



BID BULLETIN # 3
The Philippines Participation in Expo 2020 Dubai, UAE
Hiring of an Events Management Company for CY 2021
20 July 2021

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

ITEM	CLARIFICATIONS	RESPONSE
Letter of Intent	<ul style="list-style-type: none"> ▪ Do you have a specific format of the letter of intent? Or is there any specific information that we need to write. 	<ul style="list-style-type: none"> ▪ We do not have a specific template / format for the Letter of Intent. It is basically a document to be signed by your Company's authorized signatory stating that you are bidding for the EMC service and that you are willing to abide by the Philippine overseas procurement process .
Event Details and Specifications Opening Ceremony PH Pavilion Page 9	<ul style="list-style-type: none"> ▪ You mentioned that the number of expected guests is up to 120 but there is an additional 150 choir members from Filipino Social Club who are attending. Does this mean the lunch at Mangrove Cafe will only be for the 120 special guests and we will only provide snacks for the 150-member choir? ▪ On the 1st of October, we will have our opening ceremony for the Pavilion in the morning. The lunch will be at the Mangrove Café—how many people for this lunch ▪ One page 10 it is unclear as on point C we mention lunch again 	<ul style="list-style-type: none"> ▪ YES, the Lunch at the Mangrove Café will only be for the guests and Snacks for the Choir members ▪ EMC to provide lunch for all attendees of the Philippines Pavilion Opening Ceremony (@ 120 pax). EMC can opt to do a lunch buffet/cocktail set-up at the Mangrove Café. ▪ Please disregard point C
Event Details and Specifications Departures Page 11	<ul style="list-style-type: none"> ▪ On day of departure, do they have to be at the airport at 15:00 or is that the time of departure of the plane 	<ul style="list-style-type: none"> ▪ They have to be at the Airport two (2) hours before their departure flight schedules

<p>Four Month Philippine Pavilion Manpower Page 12</p>	<ul style="list-style-type: none"> ▪ Manpower for the 4 months, you no longer mention the need to have an overall supervisor? ▪ As for the CV is it possible to give the CV once we are assigned the BID? Can we outline the CV without giving the name of the person? 	<ul style="list-style-type: none"> ▪ During the period of 4 months--You would still need to assign a dedicated Supervisor/Overall Coordinator from your end, who we can closely coordinate with in regards to all the services that we would need for the said period. The over-all Supervisor need not report to the Pavilion on a daily basis but should be on call if needed. ▪ The CV of the dedicated Overall Coordinator should be submitted as part of the required documents for the Bid. The CV's of the Usher & Usherettes may be submitted once you are assigned the Bid
<p>Four Month Philippine Pavilion Catering Services Page 12</p>	<ul style="list-style-type: none"> ▪ The 90 pax of 3 groups of 10 – do we assume they will be doing the same program 3 nights/4 days and have to provide 3 meals for them? ▪ Do you have a menu for the Mangrove Café, so that we can do an accurate estimate of the cost of the food? 	<ul style="list-style-type: none"> ▪ NO, the 90 pax of 3 groups of 10 will not be doing the same program of 3 nights and 4 days. They will just be there for a one day visit. You will provide either lunch or dinner and not 3 meals for them ▪ See link below for the Mangrove Café Menu & pricing
<p>Four Month Philippine Pavilion Hospitality/VIP Services Page 13</p>	<ul style="list-style-type: none"> ▪ Also for the VIP services can you clarify why you talk about 4 months, we are assuming Oct to Dec. ▪ For the VIPs –can we put a cap of 2 liaison per arrival? ▪ If we have 10 VIP's can they all be accommodated in a private van (20 seater as per covid regulations in place today? ▪ If there are 2 VIPs can they travel together in the same vehicle 	<ul style="list-style-type: none"> ▪ The VIP services will only cover a period of 3 months from October to December 2021 ▪ As indicated in the TOR 1 Liaison Officer for VIPs and 1 per group of 10 pax. If no VIPs, only one for the group. ▪ Yes, 10 VIPs can all be accommodated in a private (20 seater van) ▪ Yes, 2 VIPs can travel together in the same vehicle

Click here for the Mangrove Café Menu & Pricing
<https://drive.google.com/drive/folders/1OUnQ8crHltCe9FUTgGj71rLiCb5tuNgd?usp=sharing>


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