



CITEM BIDS AND AWARDS COMMITTEE

SUPPLEMENTAL / BID BULLETIN NO. 2019-0221-01

1st Supplemental / Bid Bulletin on the

**HIRING OF PRODUCTION OUTFIT FOR
CREATE PHILIPPINES NETWORKING COCKTAILS AND TALKS 2019**

To all Prospective Bidders:

The Supplemental / Bid Bulletin is issued to clarify, modify or amend items in the Bid Documents.

This shall form part as addendum of the Bid documents.

AMENDMENT ON THE REQUEST FOR QUOTATION:

FROM	TO
Deadline of Submission of Eligibility Documents, Financial Bid, and Documentary Requirements for the Qualitative Evaluation	
06 September 2019, 05:00PM	09 September 2019, 05:00PM
Qualitative Evaluation Documents (3rd Envelope)	
<ul style="list-style-type: none"> • Company Profile indicating the length of year service rendered • List of Clients / projects in the last 3 years • List of Equipment to be provided based on the event requirements identified • List of voice over talents, performers, DJs, and ushers/usherettes with profile, photos, and video (if any) 	<ul style="list-style-type: none"> • Company Profile indicating the length of year service rendered • List of Clients / projects in the last 3 years • List of Equipment to be provided based on the event requirements identified • List of voice over talents, emcees/moderators, DJs, ushers/usherettes and attendants with profile, photos, and video (if any)

AMENDMENTS ON TERMS OF REFERENCE:

FROM	TO
EVENT REQUIREMENTS	
<p>A. Networking Cocktails Date: 21 September 2019 Venue: Silangan Hall, CCP, Pasay City</p> <p>1. Program Flow (for CITEM's approval) a. Program flow for the CREATE Philippines' Networking Cocktails b. Spiels and script for the voice over talent based on program flow</p> <p>2. Equipment Rental (inclusive of installation, dismantling, trucking, onsite professional technician, etc.) a. Professional Sound System to complement existing sound system at the venue</p>	<p>A. Networking Cocktails Date: 21 September 2019 Time: 4:00 – 7:00 PM Venue: Silangan Hall, CCP, Pasay City</p> <p>1. Program Flow (for CITEM's approval) a. Program flow for the CREATE Philippines' Networking Cocktails b. Spiels and script for the voice over talent based on program flow</p> <p>2. Equipment Rental (inclusive of installation, dismantling, trucking, onsite professional technician, etc.) a. Professional Sound System to complement existing sound system at the venue</p>

- b. Lighting Equipment (moving and accessories light system that will sufficiently light the venue during the party)
- c. LED Lighted Dancefloor with a 5m x 3m dimension
- d. All required cabling for electrical, fire safety, etc.

3. Production Manpower

- a. Production Director/Floor Director and Assistants
 - Must be able to provide concept on the program flow, to handle music selection in coordination with the team, and to handle over-all show production
 - Ensure efficient management and coordination of the technical, logistical, and creative requirements of the activities
- b. Voice Over Talent
 - Shall be in-charge of welcoming and introducing guests/speakers, and providing needed fillers during the program
- c. Performers
 - A band or group of performers who shall officially start the event
 - DJ Artist (with DJ performance table) who shall play live music continuously all throughout the party
- d. Ushers/Usherettes
 - Shall welcome guests upon arrival and escort them to the Networking Cocktails area
 - May be asked to perform any task to help the event run more smoothly

4. Others

- a. Other equipment/services that may be required by the Project Team

B. Talks

Date: 20-21 September 2019
 Venue: Tanghalang Ignacio B. Gimenez, CCP Complex, Pasay City

- 1. **Program Flow** (for CITEM's approval)
 - a. Program flow for the talks
 - b. Spiels and script for emcee and voice over talent based on program flow
- 2. **Equipment Rental** (inclusive of installation, dismantling, trucking, onsite professional technician, etc.)
 - a. Professional Sound System to complement existing sound system at the

- b. Lighting Equipment (disco balls, and moving and accessories light system that will sufficiently light the venue during the party)
- c. LED Lighted Dancefloor with a 5m x 3m dimension
- d. All required cabling for electrical, fire safety, etc.

3. Production Manpower

- a. Production Director/Floor Director and Assistants
 - Must be able to provide concept on the program flow, to handle music selection in coordination with the team, and to handle over-all show production
 - Ensure efficient management and coordination of the technical, logistical, and creative requirements of the activities
- b. Voice Over Talent
 - Shall be in-charge of welcoming and introducing guests/speakers, and providing needed fillers during the program
- c. DJ Performer
 - DJ Artist (with DJ performance table) who shall play live music continuously all throughout the party
- d. Ushers/Usherettes and Attendants
 - Five (5) ushers/usherettes who shall welcome guests upon arrival and escort them to the Networking Cocktails area
 - Six (6) female and male attendants who will serve cocktails to guests
 - Ushers/usherettes and attendants may be asked to perform any task to help the event run more smoothly

4. Others

- a. Other equipment/services that may be required by the Project Team

B. Talks

Date: 19-21 September 2019
 Time: 10:00 AM – 6:00 PM
 Venue: Tanghalang Manuel Conde (Dream Theater), CCP, Pasay City

- 1. **Program Flow** (for CITEM's approval)
 - a. Program flow for the talks
 - b. Spiels and script for emcee/moderator and voice over talent based on program flow
- 2. **Equipment Rental** (inclusive of installation, dismantling, trucking, onsite professional technician, etc.)

- venue
- b. One (1) LED screen with size of 9 feet x 12 feet (elevated by 3 feet)
- c. Wireless microphones (at least 3) for speakers, audience Q&A, etc.
- d. All required cabling for electrical, fire safety, etc.

3. Production Manpower

- a. Production Director/Floor Director and Assistants
 - Must be able to provide concept on the program flow, to handle music selection in coordination with the team, and to handle over-all show production and stage direction
 - Ensure efficient management and coordination of the technical, logistical, and creative requirements of the activities
- b. Voice Over Talent
 - Shall be in-charge of welcoming and introducing speakers and guests, and providing needed fillers during the program
- c. Ushers/Usherettes
 - Shall welcome attendees upon arrival and escort them to the Talks area
 - Shall assist in distributing the conference kits, distribute programs, etc.
 - May be asked to perform any task to help the event run more smoothly

4. Others

- a. Other equipment/services that may be required by the Project Team

Note: In the situation that one or more of the requirements will not be needed, both parties shall agree on the amount that will be deducted from the contract price in the presence of a Bids and Awards Committee representative onsite.

- a. Professional Sound System to complement existing sound system at the venue
- b. Wireless microphones (at least 3) for speakers, audience Q&A, etc.
- c. All required cabling for electrical, fire safety, etc.

3. Production Manpower

- a. Production Director/Floor Director and Assistants
 - Must be able to provide concept on the program flow, to handle music selection in coordination with the team, and to handle over-all show production and stage direction
 - Ensure efficient management and coordination of the technical, logistical, and creative requirements of the activities
- b. Emcee/Moderator
 - Shall be in-charge of welcoming and introducing speakers and guests, and providing needed fillers during the program
 - Shall encourage the audience to ask questions to the speaker
- c. Voice Over Talent
 - Shall be in-charge of welcoming and introducing guests, speakers and performer, and providing needed fillers during the program
- d. Ushers/Usherettes
 - Three (3) ushers/usherettes who shall welcome attendees upon arrival and escort them to the Talks area
 - They will also assist in distributing the conference kits, distribute programs, etc.
 - They may be asked to perform any task to help the event run more smoothly

4. Others

- a. Other equipment/services that may be required by the Project Team

Note: In the situation that one or more of the requirements will not be needed, both parties shall agree on the amount that will be deducted from the contract price in the presence of a Bids and Awards Committee representative onsite.

QUALIFICATION REQUIREMENTS AND SELECTION PROCESS

CRITERIA	DOCUMENT TO BE SUBMITTED	VALUE POINT	CRITERIA	DOCUMENT TO BE SUBMITTED	VALUE POINT
1. Company Profile The company	Company Profile (length of year of service reflected)	10	1. Company Profile The company should be at least	Company Profile (length of year of service reflected)	10

should be at least 3 years in the production outfit industry.			3 years in the production outfit industry.		
2. Portfolio The company must have handled at least 3 similar projects (networking events and talks) in the last 3 years.	List of clients / projects in the last 3 years	20	2. Portfolio The company must have handled at least 3 similar projects (networking events and talks) in the last 3 years.	List of clients / projects in the last 3 years	20
3. Equipment Availability The company must ensure availability of the equipment identified in the Event Requirements section of this TOR.	List of equipment to be provided based on the Event Requirements identified.	30	3. Equipment Availability The company must ensure availability of the equipment identified in the Event Requirements section of this TOR.	List of equipment to be provided based on the Event Requirements identified.	30
4. Roster of Voice Over Talents, Performers, DJs, and Ushers/Usherettes The company must be able to submit a list of credible and reputable prospective voice over talents, performers, DJs, and ushers/usherettes.	List of voice over talents, performers, DJs, and ushers / usherettes with profile, photos, and video (if any)	40	4. Roster of Voice Over Talents, Emcees/Moderators, DJs, Ushers/Usherettes and Attendants The company must be able to submit a list of credible and reputable prospective Voice Over Talents, Emcees/Moderators, DJs, Ushers/Usherettes and Attendants.	List of Voice Over Talents, Emcees/Moderators, DJs, Ushers/Usherettes and Attendants with profile, photos, and video (if any)	40
TOTAL		100	TOTAL		100

Items not mentioned above remain the same.

This Supplemental/Bid Bulletin is being issued to clarify/modify/amend the specifications of the requirement needed, and not for purposes of delaying the proceedings of RA 9184.

Issued this 06th day of September 2019.


ATTY. ANNA GRACE I. MARPURI
 Chairman, Bids and Awards Committee