



## 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 during the Virtual Pre-Bid Conference held on 18 March 2022 for the **Procurement of Land Travel Management Services for the 21<sup>st</sup> World Travel and Tourism Council (WTTC) Global Summit Land Transportation Requirements (DOT-BAC IB 2022-006)**, as follows:

### I. Under Section III. Bid Data Sheet

ORIGINAL PROVISIONS		AMENDMENT / REVISIONS	
ITB Clause		ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be:  a. experience in providing land transportation service or land transportation management services for top level or international events;  b. completed within five (5) years prior to the deadline for the submission and receipt of bids.	5.3	For this purpose, contracts similar to the Project shall be:  a. experience in providing land transportation service or land transportation management services for <b><u>top level events or events with international delegation</u></b> ;  b. completed within five (5) years prior to the deadline for the submission and receipt of bids.

### II. Under Section VI. Schedule of Requirements

ORIGINAL PROVISIONS				AMENDMENT / REVISIONS			
Item No.	Description	Quantity	Delivered, Weeks/Months	Item No.	Description	Quantity	Delivered, Weeks/Months
1	Land Travel Management Services for the 21 <sup>st</sup> World Travel & Tourism Council (WTTC) Global Summit Land Transportation Requirements	Total of Ninety-Five (95) units	Anytime between 12 to 26 April 2022 or earlier and as required by WTTC for its Staff and Core Working Group	1	Land Travel Management Services for the 21 <sup>st</sup> World Travel & Tourism Council (WTTC) Global Summit Land Transportation Requirements	Total of <del>Ninety-Five (95)</del> <b>seventy (70)</b> units	Anytime between 12 to 26 April 2022 or earlier and as required by WTTC for its Staff and Core Working Group

a.	Chauffer Driven Limousines (Or other Executive Cars)  a. Limousine b. Executive Cars	Ten (10) Forty (40)	Five (5) days between April 19 to 23, 2022; <i>(May be subject to change)</i>	a.	Chauffer Driven Limousines (Or other Executive Cars)  a. Limousine b. Executive Cars	Ten (10) Forty (40)	Five (5) days between April 19 to 23, 2022; <i>(May be subject to change)</i>
b.	Multipurpose Vehicle for Airport/Hotel Transfers	Ten (10)	April 17 to 19, 2022; and April 23 to 25, 2022 <i>(May be subject to change)</i>	b.	Multipurpose Vehicle for Airport/Hotel Transfers	Ten (10)	April 17 to 19, 2022; and April 23 to 25, 2022 <i>(May be subject to change)</i>
c.	Multipurpose Vehicle for WTTC Technical Consultants and Staffs	Five (5)	April 12 to 22, 2022	c.	Multipurpose Vehicle for WTTC Technical Consultants and Staffs	Five (5)	April 12 to 22, 2022
d.	Vans for Host Committee	Five (5)	April 12 to 22, 2022	d.	Vans for Host Committee	Five (5)	April 12 to 22, 2022
e.	Buses	Twenty-Five (25)	April 17, 18, 19, 20; and April 21, 22, 23, 24, 25, 26, 2022 <i>(May be Subject to change)</i>	<del>e.</del>	<del>Buses</del>	<del>Twenty-Five (25)</del>	<del>April 17, 18, 19, 20; and April 21, 22, 23, 24, 25, 26, 2022</del> <i>(May be Subject to change)</i>

### III. Under Section VII. Technical Specifications

ORIGINAL PROVISIONS	AMENDMENT / REVISIONS
<p><b>OTHER SPECIFIC REQUIREMENTS AND CONDITIONS</b></p> <p>The transport operator will report to the DOT particularly the PHOC Transport Committee and the Professional Congress Organizer (PCO). The appointed PCO will co-manage with the Transport Committee on the following:</p> <ul style="list-style-type: none"> <li>a. Vehicle assignment/s for VVIPs, WTTC Working Group and PHOC Secretariat Committee</li> <li>b. Dispatch of VVIP vehicles relative to the personal and official agenda of the VIPs</li> </ul>	<p><b>OTHER SPECIFIC REQUIREMENTS AND CONDITIONS</b></p> <p>The transport operator will report to the DOT particularly the PHOC Transport Committee and the Professional Congress Organizer (PCO). The appointed PCO will co-manage with the Transport Committee on the following:</p> <ul style="list-style-type: none"> <li>a. Vehicle assignment/s for VVIPs, WTTC Working Group and PHOC Secretariat Committee</li> <li>b. Dispatch of VVIP vehicles relative to the personal and official agenda of the VIPs</li> </ul>

<p>c. Smooth pick-up and land transfers (during arrival/departure, official program outside of the RWM)</p> <p>The Transport Provider must work with the PHOC Transportation Committee and PCO on the database of all WTTC delegation arrivals to ensure everyone is provided airport/hotel transfers.</p> <p>Transport Provider must provide transportation coordinators and dispatchers in NAIA Terminals 1, 2 &amp; 3 as well as in all official hotels and central transport coordination office for smooth transport of delegates between official hotels and official venues.</p> <p>Transport Provider must ensure smooth and safe travel from pick-up to drop off and must present a routing plan, parking plan and other security and movement plans to coincide with RWM and PNP security measures.</p> <p>Transport provider must submit transport control procedure in ensuring appropriate vehicles to include its quantity, cleanliness and signages are provided to all to ensure delegates get on the assigned bus/luxury car, service vehicle, etc. This can be in the form of color-coding scheme, company emblem, flag emblem for state visitors and work with RWM for the color-coding assignment per hotel.</p> <p>Transport provider must be open for prior inspection of transport vehicles to be used for approval of the DOT/WTTC. Vehicle details (color, brand, plate number, date of registration) to include respective driver per vehicle must be provided to DOT as well as directory of all assigned transport coordinators/dispatchers.</p> <p>Vehicles must be cleaned and disinfected every day.</p> <p>No. of Service Vehicles may be reduced or adjusted depending on Transport Sponsorship agreements generated by the DOT for the event, in which case, the winning bidder will reduce its supply of vehicles and arrange to pay for the sponsored vehicles the following:</p>	<p>c. Smooth pick-up and land transfers (during arrival/departure, official program outside of the RWM)</p> <p>The Transport Provider must work with the PHOC Transportation Committee and PCO on the database of all WTTC delegation arrivals to ensure everyone is provided airport/hotel transfers.</p> <p>Transport Provider must provide transportation coordinators and dispatchers in NAIA Terminals 1, 2 &amp; 3 as well as in all official hotels and central transport coordination office for smooth transport of delegates between official hotels and official venues.</p> <p>Transport Provider must ensure smooth and safe travel from pick-up to drop off and must present a routing plan, parking plan and other security and movement plans to coincide with RWM and PNP security measures.</p> <p>Transport provider must submit transport control procedure in ensuring appropriate vehicles to include its quantity, cleanliness and signages are provided to all to ensure delegates get on the assigned bus/luxury car, service vehicle, etc. This can be in the form of color-coding scheme, company emblem, flag emblem for state visitors and work with RWM for the color-coding assignment per hotel.</p> <p>Transport provider must be open for prior inspection of transport vehicles to be used for approval of the DOT/WTTC. Vehicle details (color, brand, plate number, date of registration) to include respective driver per vehicle must be provided to DOT as well as directory of all assigned transport coordinators/dispatchers.</p> <p>Vehicles must be cleaned and disinfected every day.</p> <p>No. of Service Vehicles may be reduced or adjusted depending on Transport Sponsorship agreements generated by the DOT for the event, in which case, the winning bidder will reduce its supply of vehicles and arrange to pay for the sponsored vehicles the following:</p>
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<p>a. Driver's Professional Fee/Meals</p> <p>b. Gas/Fuel</p> <p>c. Parking Fees, if any</p> <p>d. Others such as Toll Fee, etc., if any</p> <p>These sponsorship agreements will be advised to the winning bidder in advance.</p> <p>For operational purposes, vehicle service covers a minimum of 10 hours/day</p> <p>Overtime rate of Vehicle per hour:</p> <p>a. Limousine/Executive Cars – Php 1,000/hour</p> <p>b. Multi-Purpose Vehicle – Php 500/hour</p> <p>c. Vans – Php 500/hour</p> <p>d. Buses – Php 1,700/hour if applicable</p> <p>*Allocations of vehicles subject to change depending on vehicle availability through confirmed sponsorship and requirements as well as arrival schedules. Actual usage (number and type of vehicles as well as length of service should be reflected on a daily basis with approval of DOT/WTTC to form part of overall billing documents.</p> <p><i>*Schedules are subject to change and will be provided ahead once confirmed.</i></p>	<p>a. Driver's Professional Fee/Meals</p> <p>b. Gas/Fuel</p> <p>c. Parking Fees, if any</p> <p>d. Others such as Toll Fee, etc., if any</p> <p>These sponsorship agreements will be advised to the winning bidder in advance.</p> <p>For operational purposes, vehicle service covers a minimum of 10 hours/day <b><u>and a maximum of 3 hours/day for overtime.</u></b></p> <p><b><u>Overtime rate of Vehicle per hour:</u></b></p> <p><b><u>e. <del>Limousine/Executive Cars</del> – <del>Php 1,000/hour</del></u></b></p> <p><b><u>f. <del>Multi Purpose Vehicle</del> – <del>Php 500/hour</del></u></b></p> <p><b><u>g. <del>Vans</del> – <del>Php 500/hour</del></u></b></p> <p><b><u>h. <del>Buses</del> – <del>Php 1,700/hour if applicable</del></u></b></p> <p>*Allocations of vehicles subject to change depending on vehicle availability through confirmed sponsorship and requirements as well as arrival schedules. Actual usage (number and type of vehicles as well as length of service should be reflected on a daily basis with approval of DOT/WTTC to form part of overall billing documents.</p> <p><i>*Schedules are subject to change and will be provided ahead once confirmed.</i></p> <p><b><u>Qualifications of the Drivers</u></b></p> <ul style="list-style-type: none"> <li>- <b><u>Fit to work especially on/during overtime</u></b></li> <li>- <b><u>Must be polite and courteous, drive carefully and cautiously, adhere to road courtesy, prompt in reporting based on agreed time</u></b></li> <li>- <b><u>Must be presentable, clean cut (hair)</u></b></li> <li>- <b><u>Must be equipped with working mobile phones and/or handheld two-way radio for easy coordination</u></b></li> <li>- <b><u>Must be holder of VALID Professional Driver's License</u></b></li> <li>- <b><u>With trip Ticket available when on/during duty</u></b></li> </ul>
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	<ul style="list-style-type: none"> <li>- <u><b>Must show proof of negative RT-PCR Test at least 48 hours prior to deployment</b></u></li> <li>- <u><b>English speaking drivers</b></u></li> <li>- <u><b>Drivers must not solicit tips or any monetary considerations from the guests.</b></u></li> </ul> <p><u><b>Dress code</b></u></p> <ul style="list-style-type: none"> <li>- <u><b>Polo Barong with shirt insider and black pants or the Company Uniform</b></u></li> <li>- <u><b>Clean black leather/leatherette shoes</b></u></li> <li>- <u><b>Must wear company ID all throughout the event</b></u></li> <li>- <u><b>Drivers must wear a face mask at all times.</b></u></li> </ul>
<p><b>ELIGIBILITY</b></p> <ul style="list-style-type: none"> <li>• Tourist Land Transport Operator / Certificate issued by the LTFRB to be required during post-qualification</li> <li>• Must have PHILGEPS Platinum Certificate</li> <li>• Accredited by the DOT as transport operator to be required during post-qualification</li> <li>• Personnel must have at least 5 years' experience/expertise in land transportation service</li> <li>• The company must be in business operations for at least 5 years</li> <li>• Provide point person/coordinators/dispatchers during the arrival of the delegates, during the event proper, to include the departure of all the delegates</li> <li>• Vehicles and drivers must be available in case of overtime</li> <li>• Cost of RT PCR test is charged to the account of the awarded transport provider</li> <li>• Provide/assign additional drivers if necessary, subject to the same qualifications of the drivers mentioned above</li> </ul>	<p><b>ELIGIBILITY</b></p> <ul style="list-style-type: none"> <li>• Tourist Land Transport Operator / Certificate issued by the LTFRB to be required during post-qualification</li> <li>• Must have PHILGEPS Platinum Certificate</li> <li>• Accredited by the DOT as transport operator to be required during post-qualification</li> <li>• Personnel must have at least 5 years' experience/expertise in land transportation service</li> <li>• The company must be in business operations for at least 5 years</li> <li>• Provide point person/coordinators/dispatchers during the arrival of the delegates, during the event proper, to include the departure of all the delegates</li> <li>• Vehicles and drivers must be available in case of overtime</li> <li>• Cost of RT PCR test is charged to the account of the awarded transport provider</li> <li>• Provide/assign additional drivers if necessary, subject to the same qualifications of the drivers mentioned above</li> </ul>

**IV. The following amendment/s and clarification/s are provided for the prospective bidder(s) guidance and reference:**

1. Colour for the ten (10) limousines should be in black; Other vehicles may be in black, white, silver or grey
2. Bidders are also required to include in Section VII. Technical Specifications, pictures and information of their proposed vehicles such as the plate numbers for validation of the Technical Working Group (TWG)


All unamended portions of the Bidding Documents shall remain the same.

This Supplemental/Bid Bulletin shall form an integral part of the Bidding Documents.

Please be informed that the **deadline of submission** and **opening of bids** have been moved to **31 March 2022 at 9:00 a.m. and 10:30 a.m.**, respectively.

For the guidance and information of all concerned.



**OIC-USEC. REYNALDO L. CHING**   
Chairperson, Bids and Awards Committee  
Department of Tourism

24 MARCH 2022