



SUPPLEMENTAL / BID BULLETIN NO. 2

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 27 May 2019 for the **Tourism Destination Marketing Company for Lot #1 Middle East/Gulf Coop Council, Lot #2 France (DOT-BAC REI No. 2019-002) and Lot #12 Spain (DOT-BAC-REI No. 2018-006)**. 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 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 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.

1. From Ms. Seema Datt (Buzz Travel Marketing-Middle East)

a. For Notarization of bidding document:

Requesting for an extension for the deadline of submission due to Eid Holidays. The Consulate in Dubai will be closed from 31st of May till 9th of June.
The BAC Secretariat will provide a new set of timeline in the Bid Bulletin.

This is for the TPF 6. Format of Curriculum Vitae (CVs) for Proposed Professional Staff: Notarized Curriculum Vitae (CVs) are required to be submitted, but Under UAE law, CVs are not part of documents covered for Notarization.
Waiting for the reply/update of Consulate, after referring the matter to Legal

2. From Ms. Sanya Zaidi (Eastbound Tourism LLC-Middle East)

a. Is the amount US\$51,000.00 just the retainers fee (agency fees for representation) for the company or is it also inclusive of the Marketing Activities budget spend for 6 months by PDOT?

This is the professional fee or the retainer's fee, not the budget for marketing activities.

b. If this is just the retainer amount for 6 months, and as per ITB Clause 26.2 in the BDS- the financial proposal shall not exceed the ABC?

Yes

Where should we show the proposed activities cost?

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".

The proposed activities costing will exceed the ABC in this case.

No, the ABC is for professional fees only

c. How can we show the overall month retainer in the financial forms?

In FPF3 under Remuneration

d. If we want to show the cost of an activity, for e.g Roadshows cost or cost of fees to Radio channel for carry out PDOT promotion campaign, in which financial form will this information go?

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".

e. In TPF 2, Project name refers to activity name or client name?

Project names refer to Activity Name

3. From Mr. Glenn Johnston (Aviareps FZ LLC-Middle East)

a. For Manager's Cheque is AED Dirham acceptable as payment for the Bid Security?

We do not accept AED Dirhams for Manager's Cheque. There are other alternatives:

1. Surety Bond and

2. Bid Securing Declaration which should be notarized and accompanied by a Secretary's Certificate which is also notarized.

For cash, it has to be in US\$.

Amendments in the Bidding Documents

A. Lot #1 Middle East

1. On Section III. Bid Data Sheet:

On Item 11.7

Old	New
The ABC is Seventy-Six Thousand Five Hundred US dollars (US\$76,500) or its equivalent in Philippine Pesos. Any bid with a financial component exceeding this amount shall not be accepted.	The ABC is Fifty-One Thousand US Dollars (US\$51,000.00) 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 3, 2019	Bid 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\$1,530.00 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\$3,825.00 or its equivalent in Philippine Pesos, if bid security is in	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\$1,020.00 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\$2,550.00 or its equivalent in Philippine Pesos, if bid security is in

Surety Bond.	Surety Bond.
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On Item 15.2

Old	New
The bids security will be valid until October 3, 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 activities conducted/engaged during the said month c) Analysis of effectiveness of activities conducted/engaged during the said month	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

C. Lot #12 Spain

1. On Section III. Bid Data Sheet:

On Item 14.1

Old	New
Bids will be valid until October 3, 2019	Bid will be valid until October 17, 2019

On Item 15.2

Old	New
The bids security will be valid until October 3, 2019	The bids security will be valid until October 17, 2019

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 activities conducted/engaged during the said month c) Analysis of effectiveness of activities conducted/engaged during the said month	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

B. Lot #2 France

1. On Section III. Bid Data Sheet:

On Item 11.7

Old	New
The ABC is Fifty-One Thousand Three Hundred Euro (€51,300.00) or its equivalent in Philippine Pesos. Any bid with a financial component exceeding this amount shall not be accepted.	The ABC is Thirty-Four Thousand Two Hundred Euro (€34,200.00) 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 3, 2019	Bid 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 €1,026.00, 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 €2,565.00 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 €684.00 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 €1,710.00 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 3, 2019	The bids security will be valid until October 17, 2019

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