



**CITEM BIDS AND AWARDS COMMITTEE
SUPPLEMENTAL / BID BULLETIN NO. 2019-0229-01**

1st Supplemental / Bid Bulletin on the

HIRING OF EVENTS MANAGEMENT AND PRODUCTION OUTFIT FOR CITEM'S TRADE PROMOTION BRIEFING AND MANILA FAME OCTOBER 2019 MEDIA PREVIEW

To all Prospective Bidders:

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

This shall form an integral part of Bid documents.

CLARIFICATION AND ADDENDUM ON THE TERMS OF REFERENCE:

PARTICULARS	CLARIFICATION / ADDENDUM
Item V. Scope of Work and Deliverables	
On Export Promotion Briefing and Media Preview, particularly on "(2) Audio-visual equipment which includes lights and sounds with stage and 9x12ft LED Wall with live feed and recording"	The Export Promotion Briefing will have 2-3 speakers + 1 moderator. The Media Preview will have 3-4 speakers + 1 moderator. In addition to the lights and sounds with stage and 9x12ft LED Wall with live feed and recording, the supplier must also have microphones that will suffice the number of speakers and moderators.
On Export Promotion Briefing, particularly on "(9) 120 sets of stationaries for event guests, among other logistics"	The Export Promotion Briefing will feature different sets of guests for the morning and afternoon sessions: 120 guests in the morning (AM snacks and Lunch) and 120 in the afternoon (PM snacks). Therefore, the events management and production outfit must prepare a total of 240 sets of stationaries for the two sessions. Sets of stationaries are the briefing kits.
Program Flow of the Export Promotion Briefing	The Export Promotion Briefing is targeted to be held in a single day in the first or second week of October. Detailed program flow will be released to the winning bidder.

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 12th day of September 2019.

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