



## SUPPLEMENTAL / BID BULLETIN

Addendum No. 1



This Addendum No. 1 was discussed and agreed upon during the Pre-bid Conference held last July 12, 2017 for the **Venue Designer & Stylist for the ASEAN Ministerial Grand Commemorative Dinner at the SM Mall of Asia (MOA) Arena hosted by Department of Foreign Affairs (DFA)** and is issued to modify and/or amend items in the Bidding Documents. This shall form an integral part of the Bidding Documents.

### **Schedule and Venue:**

06 August 2017 / SM Mall of Asia (MOA) Arena, Pasay, Metro Manila

Aside from the event requirements and guidelines specified in the TOR, the following reminders/ additional requirements were communicated by the Host Agency / Venue:

1. Additional area in MOA Arena that is subject for Venue Styling / Enhancement:
  - a. 2<sup>nd</sup> Floor SM MOA Arena (either along J.W. Diokno Blvd or Pacific Drive)
    - Convert the area into an elegant VVIP holding area / cocktails area that follows the overall thematic design of the dinner (to provide lounge sets, coffee tables, etc)
      - \*to include masking of unnecessary elements
    - Floral arrangements / landscaping structures may be utilized to soften the look of the venue.
2. To provide decorative dividers, complementing the theme, for the F&B side stations of service.
3. Set-up / provision of a board up for the designated buffet service area at the 2<sup>nd</sup> Floor SM MOA Arena (either along J.W. Diokno Blvd or Pacific Drive) which would be visible from the VVIP holding area / cocktails area.
4. Set-up of a customized VVIP table to seat 60 pax in coordination with the official caterer of the event (attached initial floor plan).
5. Table set-up to include the following:
  - a. 220 pieces charger plates for VVIPs and VIPs
  - b. centrepieces for the VVIP, VIP and regular tables
  - c. table cloth and overlay for a customized VVIP table

Please see attached layout of MOA Arena for reference.

For bidders who would like to do an ocular inspection of the MOA Arena, please contact Ms. Queeya Arzobal at 09274516873.

Presentation of their proposed design in accordance to the CCP-provided thematic concept and creative guidelines shall proceed the bid opening.

For the guidance and information of all concerned.

**ASEC. MARIA LOURDES F. JAPSON**  
DOT-SBAC Chairperson

July 17, 2017