BID BULLETIN # 4
The Philippine Participation in Expo 2020 Dubai, UAE
Hiring of an Events Management Company for CY 2021
23 June 2021

This Bid Bulletin No. 4 is hereby issued to answer all the clarifications raised by the Tenderers:

ANNOUNCEMENTS:

- **Notarization**
Please be advised that the Philippine Consulate in Dubai has provided additional dedicated schedule for **EMC bidders to have their Bid Securing Declaration Forms notarized from 27-29 June 2021** from **9:00am to 11:00am**. The Consulate address is as listed below:

  Philippine Consulate General in Dubai
  #35 Beirut Street, Al Qusais,
  Dubai, United Arab Emirates
  Tel. No.: (+971) (04) 220 7100

- **Submission of Bid Proposals**
Two (2) hard copies should be submitted to the Philippine Trade & Investment Center (PTIC) addressed to CA Charmaine Yalong on **5 July, 10:00 a.m. to 4:00 p.m.** and one (1) soft copy to be sent via email. Late submissions will not be accepted.

  Commercial Attaché Charmaine Mignon S. Yalong
  Philippine Trade and Investment Center (PTIC)
  Room 3712, 37th Floor, Churchill Executive Towers
  Business Bay, Dubai, UAE
  Email:charmainemignonyalong@dti.gov.ph; dubai@dti.gov.ph

ITEM	CLARIFICATIONS	RESPONSE
TOR III. EMC Scope of Work D. Event Details/ Specifications	Considering the rise in items, suppliers, and manpower costs as the Expo is fast approaching, our team once again reviewed the Terms of Reference/ Technical Specifications and have come up with possible alternatives (and other notes) for some of the deliverables for optimal budget spend/ allocation. The below points are for your kind consideration: **Business and government programs** *a. Venue booking, set up and decor* -- Option 1: Spend on quality venue but minimal investment on decor -- Option 2: Dictate decor mandatories (i.e, stage backdrop, photo wall,	We prefer Option 1—quality venue in a Hotel in the Expo site or at Dubai Exhibition Center

Business & Government Programs pages 5-8	venue entrance signage) but minimal spend on venue -- Option 3: Hold the programs inside the PH Pavilion, if space permits	(DEC). Option 3 is not possible as we do not have a space inside the Pavilion for this kind of event.
	b. Printed materials (invitation, programme, table menu card, table name cards, other paraphernalia) -- Instead of printing certain materials, distributing digital kits (which can be uploaded on an official PH Expo website) will be more cost efficient and sustainable.	Agree that invitation and programme can be distributed digitally but printing of certain collaterals to access said invitation and programme (i.e. printing of QR codes to access said materials) is still needed
	-- As per the table menu cards and name cards, these can either be printed through the venue partner or printed by the EMC in minimum quantity (1-2 table menu cards per table)	Agree—table menu cards and name cards can either be printed thru the venue partner or c/o EMC
TOR III. EMC Scope of Work D. Event Details/ Specifications PH Pavilion Opening Ceremony Page 9	**Opening ceremony at the PH pavilion with lunch and dinner reception** -- If the PH Pavilion space and in-house technicals permit, EMC to extend decor and technicals augmentation only.	There is no need for decoration. –as indicated in the TOR-- EMC to provide props and materials (ribbon, scissors etc) only for the ribbon cutting ceremony. -as indicated in the TOR , EMC to provide the necessary sound system (microphone with stand, speakers) for the ribbon cutting ceremonies
TOR III. EMC Scope of Work D. Event Details/ Specifications Debriefing & City Tour Page 11	**DEBRIEFING WITH THE DTI DELEGATES** - Hold the debriefing inside the PH Pavilion, if space permits	As indicated in the TOR venue for the Debriefing will be at the PH Pavilion Conference Room
	HALF DAY CITY TOUR OF DUBAI FOR THE REST OF THE PH DELEGATION -- From the min. 10 pax and max. 50 pax, do we have an estimated number of VIPs and delegates, for the vehicle provisions?	For the half-day city tour EMC to provide the following: 1 Sedan for VVIP 1 20-30 seater Coach
	-- How many hours will the tour be considering the departures on the same day?	The City tour may be conducted for 4 hours (8:00-12 noon)
TOR/ IV. PH Pavilion Services C. Visitor traffic	-- In case, tour assistance may also be coordinated through the hotel/s where the delegation is staying.	As indicated in the TOR EMC to arrange a tour to select special /interest / tourist spots in Dubai

management services -page 14	**Four month Pavilion Services - Visitor traffic management services** -- As the "Beacon Technology" was mentioned in the TOR, does the client have pre-identified a supplier?	No –we do not have a pre-identified supplier
	-- Does the client have a particular technology-driven visitor registration system in mind?	No-we don't have a particular technology-driven visitor registration. The winning bidder must coordinate with the Philippines Visitor Journey Experience Specialist for the provision of these services
	-- The First Testing indicated in the TOR is too close to the start of project duration. Will this be flexible?	The Opening of Expo is on 1 October 2021. The testing may be conducted first week of September—one month before the opening date.
TOR/ IV. PH Pavilion Services E. Transportation Requirements –page 15	**Four month Pavilion Services - Transportation services for the pavilion** -- For the regular service, it might be best to provide for the peak hours only, instead of renting the vehicles throughout the day.	As indicated in Bid Bulletin # 1 Regular Service for the PH Pavilion ➢ 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

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Email:charmainemignonyalong@dti.gov.ph; dubai@dti.gov.ph
Phone: +971-4-450-4252
www.dti.gov.ph