



Bid Bulletin No. 1
The Philippine Participation in Expo 2020 Dubai, UAE
Hiring of an Events Management Company
31 March 2020

This Bid Bulletin No. 1 is hereby issued to answer all the clarifications raised by the Tenderers:

ITEM	ORIGINAL	AMENDMENT
Deadline for submission of Bid Documents	Bid documents should be submitted on or before 15 April 2020	<p>Deadline for submission of Bid Documents has been extended to 31 May 2020.</p> <p>Attached for your information and reference is a press release (see Annex A) published last 30 March 2020 by the Expo 2020 Organizers and Steering Committee re possible postponement of Expo 2020 Dubai by (1) year.</p> <p>Please note however, that we shall still award the contract for this service this year. Based on this new development, the work schedule indicated in the TOR will change according to the new date to be determined by Expo"</p>
ITEM	CLARIFICATIONS	RESPONSE
Invitation to Bid	<p>Is the bid submission for events management still on April 15?</p> <p>We would appreciate to know if the date of submission is maintained, as some of the suppliers are closed until end of the month and awaiting for an update beginning of April.</p>	<p>Due to the current situation we will move submission of bids to 31 May 2020</p> <p>-do-</p>

ITEM	CLARIFICATIONS	RESPONSE
TOR/ Page 3 IV. Specifications: D. Transportation service	<p>You have mentioned in the transportation services different types of transports -- are we providing these for every event mentioned?</p> <p>How many VIP cars do we need to hire? One car per VIP?</p>	<p>The transportation services are needed for the Expo Opening events only</p> <p>We shall provide you with a separate transportation schedule.</p>
TOR/ Page 3 IV. Specifications: F. Hospitality & VIP Services	<p>Clause:</p> <ul style="list-style-type: none"> -Visiting Visa -Protocular services -Liaison Officer Services -VIP close protection <p>For the visiting visa processing, can you also provide approximate for how many participants?</p>	<ul style="list-style-type: none"> -The Hospitality and VIP services is only for the opening of Expo—specifically for the arrival of high ranking Philippine Government Officials; -The visa fee will be on pax account and EMC will just process and facilitate; -Protocol services: welcoming and escorting of VIPs, ribbon cutting ceremony, head of state visit, VIP seating arrangement, flag arrangement etc., will be handled by the PH Consulate and MOFA. -Liaison services should be close-in liaison officers for the VIPs who can act as translator, accompany VIPs during tours etc. <p>Around 50-60 pax for the business delegation</p>
TOR/ Page 3 IV. Specifications: G. Manpower requirements.	<p>For Translators: should we consider Tagalog/ Arabic/ English</p>	<p>Only English and Arabic</p>
TOR/ Page 3 IV. Specifications: H. Marketing and Media Communications	<p>Does the marketing and communication scope cover all the events?</p>	<p>Yes, all events</p>
TOR/ Page 3 IV. Specifications: I. Invitation and Registration Management	<p>Do you expect us to Develop a database of invitees for the events?</p>	<p>Yes</p>

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<p>TOR/Page 5 V. Event details/ Day 1 Arrival of Delegates</p>	<p>Clause: 1st 2nd 3rd batch Will there be 3 groups of people coming in the day with different timings? And what are the estimated timings for transportation arrangements?</p>	<p>Only one group in a day all via PAL arriving Dubai 18:05</p>
<p>TOR/Page 5 V. Event details/ Day 1 Arrival of Delegates</p>	<p>Clause: Arrange for courtesies at the port Welcome in public or restricted areas?</p>	<p>Welcome in public –courtesies at the port. In case the President of the Republic of the Philippines will attend, MOFA and the Philippine Consulate will handle the courtesies in the restricted area.</p>
	<p>Clause: Arrange for 4-5 star hotel accom. Who will pay for the rooms? How many rooms? Which category?</p>	<p>Each delegate will pay for his/her own room. The rooms should be composed of 70% 4 star hotel and 30% 3 star hotel.</p>
	<p>Clause: Provide transportation. Who will pay for the transportation? Do you require VIP cars or VIP buses?</p>	<p>The Tenderer will pay for the transportation; three (3) VIP cars, two (2) vans and one (1) bus. We will require coasters for a big group of Philippine Delegation and VIP cars for VVIP guests.</p>
<p>TOR/Page 5 V. Event details/ Day 2 Opening of Expo</p>	<p>Clause: Secure program from the Expo Organizers Can you please clarify?</p>	<p>The Opening Program is controlled by the EXPO Organizers. They are preparing a special program for the opening of Expo. We shall assist you in securing updates regularly from Expo so that the program that you will be preparing for the Philippine delegation will not conflict with the Expo program.</p>

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<p>TOR/Page 5 V. Event details/ Day 2 Opening of Expo</p>	<p>Clause; Pavilion Opening Ceremony Would there be an entertainment requirement (singer, cultural performances, host, etc) in the PH Pavilion opening ceremony?</p>	<p>Not included</p>
<p>TOR/Page 5 V. Event details/ Day 2 Program at the PH Pavilion with Lunch and Dinner Reception</p>	<p>Clause: Coordinate with the Expo Organizers. Once awarded the contract, can we have the contact from the Expo Organizers like an Account Manager for the Philippines with whom we can coordinate with?</p>	<p>Yes, we shall provide the name of the Country Manager assigned to the Philippines to the winning bidder.</p>
	<p>Clause: Program/ Welcome scenario Do you require any cocktail ceremony?</p>	<p>Yes, ribbon cutting ceremony with Cocktails will be fine and should precede the dinner reception.</p>
	<p>Clause: Provide lunch at the Mangrove Café Who will pay for the lunch? Please explain which Mangrove Café? Is it the PH Café Operator? If yes, can we have the contact of the Operator. Can we know the category of the food (quick lunch or fine dining)?</p>	<p>The Tenderer will pay for the lunch.</p> <p>The Mangrove Café is situated in the PH Pavilion and will be operated by Razon’s Middle East. Fine dining is preferred.</p> <p>We shall give the winning Tenderer the contact details of the PH Café Operator.</p>

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TOR/Page 5 V. Event details/ Day 2 Program at the PH Pavilion with Lunch and Dinner Reception	Clause: Provide dinner at a Specialty Restaurant within the Expo site Who will pay for the dinner? Can the restaurant be located inside a Country Pavilion	The Tenderer will pay for the dinner. It is recommended that the dinner be in a Specialty restaurant within the Expo site but not inside a country Pavilion.
TOR/Page 5 V. Event details/ Day 3 A.M. Business Program	Clause: Venue Who will pay for the venue?	Separate account chargeable to the Department of Trade & Industry (DTI).
TOR/Page 6 V. Event details/ Day 3 A.M. Business Program	Clause: Lunch for the Delegates Who will pay for the lunch? Which type of food (quick lunch or fine dining)?	Separate account chargeable to the Department of Trade & Industry (DTI). Buffet
TOR/Page 7 V. Event details/ Day 4 Whole day Expo VIP tours	Clause: Lunch Reception Who will pay for the lunch?	Separate account chargeable to the Department of Trade & Industry (DTI).
TOR/Page 7 V. Event details/ Day 5 Half day City tour of Dubai	Clause: Arrange a tour Who will pay for the tour? The half day tour is for how many participants (approximate no. pls.)?	Separate account chargeable to the Department of Trade & Industry (DTI). 5-15 pax
	Clause: Provide Lunch Who will pay for the lunch?	Separate account chargeable to the Department of Trade & Industry (DTI).
TOR/Page 7 V. Event details/ Other Events	Clause: Recommend promotional support and event extension if and when needed. Can you please clarify?	There are designated Organizers for the "Other Events"—the assistance of the Tenderer will only be tapped if and when needed

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<p>TOR/Page 7 V. Event Details 2. Other Events: Philippine Food Festival</p>	<p>-Will DTI help liaise with Philippine Companies as local Government units to seek sponsorship for the event?</p> <p>-Lastly, can we do a similar food fest event in Abu Dhabi the week after Dubai? The set-up is the same but we are commissioning the restaurants in Abu Dhabi to help boost their business. Plus, the exporters and sponsors have longer exposure in the UAE. Note: This is not part of the Philippine Expo Events.</p>	<p>CITEM is the lead agency organizing this event together with FILFOOD. Tenderer can assist CITEM and FILFOOD on this matter.</p> <p>Yes, you can do a similar event in Abu Dhabi but you are no longer allowed to use the brand rights of the PH Expo Dubai because it is not part of the PH Expo 2020 events.</p>
<p>TOR/Page 7 V. Event Details 2. Other Events: Bangkota Road Show in the UAE</p>	<p>How many people are we expecting to attend? Can you please share with us the activities?</p> <p>How about the Technical requirements</p>	<p>This will be a full day workshop to be conducted in three emirates: Dubai/Sharjah/Abu Dhabi Expected Guests: estimated # 50- 100 pax per workshop (TBC)</p> <ol style="list-style-type: none"> a. Leaders, Officials, Influencers and Members of the various Filipino Associations b. OFWs working in the 3 emirates c. Global Filipino Media Outfits d. Primary Purpose: To promote the PH participation in Expo 2020 Dubai to the Filipino Community e. Speakers: Philippine Embassy and Consulate Officials, POC Officials and the PH Expo Creative Team, <p>This will be c/o the Department of Trade and Industry (DTI)</p>

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<p>TOR/Page 7 V. Event Details 2. Other Events: GMA Variety Show</p>	<p>Can you please share the event briefing? Is Starlight Arena/ Jubilee Park the final venue? Can we suggest a venue that is accessible and convenient for the concert-goers? Is GMA shouldering the cost of airfare, hotel, visa of the artists and entourage</p> <p>Can you further elaborate on our envisaged scope of work with regard to GMA's Variety show? And kindly explain more about this show?</p>	<p>The GMA show is being organized by GMA in close coordination with FILSOC.</p> <p>Final venue is at the Expo site: the Starlite Arena or at the Jubilee Park. GMA thru FILSOC will be raising sponsorship funds to shoulder the travelling expenses of the artists and entourage plus other production expenditures.</p> <p>Coordinate with GMA and help raise sponsorship money</p>
<p>TOR/ Page 8 VII. Terms of payment</p>	<p>Does the AED 500,000 budget covers the three (3) projects/events namely: Philippine Food Festival/Bangkota Workshop/& GMA show expenses such as; AV staging, branding, visa manpower, hotel, etc.?</p> <p>To clarify, the other events (Philippine Food Festival, Bangkota Workshop, GMA Variety Show), as per TOR, EMC tasks are to assist, recommend, and as an adviser. The budget for tech, stage, branding etc, is not included in the AED 500,000 allotment</p>	<p>The AED 500,000 budget will only cover the events for the Opening of Expo as follows:</p> <ul style="list-style-type: none"> a. VIP Program b. Business Program c. Media Program <p>Not included</p>

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Attachments	We would appreciate if you can share with us the presentation/ video showed to us during the last meeting.	See video link below: https://www.youtube.com/watch?v=xJFBVyH6NS4
	Can you share with us the [up-to-date] design/layout of the pavilion to be able to identify the various production elements for the events accurately?	See Annex B