

**PROCUREMENT OF EVENT MANAGEMENT SERVICES FOR THE CONDUCT OF THE BCDA STAKEHOLDERS' APPRECIATION NIGHT**

**BID BULLETIN NO. 2**

This Bid Bulletin clarifies the queries raised during the Pre-bid Conference on 28 November 2023 (Tuesday) at 11:00 AM, as well as other matters relative to the above Project.

**A. Queries/Questions from the Prospective Bidders**

QUERY	CLARIFICATION
<p>1. Clarification re: Token should be good for 300 pax, does the end-user have a preference with in terms of the token. End user to specify the equipment and tokens needed.</p>	<p>1. Event Notebook with Pen – 350 pcs Specifications:</p> <ul style="list-style-type: none"> <li>● Faux leather hardcover with ivory-colored pages</li> <li>● Pages: Minimum of 200 sheets</li> <li>● Paper Quality: at least 80gsm thick and resistant to ink bleed, erasing, ghosting, and shading</li> <li>● Binding: Lay-flat</li> <li>● Ruled pages with spacing between horizontal lines at 0.8 cm</li> <li>● Bookmark with matching color with the cover</li> <li>● With pen holder and magnetic clip lock</li> <li>● With metal ballpoint pen</li> <li>● Minimum of H 21 cm x W 14 cm</li> <li>● Color: <ul style="list-style-type: none"> <li>○ Notebook: BCDA brand color</li> <li>○ Pen: Metal Finish</li> </ul> </li> <li>● Debossed BCDA Logo on the front side of the Hard Cover</li> </ul> <p>2. The Service Provider shall provide the design/concept, and procure at least one hundred (100) high-end tokens (e.g. plaques, awards, trophies, etc.), made of sustainable and durable materials, with a minimum value of PHP3,000.00 per token, to be given to select recipients (e.g. development partners, AFP officials, potential partners, and other participants) during the event.</p>
<p>2. Clarification on Room Accommodations (min. of 6 rooms for 12 pax, 3 days 2 nights)</p>	<p>The Service Provider shall provide a minimum of six (6) standard rooms in a 3-5 star rated DOT-accredited hotel for twelve (12) pax, twin-sharing for at least three (3) days and two (2) nights for the End User Working Committee. The hotel accommodations can be on the same property where the event will be held (if the event venue is in a hotel establishment)</p>

	or in an accommodation establishment proximate to the event venue.
<p>3. Clarification on the Accommodation and Event Venue</p> <p>End user to prepare separate Technical Specification (i.e.) Accommodation, Venue, Hotel, how to package the Technical Specifications in the bid bulletin</p>	<p>Venue/Function room set requirements:</p> <ul style="list-style-type: none"> <li>● Availability of the venue on the scheduled date</li> <li>● Ballroom in a DOT-accredited hotel with at least 4-star rating OR convention/function hall in a high-end venue within the Taguig-Makati-Pasay-Parañaque area</li> <li>● Can accommodate at least 300 attendees with ample space for other activities and setup</li> <li>● With a wide stage and podium/rostrum</li> <li>● Banquet Set-up: wedding style/round tables</li> <li>● Event styling based on Inception Workshop and Report</li> <li>● High-ceiling function venue</li> <li>● Event venue structure: no visible column foundation (posts) in the middle of the venue area</li> <li>● Minimum of ten (10) backdrop panels/frames measuring at least 4 feet x 8 feet (vertical)</li> <li>● Complimentary Wi-Fi access inside the function room and at the registration area</li> <li>● Availability of a secured parking area</li> <li>● Complimentary parking slots for all, or at least 50% (150 vehicles) of the total attendees</li> <li>● Free use of electricity for laptops and other electronic gadgets</li> <li>● Free use of extension wires for laptops and other electronic gadgets</li> <li>● Complete lobby and function room directional signages</li> <li>● Compliant with the set standards of the Department of Health (DOH) against COVID-19</li> <li>● Provision of Alcohol and/or hand sanitizers in the registration and conference areas</li> </ul>
<p>4. Quantity of Emcee/Host and performers</p>	<ul style="list-style-type: none"> <li>● At least one (1) professional emcee, preferably female, with experience in hosting similar events (e.g. brand activations, company anniversaries, product launches, conferences and conventions, awards gala, annual recognition event, appreciation events, trade shows/exhibitions, etc.)</li> </ul>

	<ul style="list-style-type: none"> <li>At least one (1) main performer (e.g. solo act, group, or band) to perform one (1) whole set of at least 45 minutes within the program</li> <li>At least one (1) performer (e.g. band, musicians, quartet, 12-piece orchestra, etc.) to perform 1 set of 45 minutes during cocktails, 1 set of 45 minutes during dinner, and 1 set of 45 minutes as finale after the main program <ul style="list-style-type: none"> <li>All recommended performers by the Service Provider shall be for the approval of the End User.</li> </ul> </li> </ul>
5. Clarification on the presence of Exhibit: indicate specification	To clarify the term "Exhibit Area Setup", refers to the area where the pre-program cocktails shall be served. This can be the foyer, reception, or lobby area of the approved venue. The area must be decorated/setup based on the approved theme/concept during the Inception Workshop.
6. Years of Experience: If it can be relaxed from 5 years to 2 years of experience	We will retain at least 5 years of experience.
7. The bidder is a consulting firm: more on research, monitoring and evaluation, part of the projects are convening workshops, capacity building. Can we include it in the experience of the firm?	As detailed in the terms of reference: "Similar projects include, but are not limited to, event management services for brand activation, company anniversary, product launches, conferences and conventions, awards gala, annual recognition event, appreciation events, trade shows/exhibitions, etc."  If the firm has conducted any of these events, the same can be included in the experience of the firm.
8. Clarification on the Terms of Payment	<ul style="list-style-type: none"> <li>50% upon completion of a. Inception and b. Pre-event Preparatory Requirements</li> <li>50% upon completion of c. Successful Organization of the Event and d. Submission of Post-event Requirements</li> <li>The Service Provider shall issue an official billing statement for each progress billing. For billing purposes, the service provider shall provide a report of deliveries such as third-party certification, photographs, screenshots, receiving copies, etc.</li> <li>Payments shall be processed upon the End User's certification and acceptance of the submitted complete requirements by the Service Provider</li> </ul>
9. For Tab K and I, are we going to still include it if not applicable (documents applicable for JV)?	Put Tab K and I, and indicate as not applicable

10. Request for copy of TWG presentation	Attached is the presentation of TWG  Link: <a href="https://docs.google.com/presentation/d/1OtP184Vg9RGS8-b-DEUFO_CTu8klaE_ahzzj9l8WCR8/edit#slide=id.gd38b7ffaff_0_0">https://docs.google.com/presentation/d/1OtP184Vg9RGS8-b-DEUFO_CTu8klaE_ahzzj9l8WCR8/edit#slide=id.gd38b7ffaff_0_0</a>
11. Where is the updated tech specs compliance form?	Revised Technical Specification Compliance Form  Link: <a href="https://docs.google.com/document/d/1GUEPeY0YT4gX3D-WEizmQLjPsO5PR5Li/edit#heading=h.3ygebji">https://docs.google.com/document/d/1GUEPeY0YT4gX3D-WEizmQLjPsO5PR5Li/edit#heading=h.3ygebji</a>

**B. General Reminders**

Please take note of the following schedule:

Activities	Date/Schedule
Issuance of Bid Bulletin, if any	Friday, December 08, 2023
Deadline for Submission of bid documents	09:00 AM, Friday, December 15, 2023
Opening of Bids	10:00 AM, Friday, December 15, 2023

The above changes further amend the bidding documents, accordingly. **The Opening of Bids will be conducted face-to-face** at the **BCDA Corporate Center, 2nd Floor, Bonifacio Technology Center, 31st St. corner 2nd Ave, Bonifacio Global City, Taguig City**. However, the bidders may opt to attend online via zoom. Meeting link will be provided upon a request by the prospective bidders to the BAC-G Secretariat through the e-mail address: [bacgsecretariat@bcda.gov.ph](mailto:bacgsecretariat@bcda.gov.ph).

For those attending in person, please consider the following guidelines:

- Attendees to the Pre-bid Conference and Opening of Bids are expected to follow the BCDA Health Protocols; and
- Observers/representatives who show signs of COVID-19 related symptoms are not allowed to enter the BCDA premises.

This Bid Bulletin is being issued pursuant to Sections 22.5.2 and 22.5.3 of the 2016 Revised Implementing Rules and Regulations of Republic Act 9184.

Issued on **08 December 2023**.

**BIDS AND AWARDS COMMITTEE FOR GOODS**

By:

**RICHARD BRIAN M. CEPE**  
Chairperson