



CSC BIDS AND AWARDS COMMITTEE (BAC)

SUPPLEMENTAL BID BULLETIN (SBB) NO. 1

Addendum No. 1

Name of Project: “Procurement of Services/Engagement of a Service Provider (Events Management) for the Hybrid Conduct of the 2023 Public Sector HR Symposium with the theme “*Developing and Fostering a Culture of Dynamism to Achieve a Resilient and Sustainable People and Public Sector Organization*”

Solicitation No.: Project ID No. 2023-14 (Event Mgt. for 2023 HR Symposium)

PhilGEPS Reference No.: 998-0785

During the conduct of the Pre-Bid Conference on August 3, 2023 for the aforesaid project, the following are hereby clarified/amended. This **Supplemental Bid Bulletin No. 1** is issued to clarify/amend items in the issued Public Bidding Documents (PBD) for the project “**Procurement of Services/Engagement of a Service Provider (Events Management) for the Hybrid Conduct of the 2023 Public Sector HR Symposium with the theme “Developing and Fostering a Culture of Dynamism to Achieve a Resilient and Sustainable People and Public Sector Organization”** with Project I.D. No. 2023-14. **Other specifications and requirements indicated in the Technical Specifications (TS) and/or Public Bidding Documents (PBD) are retained.**

I. Clarifications / Addendum / Amendment

Original Technical Specifications/ Terms of Reference under the Public Bidding Documents (PBD)	Clarification / Addendum / Amendment	Statement of Compliance of the Bidder
FROM	TO	
<p>On Page 11:</p> <p>7. Subcontracts</p> <p>The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.</p> <p>The Procuring Entity has prescribed that <u>Subcontracting is not allowed</u>.</p>	<p>On Page 11:</p> <p>7. Subcontracts</p> <p>The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.</p> <p>The Procuring Entity has prescribed that <u>Subcontracting is allowed</u>.</p>	
<p>On Page 17: Bid Data Sheet</p> <p>ITB Clause 5.3: For this purpose, <u>contracts similar to the Project</u> shall be:</p>	<p>On Page 17: Bid Data Sheet</p> <p>ITB Clause 5.3: For this purpose, <u>contracts similar to the Project</u> shall be:</p>	

<p>a. Procurement of services/ engagement of a service provider (events management) for the <u>hybrid conduct of the public sector HR Symposium</u></p> <p>b. Completed in <u>five (5) years</u> prior to the deadline for the submission and receipt of bids</p>	<p>a. Procurement of services/ engagement of a service provider (events management) for the <u>hybrid conduct of events similar in nature with the requirements of the Public Sector HR Symposium.</u></p> <p>b. Completed in <u>one (1) year</u> prior to the deadline for the submission and receipt of bids</p>	
<p>On Page 17: Bid Data Sheet</p> <p>ITB Clause 7.1 Subcontracting is <u>not allowed</u></p>	<p>On page 17: Bid Data Sheet</p> <p>ITB Clause 7.1 <u>Subcontracting is allowed.</u></p>	
<p>On Page 31</p> <p><i>Before the Symposium</i></p> <p>Item H. Procurement and preparation of materials for the Technical Working Group. This shall include the following, among others:</p> <ul style="list-style-type: none"> ✓ ID badges for <u>all delegates</u>, speakers, media, VIPs, etc. ✓ Complete list of crews from organizer and other suppliers 	<p>Page 31</p> <p><i>Before the Symposium</i></p> <p>Item H. Procurement and preparation of materials for the Technical Working Group. This shall include the following, among others:</p> <ul style="list-style-type: none"> ✓ <u>ID badges for speakers, media, VIPs, and exhibitors.</u> ✓ Complete list of crews from organizer and other suppliers 	
<p>On Page 36</p> <p>Item IV. BIDDER'S/SERVICE PROVIDER'S QUALIFICATIONS</p> <p>It is expected that the SERVICE PROVIDER should possess the following:</p> <ol style="list-style-type: none"> 1. Proven track record in organizing and managing large scale and high-level events of the same nature conducted via hybrid set-up for a minimum of two (2) years. Must submit a list of large-sale events handled in the past and list of current ongoing/ forthcoming projects; 	<p>On Page 36</p> <p>Item IV. BIDDER'S/SERVICE PROVIDER'S QUALIFICATIONS</p> <p>It is expected that the SERVICE PROVIDER should possess the following:</p> <ol style="list-style-type: none"> 1. Proven track record in organizing and managing large scale and high-level events of the same nature conducted via hybrid set-up for a minimum of two (2) years. Must submit a list of large-sale events handled in the past and list of current ongoing/forthcoming projects; <p><u>Large scale and high-level events of the same nature conducted via Hybrid set-up should have at least 2,000 onsite participants and 2,000 online participants.</u></p>	

<p>2. Proven track record in developing and managing online portals for major local <u>and</u> international events of the same nature with at least <u>5,000</u> participants;</p> <p>3. Expertise in Online Portal Development and Management using the most up-to-date hardware and software;</p> <p>4. Can provide a detailed plan, flow of activities, complete list of technical staff where key personnel are experienced, and up-to-date software and hardware <u>required for the virtual HR Symposium</u>; and,</p> <p>5. Accredited by PHILGEPS with platinum membership</p>	<p>2. Proven track record in developing and managing online portals for major local and/or international events of the same nature with at least <u>2,000</u> participants;</p> <p>3. Expertise in Online Portal Development and Management using the most up-to-date hardware and software;</p> <p>4. Can provide a detailed plan, flow of activities, complete list of technical staff where key personnel are experienced, and up-to-date software and hardware <u>requirements from previous/ current/ ongoing/ forthcoming projects that is hybrid and is similar in nature with the Public Sector HR Symposium</u>; and,</p> <p>5. Accredited by PHILGEPS with platinum membership.</p>	
<p>On page 27</p> <p>Location: Designated <u>Venue</u> in Pasay City</p>	<p>On page 27</p> <p>Location: The designated <u>venue</u> for the hybrid conduct of the 2023 Public Sector HR Symposium will be at the <u>World Trade Center Metro Manila</u> in Pasay City.</p>	

II. Reminder on the Deadline of Submission of Bid Documents and Schedule of Eligibility Checking and Bid Opening:

Bidding Activity	Schedule	Place / Venue
<p>Deadline for Submission of Bid Documents</p>	<p>August 17, 2023 at 9:00 a.m.</p>	<p>Submission of the <u>electronic/ softcopy</u> in archived format of bid documents with password protection to CSC-BAC through its BAC-Secretariat at email address: <u>csc.ofam.pmd@gmail.com</u></p> <p>Submission of one (1) set <u>hardcopy</u> of original bid documents at the BAC Secretariat Unit, OFAM Room, Basement, CSC Central Office at IBP Road, Constitution Hills, Quezon City</p>
<p>Online Eligibility Checking and Bid Opening</p>	<p>August 17, 2023 at 10:00 a.m.</p>	<p>Online eligibility checking and bid opening thru <u>Microsoft (MS) Teams</u> videoconference with the following link:</p> <p>https://teams.microsoft.com/join/19%3ameeting_MDdlMzA5ZTIhOTJiOC00NmY0LWJiNmQtYTgxZTAvYjFiMTdi%40thread.v2/0?context=%7b%22Tid%22%3a%22b18ff772-1cac-4521-9a8b-f077b03a9db6%22%2c%22Oid%22%3a%22d3e2eff5-d07e-4d8c-b558-e4614f86a95c%22%7d</p>

These clarification/addendum/amendment and additional instructions are hereby made as an integral part of the Public Bidding Documents (PBD) for the aforesaid project.

Please be guided accordingly.

A handwritten signature in black ink, appearing to be 'AR', with a large, stylized flourish above the letters.

ATTY. ARIEL G. RONQUILLO
CSC Assistant Commissioner
CSC-BAC Chairperson

August 4, 2023