

Republic of the Philippines

Department of Environment and Natural Resources PROTECTED AREAS AND WILDLIFE BUREAU Quezon Avenue. Diliman, Quezon City

BID BULLETIN No. <u>2013-05</u>

TO

All Participating Bidders for:

"Organizer for Ecotourism Partnership Forum/Conference"

FROM

The Chairperson, Bids and Awards Committee

SUBJECT

Amendments to the Terms of Reference and Schedule of Bid

Opening

Please be informed of the following amendments to the Terms of Reference and Schedule of Bid Opening for the Organizer for Ecotourism Partnership Forum/Conference:

FROM	TO
Scope of Work 2.1 Accommodation and Forum Venue 1. Provide a function hall as venue for the event with carrying capacity of 250 participants seated roundtable-style, with ample space for a exhibition, and a press conference area	Scope of Work 2.1 Accommodation and Forum Venue 1. Provide a function hall in a 4-star hotel located within Quezon City, as a venue for the event with a carrying capacity of 270 participants seated roundtable style with ample space for an exhibition, and a press conference area
 Provide affordable room rates for 130 pax, live-i arrangement for 3D2N on May 7-9, 2013 	Provide affordable room rates for 62 hotel rooms for 130 pax, live-in arrangement for 3D2N on May 16-18, 2013
 Prepare and implement a plan for arrival and departure time of participants, both live-in and live-out 	3. same
Transportation Reserve vehicles for transport of participants to and from airport to hotel Provide participants with relevant information related to transportation	Deleted
2.3 Catering Services	2.2 Catering Services
Provide AM Snacks, assisted Buffet Lunch, and PM Snacks for 250 participants on event day	Provide AM Snacks, assisted buffet lunch and PM Snacks for 250 participants on event day on May 17, 2013
2. Provide meals for 130 pax live-in arrangement: Day 0/Day before even – Lunch, PM Snacks, Dinner Day after – Breakfast, AM Snacks, Lunch	Provide meals for 130 pax live-in arrangement: Day 0/Day before event-PM Snacks, Dinner (Plated) Day after – same
2.4 Exhibition and Media Organization <u>Audio Visuals</u>	2.3 Exhibition and Media Organization Audio Visuals
 Provide backdrop and event tarpaulins that will be creatively laid out in an arranged exhibition space within the forum venue 	
2. Produce a 5-8 minute promotional video highlighting the sites of ICRMP Component C	Produce a 5-8 minute promotional video highlighting the sites of ICRMP Component C using an original jingle with original musical score with lyrics;

Produce a 5-8 minute documentary video highlighting testimonials from member self- reliant groups entitled "Ang Kwento Namin"	Produce a 30 second version of the 5-8 minute promotional video;
reliant groups entitled " Ang Kwento Namin"	4. Produce a 15 minute-documentary video highlighting testimonials from member self-reliant groups entitled "Ang Kwento Namin" 5. Conduct photo shoots of required footages on sites and provide for all travel logistics including airfare of crew
Media Relations	Media Relations
Identify possible press/media and organize a press conference during the event	Identify Possible press/media and organize a press conference during the event
5. Develop media kits	8. Develop media kits
6. Provide press releases	9. Provide press releases which will come out 2 weeks before the event and up to 2 weeks after the event in at least 2 major newspapers
2.4 Forum Management	2.4 Forum Management
1. Come up with an appropriate title for the forum	Come up with an appropriate title for the forum with a corresponding logo design
Produce invitations, badges/Ids and participants Kits	Conceptualize and provide invitations, badges/IDS, and participant kit;
 Work in advance with the forum venue management on matters related to badges/IDs preparation and issuance, registration, security clearance and other matters 	3. same
Provide unique and appropriate names and design trophies for the awards	Provide unique and appropriate names and design trophies for the awards to be given to 12 community champions
5. Provide an emcee to host the event	5. Provide two emcees to host the event, one male and one female;
6. Conceptualize an appropriate outfit for the EEDT	 Conceptualize an appropriate outfit/uniform for the EEDT and provide 20 sets;
7. Arrange for sounds and lights, photo documentation, and appropriate cultural performances	7. Arrange for sounds and lights, photo/video documentation and appropriate cultural performances for the event on May 17, 2013
	Document the entire proceedings of the event on May 17, 2013 and submit a final report
Submission of Bids	Submission of Bids
January 4, 2013, 1:30 P.M.	February 18, 2013, 1:30 P.M. Office of BAC Secretariat
Office of BAC Secretariat Opening of Bids	Opening of Bids
January 24, 2012, 2:00 P.M. CMMO Conference Room	February 18, 2013, 2:00 P.M. CMMO Conference Room

For your information and compliance

MARLYNN M. MENDOZA Chairperson, BAC