest of the PH delegation</b>
Venue: PH Pavilion Conference room	10:30  12:30 nn  15:00	<ul style="list-style-type: none"> <li>➤ Debriefing</li> <li>➤ Lunch at the Conference room</li> <li>➤ Departure of PH delegation for Manila</li> </ul>
ITEM	CLARIFICATIONS	RESPONSE
<b>Deadlines for: submission of Bid proposals/ queries/clarifications</b>		<ul style="list-style-type: none"> <li>▪ Deadline for submission of Bid Proposal has been moved to <b>5 July 2021</b></li> <li>▪ Deadline for submission of queries/clarifications relative to this bid will be entertained by the Philippine Trade and Investment Center (PTIC) Dubai-- up to <b>23 June 2021</b> only"</li> </ul>
<b>Notarization</b>	Please advise if this is the only document which needs to go for Notarization. And kindly let me know if you have any idea how much it will cost.	<ul style="list-style-type: none"> <li>▪ Only the Bid Securing Declaration Form needs to be notarized</li> <li>▪ Notary fee per document is approximately AED 100 + rush fee</li> </ul>
<b>Bid Securing Declaration Form</b>	Our legal department is asking about the penalty amount of the <b><u>Bid Securing Declaration Form</u></b> . Can you please clarify?	<ul style="list-style-type: none"> <li>▪ Section 27.5.of the Revised IRR of RA9184 - A Bid Securing Declaration is an undertaking which states, among others, that the bidder shall enter into contract with the Procuring Entity and furnish the required performance security within ten (10) calendar days, as indicated in the Bidding Documents, from receipt of the Notice of Award, and commits to pay the corresponding amount as fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as required in the guidelines<sup>16</sup> issued by the GPPB"</li> <li>▪ Section 27.4. Without prejudice to the provisions of the Act and this IRR on the forfeiture of bid securities, bid securities shall be returned only after the bidder with the Lowest Calculated Responsive Bid (LCRB) or Highest Rated Responsive Bid (HRRB), as the case may be, has signed the contract and furnished the performance security, except to those declared by the BAC as failed or post-disqualified in accordance with this IRR, upon submission of a written waiver of their right to file a request for reconsideration and/or protest</li> </ul>
<b>Events Management Company License</b>	We are reviewing the requirements and one of the qualifier states that bidding company should have a license issued by DM. We have Dubai license issued by DED. However, none of them are issued	<ul style="list-style-type: none"> <li>▪ Yes, you can proceed with the license for Events Management Company issued by the Dubai Economic Development (DED)</li> </ul>

	<p>by DM as event management license are issued by DED. Can you clarify this and let us know if we can still proceed?</p>	
<p><b>TOR III. EMC Scope of Work</b>  <b>D. Event Details/ Specifications Business &amp; Government Programs</b>          Pages 5-8</p>	<p>First is regarding the <b>B2B activity on DAY 2</b> (September 30)          As it mentions in the Tender we will coordinate in collaboration with PTIC the Business Matching process, so we wanted to be sure of our scope of work here: do we need to do the search of Dubai buyers and do all matchmaking, or will the Agency do that and we will help them only to organize the agenda once the buyers are already selected?</p>	<ul style="list-style-type: none"> <li>▪ The Business matching process will be spearheaded by the Department of Trade &amp; Industry (DTI) thru its Philippines Trade and Investment Center (PTIC office in Dubai).</li> <li>▪ The EMC shall assist in the search for Dubai Buyers and help in the match-making process as well.</li> </ul>
<p><b>TOR/ IV. PH Pavilion Services 4 Month Pavilion Services</b> pages 13-16</p>	<p>- Second is regarding the <b>timings and length of service</b> of this contract.          We can see the event details and dates from page 4 to 12, which will be from September 29th to October 3rd.           But later from page 12 on, it talked about 4 MONTH services but without much detail breakdown (except for Manpower which we saw it is on the Annexes)</p>	<p>Period covered by the 4 month services is from 1 September to 31 December 2021. Winning Bidder to provide the following services as indicated in the Terms of Reference (TOR)—see pages 13- 16 for details:</p> <ul style="list-style-type: none"> <li>▪ <b>Manpower</b> –As indicated in Bid Bulletin # 1 we reduced the number of manpower required from nine (9) to six (6) usherettes from 1 September to 31 December 2021 plus a week after Dec. 31 for debriefing purposes</li> <li>▪ <b>Catering services</b> for a maximum of 90 pax or 3 groups of 10 pax each per month for the period covering (1 October 2021 to 31 December 2021).</li> <li>▪ <b>Visitor Traffic Services</b> for the period covering (1 October to 31 December 2021) see TOR page 14 for details. As indicated in Bid Bulletin # 2,-- this service will also be needed during the Expo Test run on the following dates in September 2021:             <ul style="list-style-type: none"> <li>➤ First Test Event: 3-4 September</li> <li>➤ Second Test Event: 23 -24 September</li> </ul> </li> <li>▪ <b>Hospitality /VIP Services</b> (on need basis)              As indicated in Bid Bulletin # 1 --for un-programmed hospitality and VVIP services please budget for a maximum of 90 pax or 3 groups of 10 each per month for 4 months.               In case the 90 groups will not materialize, DTI &amp; EMC will negotiate terms &amp; payment or undertake replacement tasks or projects</li> </ul>

		<ul style="list-style-type: none"><li>▪ <b>Regular Transportation service</b> to As indicated in Bid Bulletin # 1 :<ul style="list-style-type: none"><li>➤ 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.</li><li>➤ The Sedan will be booked on a need basis and will be costed out and billed separately using quoted rates</li></ul></li> <li>▪ <b>Photography and video production services</b> As indicated in bid bulletin # 1 &amp; 2--EMC to cover <b>two (2)</b> events per month for a total of <b>eight (8)</b> events from September to December 2021. Initial events to be covered are as follows:<ul style="list-style-type: none"><li>-30 September 2021-Business &amp; Government Events</li><li>-1 October 2021- PH Pavilion Opening Ceremonies</li><li>-Other 6 events still to be advised</li></ul></li> <li>▪ <b>Pre-programmed Tours</b> As indicated in Bid Bulletin # 2--EMC to provide VIP Expo tours (fast-track entry to selected country pavilions) for 3 groups per month at 2-10 pax per group (on need basis) covering the period 1 October to 31 December 2021.</li> <li>▪ <b>Events Permits--</b> Secure or coordinate the necessary permits/clearances from Expo and Dubai authorities</li> <li>▪ <b>Management of online meetings—</b>Provision of necessary equipment for on-line meetings</li></ul>
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**Commercial Attache Charmaine Mignon S. Yalong**  
Philippine Trade and Investment Center (PTIC)  
Room 3712, 37<sup>th</sup> Floor, Churchill Executive Towers  
Business Bay, Dubai, UAE/P.O. Box 14066  
Email: [charmainemignonyalong@dti.gov.ph](mailto:charmainemignonyalong@dti.gov.ph); [dubai@dti.gov.ph](mailto:dubai@dti.gov.ph)  
Phone: +971-4-450-4252  
[www.dti.gov.ph](http://www.dti.gov.ph)