

SUPPLEMENTAL / BID BULLETIN NO. 1

This Supplemental/Bid Bulletin is issued to all prospective bidders to clarify, modify and/or amend items in the Bidding Documents as discussed and agreed during the Pre-Bid Conference held on 03 June 2019 for the **Tourism Destination Marketing Company for Lot #2 Thailand, Lot #3 Vietnam, Lot #4 Italy and Lot #5 Russia (DOT-BAC REI No. 2019-001)**. This shall form an integral part of the Bidding Documents.

Clarification on the Bidding Documents (In General)

1. On Section VII. Bidding Forms

- TPF 4. – Description of the Methodology and Work Plan for Performing the Project
 - This portion of the Bidding documents should contain the Bidder's approach on how they intend to render their professional services.
 - The End-user shall look for the following:
 - a. Methodology, work plan, and over-all framework
 - b. Assessment process to be conducted to support the work plan and framework
 - c. Suggested market segments to tap
 - d. Proposed work program

- TPF 7. – Time Schedule for Professional Personnel
 - Consultants need only to indicate the time schedule for the Marketing Director and one (1) dedicated staff.
 - Under column for reports due/activities – place the monthly accomplishment report, post-activity report, and other reports which may be required in the TOR or deemed necessary in the implementation of the services.
 - Period covered: from July to December 2019. In this regard, the cost of services shall likewise be pro-rated but in no case shall exceed the ceiling for professional fees per month.

- TPF 8. – Activity (Work) Schedule
 - Under A. Field Investigation and Study Items – indicate "NOT APPLICABLE"
 - Under B. Completion and Submission of Reports – bidders may change the predetermined/identified reports enumerated in the template depending on the requirements in the terms of reference (TOR).

- FPF 2. – Summary of Costs
 - Indicate the cost for professional fees only

- FPF 3. – Breakdown of Price Per Activity

- Remuneration – This is the ceiling or the maximum allowance professional fee. Bidders may offer equal or lower than this amount.
- Reimbursable – indicate “NOT APPLICABLE” or “to be determined during contract implementation subject to DOT approval”
- Miscellaneous Expenses – indicate “NOT APPLICABLE” since miscellaneous expenses are supposed to be included in the remuneration

FPF 4. – Breakdown of Remuneration Per Activity

- Indicate the names of the personnel to be assigned or to be included in the team. The total remuneration should total to the bid price or the professional fee. The total monthly remuneration for these personnel should be equal to or the same as the monthly professional fee.

FPF 5. – Reimbursable per Activity

- indicate “NOT APPLICABLE” or “to be determined during contract implementation subject to DOT approval”
- Proposed expenses/costings of proposed projects included in the Methodology and Work Plan (TPF4) can be included in FPF5 but there should be a text stating “subject to DOT approval”.

FPF 6. – Miscellaneous Expense

- Indicate “NOT APPLICABLE”

2. To be able to standardize the bidding prices, the project duration would be Six (6) months from 1st of July up to 31st of December 2019. The remuneration will be on a monthly basis to be able to easily compare with the competing bidders.
3. For post-qualification, it is a requirement that the awarded foreign bidders should submit the following documents:
 - a) PhilGEPs Platinum Certificate
 - b) Latest Annual Income Tax Return or its equivalent
 - c) Latest Business Tax Returns or its equivalent

Response to Queries received by the BAC.

From Ms. Nikulova (Aviareps AG Russia)

1. Some documents should be notarized. Can we do it at the Embassy with the red ribbon or shall we do it RU legislation system through Russian notary with the translation to Russian?

Yes, since the notarization will be done in Russia

2. Pls. clarify what do you expect to have filled in the form TPF3?

TPF 3: Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be provided by the Procuring Entity

Comments, if any, on the TOR, to improve performance in carrying out the Project. Innovativeness shall be appreciated, including workable suggestions that could improve the quality/effectiveness of the Project. In this regard, unless the Consultant clearly states otherwise, it shall be assumed by the Procuring Entity that work required to implement any such improvements, are included in the

inputs shown on the Consultant’s Staffing Schedule. It shall include a list of facilities requested by the Consultant to be provided by the Procuring Entity, if any, in addition to those shown on the Data Sheet that may include support facilities such as: counterpart staff, office space, local transportation, equipment, domestic administrative support, etc. that would be needed to carry out the project

3. Bid Security Payment:

- shall we pay bid security amount on the same bank details as a non-refundable fee? Bid Security is refundable. Under 2016 IRR Section 27.4 No bid securities shall be returned to bidders after the opening of bids and before contract signing, except to those that failed or declared as post-disqualified, upon submission of a written waiver of their right to file a motion for reconsideration and/or protest or lapse of the reglementary period without having filed a motion for reconsideration or protest. Without prejudice to the provisions of the law allowing forfeiture of bid securities, bid securities shall be returned only after the bidder with the Highest Rated and Responsive Bid (HRRB) has signed the contract and furnished the performance security, but in no case later than the expiration of the bid security validity period indicated in the Invitation to Bid (ITB) (2016 IRR Section 27.6)

4. Is there a required template for TPF 4?

There is no template for filling out TPF 4. The bidder may provide their own template.

From Ms. Mirriam Melgar (Golden Jade Trading-Vietnam)

On TPF 4 (Description of Methodology and Work Plan for Performing the Project) Do we need to indicate the estimated cost of each project proposed in our Work Plan? Am asking since the instructions is not to have any “financial” stuff in the Technical Proposal Forms.

Section II. Instructions to Bidders

No. 10.1 (a) of the Documents Comprising the Bid: Technical Proposal

The Technical Proposal shall not include any financial information. Any Technical Proposal containing financial information shall be declared non-responsive.

Amendments in the Bidding Documents

A. Lot #2 Thailand

1. On Section III. Bid Data Sheet:

On Item 11.7

Old	New
The ABC is Seventy-Two Thousand US dollars (US\$72,000) or its equivalent in Philippine Pesos. Any bid with a financial component exceeding this amount shall not be accepted.	The ABC is Forty-Eight Thousand US Dollars (US\$48,000.00) or its equivalent in Philippine Pesos. Any bid with a financial component exceeding this amount shall not be accepted.

On Item 14.1

Old	New
Bids will be valid until October 15, 2019	Bids will be valid until October 17, 2019

On Item No. 15.1

Old	New
The bid security shall be limited to a Bid Securing Declaration or any of the	The bid security shall be limited to a Bid Securing Declaration or any of the

<p>following forms and amounts:</p> <p>1. The amount of not less than US\$1,440.00 or its equivalent in Philippine Pesos if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>2. The amount of not less than US\$3,600.00 or its equivalent in Philippine Pesos, if bid security is in Surety Bond.</p>	<p>following forms and amounts:</p> <p>1. The amount of not less than US\$960.00 or its equivalent in Philippine Pesos if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>2. The amount of not less than US\$2,400.00 or its equivalent in Philippine Pesos, if bid security is in Surety Bond.</p>
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On Item 15.2

Old	New
The bids security will be valid until October 15, 2019	The bids security will be valid until October 17, 2019

On Item 26.1

Old	New
The opening of Financial Proposals shall be on June 24, 2019 at 10:00 a.m (Manila Time) at 4 th Floor, Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City	The opening of Financial Proposals shall be on June 25, 2019 at 10:00 a.m (Manila Time) at 4 th Floor, Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City

2. On Section V. Special Conditions of Contract

On Item 24

Old	New
<p>The time period shall be Nine (9) months-from April to December 2019 or such other time period as the parties may agree in writing.</p> <p>In terms of deliverables, Monthly reports (format to be prescribed by the Head Office) to include:</p> <p>a) Identified Return on Investment (ROI) measurement system for activities conducted/engaged during the said month</p> <p>b) Targets and accomplishments for activities conducted/engaged during the said month</p> <p>c) Analysis of effectiveness of activities conducted/engaged during the said month</p>	<p>The time period shall be six (6) months-from July to December 2019 or such other time period as the parties may agree in writing.</p> <p>In terms of deliverables, Monthly reports (format to be prescribed by the Head Office) to include:</p> <p>a) Identified Return on Investment (ROI) measurement system for activities conducted/engaged during the said month</p> <p>b) Targets and accomplishments for activities conducted/engaged during the said month</p> <p>c) Analysis of effectiveness of activities conducted/engaged during the said month</p>

B. Lot #3 Vietnam

1. On Section III. Bid Data Sheet:

On Item 11.7

Old	New
The ABC is Sixty-Three Thousand US	The ABC is Forty-Two Thousand US

Dollars US\$63,000.00) or its equivalent in Philippine Pesos. Any bid with a financial component exceeding this amount shall not be accepted.	Dollars (US\$42,000.00) or its equivalent in Philippine Pesos. Any bid with a financial component exceeding this amount shall not be accepted.
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On Item 14.1

Old	New
Bids will be valid until October 15, 2019	Bids will be valid until October 17, 2019

On Item No. 15.1

Old	New
The bid security shall be limited to a Bid Securing Declaration or any of the following forms and amounts: 1. The amount of not less than US\$1,260.00, or its equivalent in Philippine Pesos if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or 2. The amount of not less than US\$3,150.00 or its equivalent in Philippine Pesos, if bid security is in Surety Bond.	The bid security shall be limited to a Bid Securing Declaration or any of the following forms and amounts: 1. The amount of not less than US\$840.00 or its equivalent in Philippine Pesos if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or 2. The amount of not less than US\$2,100.00 or its equivalent in Philippine Pesos, if bid security is in Surety Bond.

On Item 15.2

Old	New
The bids security will be valid until October 15, 2019	The bids security will be valid until October 17, 2019

On Item 26.1

Old	New
The opening of Financial Proposals shall be on June 24, 2019 at 10:00 a.m (Manila Time) at 4 th Floor, Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City	The opening of Financial Proposals shall be on June 25, 2019 at 10:00 a.m (Manila Time) at 4 th Floor, Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City

2. On Section V. Special Conditions of Contract

On Item 24

Old	New
The time period shall be Nine (9) months-from April to December 2019 or such other time period as the parties may agree in writing. In terms of deliverables, Monthly reports (format to be prescribed by the Head Office) to include: a) Identified Return on Investment (ROI) measurement system for activities conducted/engaged during the said month b) Targets and accomplishments for	The time period shall be six (6) months-from July to December 2019 or such other time period as the parties may agree in writing. In terms of deliverables, Monthly reports (format to be prescribed by the Head Office) to include: a) Identified Return on Investment (ROI) measurement system for activities conducted/engaged during the said month b) Targets and accomplishments for

activities conducted/engaged during the said month c)Analysis of effectiveness of activities conducted/engaged during the said month	activities conducted/engaged during the said month c)Analysis of effectiveness of activities conducted/engaged during the said month
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C. Lot #4 Italy

1. On Section III. Bid Data Sheet:

On Item 11.7

Old	New
The ABC is Thirty-Six Thousand Euro (€36,000.00) or its equivalent in Philippine Pesos. Any bid with a financial component exceeding this amount shall not be accepted.	The ABC is Twenty-Four Thousand Euro (€24,000.00) or its equivalent in Philippine Pesos. Any bid with a financial component exceeding this amount shall not be accepted.

On Item 14.1

Old	New
Bids will be valid until October 15, 2019	Bids will be valid until October 17, 2019

On Item No. 15.1

Old	New
The bid security shall be limited to a Bid Securing Declaration or any of the following forms and amounts: 1. The amount of not less than €720.00, or its equivalent in Philippine Pesos if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or 2. The amount of not less than €1,800.00 or its equivalent in Philippine Pesos, if bid security is in Surety Bond.	The bid security shall be limited to a Bid Securing Declaration or any of the following forms and amounts: 1. The amount of not less than €480.00 or its equivalent in Philippine Pesos if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or 2. The amount of not less than €1,200.00 or its equivalent in Philippine Pesos, if bid security is in Surety Bond

On Item 15.2

Old	New
The bids security will be valid until October 15, 2019	The bids security will be valid until October 17, 2019

On Item 26.1

Old	New
The opening of Financial Proposals shall be on June 24, 2019 at 10:00 a.m (Manila Time) at 4 th Floor, Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City	The opening of Financial Proposals shall be on June 25, 2019 at 10:00 a.m (Manila Time) at 4 th Floor, Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City

2. On Section V. Special Conditions of Contract

On Item 24

Old	New
<p>The time period shall be Nine (9) months-from April to December 2019 or such other time period as the parties may agree in writing.</p> <p>In terms of deliverables, Monthly reports (format to be prescribed by the Head Office) to include:</p> <p>a) Identified Return on Investment (ROI) measurement system for activities conducted/engaged during the said month</p> <p>b) Targets and accomplishments for activities conducted/engaged during the said month</p> <p>c) Analysis of effectiveness of activities conducted/engaged during the said month</p>	<p>The time period shall be six (6) months-from July to December 2019 or such other time period as the parties may agree in writing.</p> <p>In terms of deliverables, Monthly reports (format to be prescribed by the Head Office) to include:</p> <p>a) Identified Return on Investment (ROI) measurement system for activities conducted/engaged during the said month</p> <p>b) Targets and accomplishments for activities conducted/engaged during the said month</p> <p>c) Analysis of effectiveness of activities conducted/engaged during the said month</p>

D. Lot #5 Russia

1. On Section III. Bid Data Sheet:

On Item 11.7

Old	New
<p>The ABC is Fifty-Four Thousand Euro (€54,000.00) or its equivalent in Philippine Pesos. Any bid with a financial component exceeding this amount shall not be accepted.</p>	<p>The ABC is Thirty-six Thousand Euro (€36,000.00) or its equivalent in Philippine Pesos. Any bid with a financial component exceeding this amount shall not be accepted.</p>

On Item 14.1

Old	New
<p>Bids will be valid until October 15, 2019</p>	<p>Bids will be valid until October 17, 2019</p>

On Item No. 15.1

Old	New
<p>The bid security shall be limited to a Bid Securing Declaration or any of the following forms and amounts:</p> <p>1. The amount of not less than €1,080.00, or its equivalent in Philippine Pesos if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>2. The amount of not less than €2,700.00 or its equivalent in Philippine Pesos, if bid security is in Surety Bond.</p>	<p>The bid security shall be limited to a Bid Securing Declaration or any of the following forms and amounts:</p> <p>1. The amount of not less than €720.00 or its equivalent in Philippine Pesos if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>2. The amount of not less than €1,800.00 or its equivalent in Philippine Pesos, if bid security is in Surety Bond.</p>

On Item 15.2

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Due to the belated release of this Supplemental/Bid Bulletin, the deadline for the submission and opening of bids will be moved to **June 18 and 19, 2019**, respectively.

For the guidance and information of all concerned.


ASEC. ROBERTO P. ALABADO III
DOT-BAC Chairperson

June 11, 2019