



Republic of the Philippines

National Economic and Development Authority
NBAC for Consulting Services

BID BULLETIN No. 3

*PROCUREMENT OF CONSULTING SERVICES FOR THE PLANNING AND EVENT
MANAGEMENT OF A MULTI-STAKEHOLDER ASSEMBLY/SUMMIT CUM PRESS BRIEFING FOR
THE NATIONAL LONG-TERM VISION (AMBISYON NATIN 2040)*

TO : ALL PROSPECTIVE FIRMS/PROPONENTS

Hereunder are further clarifications on the subject procurement:

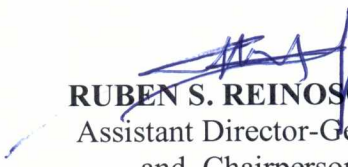
Particulars	Clarification/Amendment
a. Submission and Opening of Technical and Financial Proposals	<p>The deadline for submission of Technical and Financial Proposals is hereby moved from 21 June 2016 (Tuesday), 12:00 P.M., to 23 June 2016 (Thursday), 12:00 P.M.</p> <p>Correspondingly, the schedule for the opening of Technical Proposals is also moved to 23 June 2016, 1:30 P.M., at the Office of the Assistant Director-General for Investment Programming Conference Room, 4/F NEDA-sa-Pasig Building, #12 Saint Josemaria Escriva Drive, Ortigas Center, Pasig City.</p> <p>The Financial Proposals shall be opened only after the Head of the Procuring Entity (HOPE) has approved the recommendations of the NEDA Bids and Awards Committee for Consulting Services (NBAC-CS) based on the results of the evaluation of Technical Proposals.</p>
b. Oral Presentation	<p>Shortlisted events organizing firms are required to make an oral presentation of their respective event and AVP plans on 27 June 2016 (Monday), 1-3 P.M., at the NEDA-DIOC, 1/F NEDA-sa-Pasig Building, #12 Saint Josemaria Escriva Drive, Ortigas Center, Pasig City.</p>
c. Availability of AmBisyon Natin 2040 Materials	<p>Resource materials on the concept, process and results of AmBisyon Natin 2040 are available online at 2040.neda.gov.ph. Also uploaded in said site are all presentation materials used during the 30 March 2016 dissemination of survey results.</p>

d. Online Registration	<p>The events organizing firm shall be responsible for the online registration and will be given flexibility in incorporating innovations into the online registration system. The firm should also be able to provide a mechanism on how to secure the signatures of the attendees.</p> <p>The online registration will be hosted in the AmBisyon Natin 2040 webpage (2040.neda.gov.ph) where the events organizing firm shall will be given access. Fields for the online registration will be identified collaboratively by NEDA and the winning firm.</p> <p>Online registration will be opened two (2) weeks prior to the event.</p>
e. Rehearsals / Pre-Event Activities	<p>The events organizing firm is expected to do a full rehearsal of the show on the day before the Grand Launch and it could be in the afternoon. At least a full technical run with the performers is required.</p> <p>Speakers are not required to attend the run through but they have to be briefed before the event (members of the production team should be on standby to guide them during the program).</p>
f. Grand Launch and Press Briefing	<ol style="list-style-type: none"> 1. Theme of the Summit <ul style="list-style-type: none"> • The events organizing firm shall propose the theme of the summit based on the project brief and the creative direction. 2. Desired Output/Outcome <ul style="list-style-type: none"> • A commitment from the incoming administration would be an important output of the event. NEDA also seeks to draw strong support from different sectors of society to ensure that AmBisyon Natin 2040 will be used as a guide in planning and policymaking. 3. Program <ul style="list-style-type: none"> • The program for the event should include something commemorative/symbolic. 4. Participants <ul style="list-style-type: none"> • The Grand Launch is expected to be attended by 30 VIPs, which include the President of the Republic of the Philippines, Vice-President, 24 Cabinet Secretaries, Senate President, Senate Majority Floor Leader, House Speaker and House Majority Floor Leader.

	<ul style="list-style-type: none">• The prospective events organizing firms should present and include in their respective proposals the protocols for VIPs.• The hall for the Grand Launch should be able to accommodate 500 participants (i.e., 450 guests and 50 media personalities). NEDA shall provide the winning events organizing firm with the complete list of invitees/guests/participants once ready. <p>5. Host Preference</p> <ul style="list-style-type: none">• The winning firm shall provide two (2) celebrity hosts with experience in handling similar or related events. <p>6. Speakers</p> <ul style="list-style-type: none">• NEDA will be responsible for inviting at least three (3) speakers for the event from the government and other partners. However, the events organizing firm may suggest to invite other speakers who can help promote the publicity of the Grand Launch and rally support for AmBisyon Natin 2040.• The speakers may have their own presentation materials that should be accommodated by the events organizing firm. <p>7. Venue and Food</p> <ul style="list-style-type: none">• The venue for the Grand Launch shall be subject to the approval of NEDA.• The NEDA Secretariat will require a secretariat room within the venue.• Hotel accommodations will not be booked for the attendees of the Grand Launch.• Billing for the venue and food (reimbursable items) shall be requested based on actual expenses incurred and supported by official receipts/documents. In the absence of official receipts/documents when claiming for reimbursable costs, the events organizing firm may be allowed to submit notarized certification of actual disbursements made. <p>8. Event Hours</p> <ul style="list-style-type: none">• The 9:00 A.M. to 5:00 P.M. timeframe may be adjusted such that the program may end at an earlier time, if deemed appropriate by NEDA. However, the events organizing firm may propose other forms of activities for the afternoon.
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	<ul style="list-style-type: none"> The Press Briefing will be conducted in the afternoon.
g. Production of Audio Visual Presentations (AVPs)	<p>The events organizing firm is expected to carry-out at least three (3) interviews for the mood setter / opening video. Interviews and other location shoots are limited only to within Metro Manila. The specific locations will depend on NEDA's approved concept, which is to be presented by the firm.</p> <p>The firm will be given a degree of creative freedom on the treatment of the video and thus, it may go beyond the required interviews. The creative aspect, however, must remain within the branding guidelines of the AmBisyon Natin 2040 campaign and brand.</p>
h. Formats of Reports	NEDA will provide the formats for the Inception and Final Reports once the Consulting Services is awarded to the winning events organizing firm.

Issued on the 14th day of June 2016, Pasig City.


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 Assistant Director-General
 and, Chairperson
 NEDA Bids and Awards Committee
 for Consulting Services (NBAC-CS)