



BID BULLETIN # 2
The Philippine Participation in Expo 2020 Dubai, UAE
Hiring of an Events Management Company for CY 2021
18 June 2021

This Bid Bulletin No. 2 is hereby issued to answer all the clarifications raised by the Tenderers:

ANNOUNCEMENT: Please be advised that the Philippine Consulate in Dubai has allocated a dedicated schedule for **bidders to have their documents notarized from 20-22 June 2021, 9:00am to 11:00am**, with a limit of 10 companies per day. The Consulate’s address is as listed below:

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

ITEM	CLARIFICATIONS	RESPONSE
TOR III. EMC Scope of Work D. Event Details/ Specifications Arrivals Page 4/5	<ul style="list-style-type: none"> ▪ How many VIPs from the Philippine’s delegation that should be calculated for in this proposal requirements? ▪ Also, how many delegates are expected with them? 	<ul style="list-style-type: none"> ▪ We are looking at a minimum of two (2) to a maximum of four (4) VVIPs ▪ We are expecting a minimum of thirty (30) to a maximum of fifty (50) delegates
TOR III. EMC Scope of Work D. Event Details/ Specifications Business & Government Programs Page 5/6	<ul style="list-style-type: none"> ▪ What is the expected number of attendees for the Business & Government Programs / business matching Event? ▪ Translation for the business matching event is for what/how many languages? ▪ Do you require a professional Rapporteur for the mentioned events or a staff to take notes would do? 	<ul style="list-style-type: none"> ▪ We are expecting a minimum thirty (30) attendees to a maximum of fifty (50) attendees for the Business Program in the morning ▪ We are expecting a minimum thirty (30) attendees to a maximum of fifty (50) attendees for the Government Program in the afternoon ▪ Translation for the business program is for one (1) language only -- Arabic to English and vice versa ▪ Yes, we will require a professional rapporteur

<p>TOR III. EMC Scope of Work D. Event Details/ Specifications Opening Ceremonies at the Pavilion page 9</p>	<ul style="list-style-type: none"> ▪ What is the expected number of invitees /attendees for <u>the A.M. Opening Ceremonies at the Philippine Pavilion</u> 	<ul style="list-style-type: none"> ▪ We are expecting around one hundred to one hundred twenty (100- 120) attendees for the Opening Ceremonies at the PH Pavilion
<p>TOR III. EMC Scope of Work D. Event Details/ Specifications Departures page 12</p>	<ul style="list-style-type: none"> ▪ How many staff required for the check-in at the Airport facilitation? 	<ul style="list-style-type: none"> ▪ As indicated in the Terms of Reference, we require the following staff for check-in/ airport facilitation: <ul style="list-style-type: none"> ➢ one (1) Overall coordinator ➢ one (1) Liaison Officer per VIP ➢ one (1) Liaison Officer per group of 10 pax
<p>TOR/ IV. PH Pavilion Services A. Manpower Requirements Page 13</p>	<ul style="list-style-type: none"> ▪ EMC to handle 4 or 6 months duration? ▪ The required 9 staffs (after the 5 days event) to be available throughout the 6 months + 1 month prior for the training ? or 4 months and 1month prior + 1 week after Dec ? ▪ The overall staff required for the pavilion for 4 months in which period? 	<ul style="list-style-type: none"> ▪ EMC to handle for four (4) months only-- for the period covering 1 September to 31 December 2021 ▪ As mentioned in Bid Bulletin # 1--Instead of nine (9) usherettes you may hire a total of six (6) usherettes at 2 pax per shift covering the period 1 September to 31 December 2021 <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. ▪ Yes, the Overall Coordinator and the 6 usherettes are required for the period 1 September 2021 to 31 December 2021 plus a week for debriefing after December 31, 2021
<p>TOR/ IV. PH Pavilion Services B. Catering Services Page 13</p>	<ul style="list-style-type: none"> ▪ The catering services required for maximum of 90 pax for 3 months, is it for 3 meals per day? 	<ul style="list-style-type: none"> ▪ The catering services required is NOT for 3 meals per day—it is either for lunch or dinner for 3 groups of 10 pax each per month covering the period 1 October to 31 December 2021
<p>TOR/ IV. PH Pavilion Services C. Visitor Traffic Management Page 14</p>	<ul style="list-style-type: none"> ▪ Also the Visitor Traffic Management Services its for which 4 months period? 	<ul style="list-style-type: none"> ▪ The Visitor Traffic Management Services is needed for the period 1 October to 31 December 2021 and will also be needed during the Expo Test run on the following dates in September 2021: <ul style="list-style-type: none"> ➢ First Test Event: 3-4 September ➢ Second Test Event: 23 & 24 September
<p>TOR/ IV. PH Pavilion Services D. Hospitality/VIP Services (VIP Expo Tours) page 14</p>	<ul style="list-style-type: none"> ▪ How many Pre-programmed Tours are you expecting to have and for how many pax each? 	<p>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 October to December 2021.</p>
<p>TOR/ IV. PH Pavilion Services F. Photography & Video Production Services Page 15</p>	<p>1. Does the videos require audio recording?</p>	<ul style="list-style-type: none"> ▪ Audio recording is required especially in covering speeches depending on the creative direction of the video. The final video output, however, must have supers or a voice narrative that will describe what is running on screen, again depending on the creative direction of the final video.

	<p>2. Is there any interviews for each event?</p> <p>3. Is the subtitle the same as the video? Or each video should have a script and translated to other language?</p> <p>4. Number of photos per event raw and retouched?</p> <p>5. Video is 24 x 60 seconds each, please confirm?</p> <p>6. You mentioned 4 videos per month for 6months, can you advise if it is for specific events, if so which dates?</p> <p>7. Also the duration of EMC involvement is 4 months. Could you please advise if the additional 2 months of photography / videography service should be charged separately?</p>	<ul style="list-style-type: none"> ▪ Interviews of VVIPs may be conducted for each event ▪ The objective of the video requirement is to document an event, therefore, final video output must have a script or must follow a set of sequences of activities and events. ▪ English only—no need to translate to other languages. ▪ The number of photos will depend on the importance, type and duration of the event ▪ The awarded bidder is required to submit pre-selected/ edited (retouched if needed) photos ideal for PR and publicity purposes. ▪ The suggested frame rate & resolution for videos are as follows: -Framerate: 29.97fps -Resolution: 1920x1080 12-15Mbps for HD -Format : mov or mp4 HD ▪ As mentioned in Bid Bulletin # 1 we set a cap for video coverage as follows : Coverage of two (2) events per month for a maximum of eight (8) events within the (4) month period from September to December 2021: -30 September 2021-Business & Government Events -1 October 2021- PH Pavilion Opening Ceremonies -Other 6 events still to be advised ▪ Yes, the duration of the EMC involvement for photography & videography service is 4 months only for the period covering 1 September to 31 December 2021
	<ul style="list-style-type: none"> ▪ I was wondering if there is a possibility to get a chance to for a site visit? Preferably early next week. 	<ul style="list-style-type: none"> ▪ We will only be able to arrange a visit to the Expo site & PH Pavilion for the winning bidder.
<p>Bidding Documents</p>	<p>1. EMC 2021_Template Bid Securing Declaration Form</p>	

	<p>Does the notary have to be done from Dubai or from Philippines? What reference number required to input in the document? Can you provide this?</p> <p>2. EMC Template Certificate of Net Financial Contracting Capacity We are not sure how the NPCC calculations are done? Can you explain? is it based on the total of the financial proposal only?</p> <p>3. EMC 2021_ Template Schedule of Requirements With regards to this document, is the purpose of this document to state the timeline of the service deliveries.</p> <p>4. Copy of Professional License of key personnel to be assigned at the Philippines Pavilion.</p> <p>5. Can you explain/give examples what professional license that you required of the key personnel?</p>	<ul style="list-style-type: none"> ▪ The notary will be done in Dubai thru the Philippine Consulate. See announcement above. ▪ You can input as reference # EMC 01- 2021 ▪ The Net Financial Contracting Capacity (<i>resulting figures after applying the formula which is indicated in the certificate</i>) should be sufficient to cover the financial proposal ▪ Yes, the purpose of this document is for you to state if you can comply to the schedule of requirements. If yes, indicate "comply" under the Statement of Compliance. ▪ What we require is a Trade License of your company issued by the Dubai Municipality. ▪ We do not require a Professional license of your key personnel. What is stated is that: the key personnel to be assigned to the project must have a professional and practical experience... in handling large scale events
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