

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

**Procurement of Professional Congress
Organizer (PCO) Services for the 21st
World Travel & Tourism Council (WTTC)
Global Summit**

Project Identification Number: DOT-BAC IB 2022-002

**Sixth Edition
July 2020**

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid



INVITATION TO BID
Procurement of Professional Congress Organizer (PCO)
Services for the 21st World Travel & Tourism Council
(WTTC) Global Summit

1. The *Department of Tourism (DOT)*, through its *Trust Liability Account* intends to apply the sum of *Twenty-Seven Million Four Hundred Seventy-Six Thousand Eight Hundred Ninety-Four Pesos (PhP27,476,894.00) inclusive of applicable taxes*, being the ABC to payments under the contract for ***“Procurement of Professional Congress Organizer (PCO) Services for the 21st World Travel & Tourism Council (WTTC) Global Summit” (Project Identification No. DOT-BAC IB 2022-002)***. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *DOT* now invites bids for the above Procurement Project. Delivery of the Goods is required by ***20 to 22 April 2022***. Bidders should have completed, within ***five (5) years*** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary ***“pass/fail”*** criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from the Bids and Awards Committee (BAC) Secretariat through the contact details given below and inspect the Bidding Documents as posted on the websites of the DOT and the Philippine Government Electronic Procurement System (PhilGEPS).
5. A complete set of Bidding Documents may be acquired by interested Bidders from ***09 to 28 February 2022 (8:00 a.m. to 5:00 p.m.) and 01 March 2022 (until 9:00 a.m.)*** from the given address and website(s) below ***and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Twenty-Five Thousand Pesos (PhP25,000.00) OR deposited to:***

Account Name	Department of Tourism-Regular Trust
Account Number	00-0-05002-407-4
Beneficiary's Bank	Development Bank of the Philippines (DBP)

Bank Branch	F. Zobel Branch
Address	809 J.P Rizal corner F. Zobel St., Makati City, Philippines

(Note: Please send a copy of the Transaction Report or any proof of payment at the email address moalmazan@tourism.gov.ph)

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of DOT, provided that bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

6. The **DOT** will hold a Pre-Bid Conference on **16 February 2022 at 10:00 a.m.** via online meeting using the Google Meet platform. The prospective bidders are advised to send their email address to the DOT-BAC Secretariat official email at dot.bac@tourism.gov.ph or jpvillamin@tourism.gov.ph not later than 5:00 p.m. on **15 February 2022**.
7. Bids must be duly received by the BAC Secretariat through manual submission **on or before 01 March 2022 at 9:00 a.m.** at the office address indicated below. **Late bids shall not be accepted.**
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **01 March 2022 at 10:00 a.m.** at the given address below. **Bids be opened in the presence of the bidder' representative who choose to attend the activity through video conference using the Google Meet platform on 01 March 2022 at 10:00 a.m.**

Prospective bidders who are interested in joining the opening of bids must send the following details to the BAC Secretariat via e-mail at dot.bac@tourism.gov.ph not later than 5:00 p.m. of 28 February 2022.

- **Name of Representative(s) - Maximum of two (2)**
 - **Company Name:**
 - **Email Address:**
 - **Contact No.**
10. All documents shall be current and updated and any missing document in the checklist is a ground for outright rejection of the bid. Bidder shall submit **one (1) original** and **five (5) photocopies** of the first and second components of its bid in sealed envelope.

To facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the checklist when placed in an Envelope, with documents bounded, tabbed and labeled accordingly.

11. The **DOT** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

Mr. GODOFREDO R. MALDONADO, JR.
Head, DOT-BAC Secretariat
Procurement Management Division
4th Floor, DOT Bldg.
351 Sen. Gil Puyat Ave., Makati City
Telephone Nos. 8459-5200 to 30 Loc. 425
Email Address: grmaldonado@tourism.gov.ph
Facsimile No.: 8459-5200 to 30 Loc. 425
Website Address: www.tourism.gov.ph

13. You may visit the following websites to download a copy of the Bidding Documents:
www.tourism.gov.ph or www.philgeps.gov.ph


OIC-USEC. REYNALDO L. CHING
DOT-BAC Chairperson 

08 February 2022

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Department of Tourism – Central Office*, wishes to receive Bids for the *Procurement of the Professional Congress Organizer (PCO) Services for the 21st World Travel & Tourism Council (WTTC) Global Summit* with Project Identification Number *DOT-BAC IB 2022-002*.

The Procurement Project (referred to herein as “Project”) is composed of *one (1) lot*, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below in the amount of *Twenty-Seven Million Four Hundred Seventy-Six Thousand Eight Hundred Ninety-Four Pesos (PhP27,476,894.00)*. The period for the performance of the obligations under the Contract shall not go beyond the validity of the appropriation for the Project.

2.2. The source of funding is the Trust Liability Account.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

- 7.1. 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.

The Procuring Entity has prescribed that subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on **16 February 2022 at 10:00 a.m.** via online meeting using the Google Meet platform as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **five (5) years** prior to the deadline for the submission and receipt of bids.

- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers

registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

- ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until **29 June 2022**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing,

webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as one project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR

Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the BDS.

21. Signing of the Contract

The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. handling or organizing large-scale international conventions and conferences;</p> <p>b. completed within five (5) years prior to the deadline for the submission and receipt of bids.</p>
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP <i>Metro Manila</i> , if applicable.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than <i>PhP549,537.88</i> (2% of ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <i>PhP1,373,844.70</i> (5% of ABC), if bid security is in Surety Bond.</p>
19.3	No further instructions
20.2	No further instructions
21.2	No further instructions

Section IV. General Conditions of Contract

1. **Scope of Contract**

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. **Advance Payment and Terms of Payment**

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. **Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. **Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC**, **Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause									
1	<p>Delivery of the Goods and Services shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is Ms. Jem Turla (jmturla@tourism.gov.ph).</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p style="padding-left: 40px;">a. Performance or supervision of the supplied Goods;</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>								
2.2	<p><i>Payment to the winning bidder shall be made upon completion of the following identified milestones:</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Output/Milestone</th> <th style="text-align: center;">% of payment</th> </tr> </thead> <tbody> <tr> <td>Upon ingress, physical and technical set up of the Summit</td> <td style="text-align: center;">50%</td> </tr> <tr> <td>Upon satisfactory performance of services</td> <td style="text-align: center;">50%</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">100%</td> </tr> </tbody> </table>	Output/Milestone	% of payment	Upon ingress, physical and technical set up of the Summit	50%	Upon satisfactory performance of services	50%	Total	100%
Output/Milestone	% of payment								
Upon ingress, physical and technical set up of the Summit	50%								
Upon satisfactory performance of services	50%								
Total	100%								
4	<p>The deliverables shall be subject to the inspection and acceptance of the DOT’s authorized representative(s).</p>								

Section VI. Schedule of Requirements

Schedule of Requirements

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Professional Congress Organizer (PCO) Services for the 21 st World Travel & Tourism Council (WTTC) Global Summit	1 lot	27,476,894.000	20 to 22 April 2022 (Summit proper)

The project site is within Metro Manila.

*More detailed service requirements and technical specifications are found under **Section VII. Technical Specifications.** *

Conforme:

Name of Bidder's/Representative

Signature

Date

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance								
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>								
	<p>I. REQUIREMENTS</p> <p>Global Summit Activities</p> <p>The three (3)-day Summit is comprised of the following events and activities:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">DAY ONE: 20 April 2022, Wednesday</th> </tr> </thead> <tbody> <tr> <td style="width: 20%;">13:00 – 16:15</td> <td>Media Reception</td> </tr> <tr> <td>14:30 – 16:15</td> <td>Global Leaders Reception and Dialogue</td> </tr> <tr> <td></td> <td><i>The WTTC Global Leaders Dialogue is a unique policy exchange platform between and among the public and private sectors featuring</i></td> </tr> </tbody> </table>	DAY ONE: 20 April 2022, Wednesday		13:00 – 16:15	Media Reception	14:30 – 16:15	Global Leaders Reception and Dialogue		<i>The WTTC Global Leaders Dialogue is a unique policy exchange platform between and among the public and private sectors featuring</i>	
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		<i>government ministers and company CEOs.</i> Proposed Venue: within Metro Manila	
	16:30 – 17:00	Executive Committee (ExCom) Reception Proposed Venue: within Metro Manila	
	16:30 – 17:00	Advisors & Associates Reception Proposed Venue: within Metro Manila	
	17:00 – 19:00	Executive Committee (ExCom) Meeting Proposed Venue: within Metro Manila	
	17:00 – 19:00	Advisors and Associates Meeting Proposed Venue: within Metro Manila	
	19:30 – 22:00	VIP Dinner Proposed Venue: within Metro Manila	
	19:30 – 21:00	Welcome Reception (TBC) Proposed Venue: within Metro Manila	
	DAY TWO: 22 April 2022, Thursday		
	08:30 – 09:30	WTTC Annual General Meeting Proposed Venue: within Metro Manila	
	09:45 – 11:20	Opening Ceremony and Global Summit Session 1 Proposed Venue: Meeting facility within Metro Manila	
	11:20 – 12:05	Strategic Insight Session Proposed Venue: Meeting facility within Metro Manila	
	12:05 – 13:15	Lunch	
	13:15 – 14:35	Global Summit Session 2 Proposed Venue: Meeting facility within Metro Manila	
	14:35 – 15:15	Strategic Insight Session	

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		Proposed Venue: Meeting facility within Metro Manila	
	15:15 – 16:00	Break	
	16:00 – 17:45	VIP Dinner Proposed Venue: within Metro Manila	
	19:30 – 22:30	Reception and Gala Dinner Proposed Venue: within Metro Manila	
	DAY THREE: 22 April 2022, Friday		
	09:00 – 10:25	Global Summit Session 4 Proposed Venue: Meeting facility within Metro Manila	
	10:25 – 11:10	Break	
	11:10 – 14:30	Global Summit Session 5 Proposed Venue: Meeting facility within Metro Manila	
	14:30 – 15:30	Lunch	
	15:30 – 16:30	Closing Ceremony Proposed Venue: Meeting facility within Metro Manila	
	DAY FOUR onwards: 23 - 26 April 2022 (approx.)		
	Delegates, Investment, Media Tours		
	<p>In view of the above, the DOT is seeking the services of a Professional Congress Organizer (PCO) which will provide event management services, including coordination with relative private and sector entities, including third party suppliers, for the successful implementation of the WTTC Global Summit in Manila.</p> <p>II. SCOPES OF SERVICES</p> <p>The appointed PCO will render services, oversee and ensure the delivery of the following:</p> <p>1. Creation of an Event Management Team</p> <p>The PCO shall form an Event Management Team who will</p>		

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	<p>execute, oversee and manage the required onsite and online physical & technical requirements of the event which may include, but not limited to the following:</p> <ul style="list-style-type: none"> • Event Director • Assistant Event Director • Event Coordinators • Technical Persons / Personnel • Liaison Officers • Graphic Artists • Space Designer/s • Talent/s <p><u>Liaison Services</u></p> <p>In addition to this, the PCO shall ensure that there are English-proficient Liaison Officers (LOs) for attending tourism ministers / heads of delegation from NTOs.</p> <p>The LOs shall perform the following duties and responsibilities:</p> <ul style="list-style-type: none"> ▪ Liaison services between and among Summit VIPs, WTTC Working Group and PHOC Secretariat Committees; ▪ Accompanying VIPs which include heads of participating National Tourism Organizations (NTOs), Guest Speakers and Executive Committee Members of the WTTC; ▪ Management of personal and official agenda of VIPs; ▪ Coordination with point persons from the delegation to ensure that Liaison Officers have the most updated version of the itinerary; ▪ Responding to any requests made the by delegation, including fine- 	

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	<p>tuning the schedule of activities, if necessary, as well as ground transfers;</p> <ul style="list-style-type: none"> ▪ Secure pins, identification tags (when deem necessary), badges and relevant documents for the delegation; ▪ Serve as intermediate between the airlines on last minute flight changes; <p>The PCO shall ensure training / orientation of liaison officers regarding national and international protocols, security, culture, customs and traditions as well as religious, health and general information about attending dignitaries.</p> <p><u>Volunteer Management</u></p> <p>Moreover, the PCO shall provide volunteer management services which include the process of recruiting, engaging and mobilizing online and virtual support staff from Colleges and Universities that are open for student training programs for the implementation of the Global Summit.</p> <p>2. Streaming and Incoming Presenters</p> <p>The PCO shall ensure that the selected venue provides the minimum WiFi / internet infrastructure to support the Summit’s technical requirements onsite, including live global livestream.</p> <p>3. Speaker’s Handbook</p> <p>A digital WTTC Speakers handbook / guide must be prepared by the PCO for dissemination prior to the Summit.</p> <p>The WTTC Speakers handbook will contain information such as profile of</p>	

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	<p>the WTTC Summit and its delegates, expected number of attendees, general information about the Philippines and Manila, including popular tourist attractions, weather conditions during the month of April, arrangements on airport arrivals and departures, hotel accommodation where they will be housed, dress codes, health and safety measures, and government protocols, among others.</p> <p>4. Physical Requirements</p> <p>The PCO shall ensure that the room set up of the following components are in accordance with the WTTC Summit Manual and/or specifications provided by the WTTC Working Group.</p> <p>4.1 Onsite Registration and Badge Collection Counter</p> <p>The PCO shall provide at least seven (7) trained people plus one (1) Team Leader.</p> <p>The PCO will follow the WTTC system upon the delegates' arrival for registration and printing of badges onsite. Likewise, the PCO will be required to provide the following equipment at the registration and badge collection counter:</p> <ul style="list-style-type: none"> ▪ Check-in kiosk (laptop and/or tablet and printer) x 9 sets ▪ Networking equipment ▪ The PCO shall dedicate one (1) IT technician who can troubleshoot laptops, printers and internet connectivity during the registration. <p>The PCO shall ensure that the physical and technical set-up of the registration and badge collection counter will be completed by 12:00 PM, three (3) days</p>	

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	<p>before the Summit Opening. It will start its operation immediately after completion.</p> <p>4.2 Green Room</p> <p>The Green Room is where the Emcee/s and Speakers can stay and relax as they wait for their spiels and queue for their engagement onstage. The PCO shall ensure that its physical set up is in accordance with the specifications to be provided by the WTTC Working Group.</p> <p>4.3 WTTC Working Group’s Office</p> <p>This space will function as Secretariat Office of the WTTC Working Team. The PCO shall ensure that its physical set up is in accordance with the specifications to be provided by the WTTC Working Group.</p> <p>The PCO will include in its services the provision of the following office equipment and supplies:</p> <ul style="list-style-type: none"> ▪ Two (2) x laptops with installed latest versions of office software applications <p>Each laptop should be connected to the internet by a high-speed connection either through Wi-Fi or cable for connection/networking to printers;</p> <ul style="list-style-type: none"> ▪ 1 x A4 mono laser printer (with spare toner) ▪ 2 x A4 color laser printer (with spare toner) ▪ 1 x A3 color laser printer (with spare toner) 	

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	<ul style="list-style-type: none"> ▪ Power strips / electrical sockets on all working tables ▪ 50 reams min. 80 gsm of white A4 copier paper and 4 reams of A3 copier paper ▪ 1 x 42” monitor on stand with laptop for livestream with audio from monitor ▪ Office stationeries which include pens, puncher, staplers, staples, post-it notes, scissors, cello tape, cutter, etc. ▪ The PCO shall dedicate a technician for troubleshooting and networking all laptops and connecting the same to the printers during set-up and the duration of the Summit <p>4.4 WTTC CEO’s VIP Room, Meeting Room & WTTC Chairman’s VIP Room</p> <p>The PCO shall ensure that its physical set up is in accordance with the specifications to be provided by the WTTC Working Group.</p> <p>4.5 PHOC Secretariat Office</p> <p>The PCO shall ensure that its physical set up is in accordance with the specifications to be provided by the WTTC Working Group.</p> <p>The PCO shall include in its services the following office equipment and supplies:</p> <ul style="list-style-type: none"> ▪ Two (2) x laptops complete with installed latest versions of office software applications. <p>Each laptop should be connected to the internet by a high-speed connection either through Wi-Fi or cable for connection/networking</p>	

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	<p>to printers</p> <ul style="list-style-type: none"> ▪ 1 x A4 mono laser printer (with spare toner) ▪ 2 x A4 color laser printer (with spare toner) ▪ 1 x A3 color laser printer (with spare toner) ▪ Power strips / electrical sockets on all working tables ▪ 50 reams min 80 gsm of white A4 copier paper and 4 reams of A3 copier paper ▪ 1 x 42” monitor on stand with laptop for livestream with audio from monitor ▪ Office stationeries which include pens, puncher, staplers, staples, post-it notes, scissors, cello tape, cutter, etc. ▪ The PCO shall dedicate a technician for troubleshooting and networking all laptops and connecting the same to the printers during set-up and the duration of the Summit <p>4.6 PHOC Chairman’s Office (Tourism Secretary’s Office)</p> <p>The PCO shall ensure that its physical set up is in accordance with the specifications to be provided by the WTTC Working Group.</p> <p>4.7 Sponsors and Catering Area</p> <p>This refers to the space allocated for Sponsors’ displays and catering for coffee breaks (and possibly delegate lunches. A separate seated catering</p>	

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	<p>area may be required) which can fit 650 – 700 pax.</p> <p>The PCO shall ensure that its technical and physical set up are in accordance with the specifications to be provided by the WTTC Working Group.</p> <p>4.8 Members’ Lounge</p> <p>This refers to the exclusive area for WTTC Members located with easy access to the main auditorium.</p> <p>The PCO shall ensure that its technical and physical set up are in accordance with the specifications to be provided by the WTTC Working Group.</p> <p>4.9 Media Centre</p> <p>This refers to the room where media can stay for writing and communicating important news and stories to their organization or company.</p> <p>The PCO shall ensure that its technical and physical set up are in accordance with the specifications to be provided by the WTTC Working Group.</p> <p>The PCO shall include in its services the following office equipment and supplies:</p> <ul style="list-style-type: none"> ▪ Five (5) high-speed computers complete with installed latest versions of office software applications. <p>Each laptop should be connected to the internet by a high-speed connection and be networked and connected to the printer</p> <ul style="list-style-type: none"> ▪ High-speed A4 mono laser printer (networked) with spare toner – (min of 30 pages per minute) 	

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	<ul style="list-style-type: none"> ▪ 15 x power strips (90) sockets – final number to be confirmed when number of workstations confirmed ▪ 40 reams min 80 gsm of white copier paper <p>4.10 Media Interview Room</p> <p>This refers to the private room where prominent personalities may be interviewed privately, without any interruption.</p> <p>The PCO shall ensure that its physical set up is in accordance with the specifications to be provided by the WTTC Working Group.</p> <p>4.11 WTTC ENG Room and Edit Suite / Social Media Room</p> <p>This refers to either three (3) separate rooms or all combined in one large room for the following purposes:</p> <ul style="list-style-type: none"> ▪ Filming ▪ Editing ▪ VIP Filming <p>The PCO shall ensure that its physical set up is in accordance with the specifications to be provided by the WTTC Working Group.</p> <p>However, the following filming and editing equipment, including the crew / technical persons and printing of backdrops will be provided by the PCO:</p> <ul style="list-style-type: none"> ▪ 3 x Broadcast ENG HD camera kits with zoom lenses, running in PAL 25fps with Solid State Media including 4 x batteries each and chargers (Camera: X180 or X160 and/or P2 HD cameras). Should be able to sync 	

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	<p>(genlock) them with two (2) camera shoulder mounts</p> <ul style="list-style-type: none"> ▪ 3 x professional, good quality (new) tripods ▪ 3 x wireless lapel microphones ▪ 3 x wired interview lapel microphones ▪ 1 x boom mic for roaming camera c/w with windshield and approximately 2m pole ▪ Sound desk and audio mixer for the ENG room for input to each camera ▪ Lighting (2 x temperature adjustable LED panels for each camera crew - 2 x 2ks - 2 x 4 lamp Dedo kits) ▪ 4 x 42" monitors (or similar) ▪ Assorted gels - CTO/Diffuser complete with clips, etc. ▪ 2 x printed backdrops (WTTC to provide artwork) <p><u>Roaming Camera</u></p> <ul style="list-style-type: none"> ▪ 1 x FS7 Camera ▪ Tripod (Lightweight) ▪ 1 x 24-70mm Lens ▪ 1 x 200mm Lens ▪ 4 x Batteries ▪ 1 x battery charger ▪ 5 x 128GB media Cards ▪ 1 x Media card reader with USB 3 connection 	

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	<ul style="list-style-type: none"> ▪ 1 x LED top-light with camera connector ▪ 2 x 20m XLR ▪ 1 x 4-way plug adaptor <p><u>Green Room Filming</u></p> <ul style="list-style-type: none"> ▪ 1 x FS7 Camera (with direct mains power connector) ▪ Tripod (Sachtler 18) ▪ 1 x 24-70mm Lens ▪ 1 x 200mm Lens ▪ 4 x batteries ▪ 1 x battery charger ▪ 6 x 128GB media cards ▪ 1 x Media card reader with USB 3 connection ▪ 3 x LED bi-colour adjustable + Stands ▪ 1 x Dedo kit ▪ 2 x Radio mics (transmitters + receivers) ▪ 1 x Line tie mic (as back up) ▪ 4 x 4-way plug adaptor ▪ 4 x 10m plug extension <p><u>VIP Filming</u></p> <ul style="list-style-type: none"> ▪ 1 x FS7 Camera (with direct mains power connector) ▪ Tripod (Sachtler 18) ▪ 1 x 24-70mm lens 	

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	<ul style="list-style-type: none"> ▪ 5 x 128GB media cards ▪ 1 x Media card reader with USB 3 connection ▪ Client Monitor (17” or bigger Stand) ▪ 1 x 9ft – White Colorama roll with stands + frame pole ▪ 1 x 8ft x 8ft black drape with stands ▪ 3 x 6ft LED lights ▪ 1 x 4ft LED lights ▪ 1 x Dedo kit ▪ 10 x sandbags ▪ 5 x 10m plug extension cables ▪ 2 x 4-way plug adaptor ▪ Crew to rig rooms <p><u>Editing Room</u></p> <ul style="list-style-type: none"> ▪ 3 x media composer edit systems, latest version (8 at time of writing) on tower PCs, running Windows in English with Ingest station for solid state media and audio monitoring, complete with software video encoding tool. Each system should have I/O boxes for direct digitizing via SDI PGM feed with floor sound on audio channel 1 and English Sim Trans on audio channel 2; ▪ Media upload PC running Windows in English (so that finished packages can be uploaded from Edit to RED ROBOT news Wire. This must be on the same network as the media composer edit systems); ▪ Data distribution: clean feed with embedded English audio and clean 	

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	<p>feed with embedded Spanish audio from backstage HD500 over fiber to Editing Room;</p> <ul style="list-style-type: none"> ▪ 1 x video camera in 4K complete with cables, DAs and 4 x SD cards. SDI feed of PGM should have floor sound audio channel 1 and Spanish sim trans on audio channel 2; ▪ 1 x hardwired internet connection no less than 50 Mbps symmetrical; ▪ Use a caddy/dock for SSD media for cameras which will be ingested onto a NAS RAID drive system. The NAS and the four computers will be networked via a switch. Each PC will be able to edit and access files from the NAS and there will be no local PC storage used <p>4.12 Press Conferences</p> <p>The PCO shall ensure that its physical set up is in accordance with the specifications to be provided by the WTTC Working Group</p> <p>4.13 WTTC Annual General Meeting (AGM)</p> <p>The PCO shall ensure that its physical set up is in accordance with the specifications to be provided by the WTTC Working Group.</p> <p>4.14 Various Summit Meeting Rooms</p> <p>Individual function rooms may be needed for bilateral meetings among and in between attending NTOs, tourism associations and private sector entities.</p> <p>The PCO shall ensure that its physical set up is in accordance with the specifications to be provided by the WTTC Working Group.</p>	

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	<p>4.15 Global Leaders Dialogue</p> <p>The PCO shall ensure that its physical set up is in accordance with the specifications to be provided by the WTTC Working Group.</p> <p>The PCO shall include in its deliverables the following:</p> <p>AV Equipment:</p> <ul style="list-style-type: none"> ▪ 1 x projector ▪ 1 x large screen ▪ 1 x branded backdrop (WTTC to provide artwork) ▪ Carpeted stage with fascia and treads (size to be confirmed) ▪ 2 x lecterns ▪ 15 x radio hand held mics (one per coffee table plus three spares for Q&As) ▪ 2 x pair of hard-wired lectern microphones as unobtrusive as possible ▪ PA system suitable for a room of this size ▪ PC sound ▪ 1 x laptop for PowerPoint and video presentations ▪ 1 x 42" comfort monitor (with monitor hide) positioned on the floor, facing the stage with countdown clock software ▪ Wireless clicker for slides ▪ 1 x camera platform with fascia 	

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	<ul style="list-style-type: none"> ▪ 2 x sim trans booth ▪ 100 x headsets and receivers ▪ Stage wash ▪ House lighting subject to venue <p>The PCO shall likewise provide for simultaneous translators during the Global Leaders Dialogue for the following languages: English, Mandarin, Japanese and Spanish.</p> <p>4.16 Advisors’ Circle</p> <p>The PCO shall ensure that its physical set up is in accordance with the specifications to be provided by the WTTC Working Group.</p> <p>The PCO shall include in its deliverables the following:</p> <ul style="list-style-type: none"> ▪ 1 x LCD projector ▪ 1 x large screen or TBC x 55” monitors on the floor ▪ 1 x laptop with PowerPoint with wireless clicker ▪ PA system with PC sound ▪ 2 x wireless hand-held mic ▪ 1 x lectern microphone ▪ 1 x technician ▪ 1 x branded lectern (WTTC to provide artwork) <p>4.17 Executive Committee Meeting (ExCom)</p> <p>The PCO shall ensure that its physical set up is in accordance with the</p>	

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	<p>specifications to be provided by the WTTC Working Group.</p> <p>The PCO shall include in its deliverables the following:</p> <ul style="list-style-type: none"> ▪ PA system (with ability for PC sound) suitable for the room ▪ 2 x hand held microphones for staff table ▪ 20 x push to talk microphones ▪ 1 x laptop for PowerPoint and video presentations on WTTC staff Desk ▪ 6 x 55” monitors on the floor ▪ 6 x monitor hides ▪ Wireless clicker for slides (remote mouse) on top table <p>4.18 Media Dinner</p> <p>The PCO shall ensure that its physical set up is in accordance with the specifications to be provided by the WTTC Working Group.</p> <p>The PCO shall include in its deliverables the following:</p> <ul style="list-style-type: none"> ▪ 1 x projector ▪ 1 x large screen ▪ 1 x branded backdrop (WTTC to provide artwork) ▪ Carpeted stage with fascia and treads ▪ 2 x lecterns ▪ 15 x radio hand held mics (one per coffee table plus three spares for Q&As) 	

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	<ul style="list-style-type: none"> ▪ 2 x pair of hard-wired lectern microphones as unobtrusive as possible ▪ PA system suitable for a room of this size ▪ PC sound ▪ 1 x laptop for PowerPoint and video presentations <p>1 x 42" comfort monitor (with monitor hide) positioned on the floor, facing the stage with countdown clock software</p> <ul style="list-style-type: none"> ▪ Wireless clicker for slides ▪ 1 x camera platform with fascia ▪ 2 x sim trans booth ▪ 100 x headsets and receivers ▪ Stage wash ▪ House lighting subject to venue <p>4.19 Main Auditorium</p> <p>This refers to the physical set up of the main auditorium where all plenary sessions are taking place in coordination with the appointed production team of the WTTC Working Group.</p> <p>The WTTC Working Group will be responsible for the creative and production direction of the Summit. It will likewise provide the creatives and design layout of the main auditorium to be executed by the venue provider during the plenary sessions of the Summit. A detailed overview of the physical and technical specifications of the Summit can be found in the Events Manual which will be updated</p>	

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	<p>throughout the implementation of the event.</p> <p>An approximate audience of up to 650 delegates onsite are expected to participate.</p> <p>The PCO shall ensure that its physical and technical set up is in accordance with the specifications to be provided by the WTTC Working Group.</p> <p>4.20 Audience Seating</p> <p>The PCO must be able to executive seat plan and arrangements as identified by the WTTC Working Group on the layout of the auditorium.</p> <p>Media platforms will be positioned at the back and sides of the auditorium along with technical control.</p> <p>The PCO shall ensure that its seat arrangements and furniture pieces are in accordance with the specifications to be provided by the WTTC Working Group.</p> <p>4.21 Custom Installations of Directional Signs</p> <p>The PCO will provide the following:</p> <ul style="list-style-type: none"> ▪ Directional signage for the Summit’s common spaces to point the participants to a certain venue, labeling a room, providing general information or communicating a rule ▪ In keeping with the Department of Tourism’s (DOT) branding materials, templates for directional signages will be coordinated with the PHOC 	

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	<p>Secretariat Committee for PR, Publicity and Communications.</p> <p>4.22 Showcase / Display Area of Philippine Culture and Products</p> <p>The PCO will allocate a space not less than 50 sqm within the Summit venue for craft demonstration and showcase of Philippine artisanal products.</p> <p>The PCO shall organize and curate a mini-fair setting to be participated by no less than five (5) co-exhibitors / exhibiting entities.</p> <p>5. Simultaneous Translation</p> <p>Languages for the simultaneous interpretation (SI): English, Japanese, Mandarin and Spanish.</p> <p>The SI system should work in a way that each language is assigned to one channel. This channel will always have that language on it. (For example, if English is on Channel 1 and the person on stage is speaking in Japanese, then Channel 1 will hear the English translation from the Japanese translator. If the person on stage is speaking in English, then Channel 1 will hear the floor sound, etc.)</p> <p>If a relay language is necessary, then the relay language should be English.</p> <p>Draft channels</p> <ul style="list-style-type: none"> o Channel 1: English o Channel 2: Japanese o Channel 3: Mandarin o Channel 4: Spanish <p>SI System will be stationed at the main auditorium where all plenary sessions</p>	

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	<p>are taking place so that there are no ‘dead’ Infrared (IR) radiator areas and that the whole room, including the stage, is covered.</p> <p>S.I. coverage should include the Press Conference on 20 April, Global Leaders’ Dialogue on 20 April and Plenary Sessions on 21 April.</p> <ul style="list-style-type: none"> ▪ It is imperative that a competent, professional crew chief monitors the sound feeds constantly and is introduced to the WTTC Technical Director as well as the Interpreter’s Team Leader (Chef d’équipe). ▪ Headsets are to be placed on each seat at the beginning of each day; they need to be recharged and refreshed overnight ▪ SI booths must be provided with comfortable chairs as well. The booths must satisfy ISO 2603 for fixed booths and ISO 4043 for transportable booths. ▪ If the booths do not have a clear view of the presenters on stage, the PCO should supply video relay monitors in each booth so that interpreters can see the presenter. This could be from the camera system or could be separate, depending on the layout. <p>The system must be rigged and operational by mid-day three (3) days before show start for testing by the WTTC Working Group and a unique test sound (music ideally) should be sent on each channel throughout the technical rehearsal day.</p>	

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	<p>Aside from the S.I. equipment, the PCO shall likewise source twelve (12) interpreters who will work on two shifts.</p> <p>6. Provision of Tokens</p> <p>The PCO shall provide 100 sets / pieces of “advocacy bracelets” that is made of Philippine pearls as tokens for attending Cabinet Secretaries / Ministers and CEOs of global companies.</p> <p>7. Administrative Services</p> <p>The PCO shall include in its list of deliverables the following administrative expenses for the PHOC Secretariat which may include, but not limited to the following:</p> <ul style="list-style-type: none"> ▪ Communication costs which cover call cards, cellular data and WiFi; ▪ 700 pieces of regular welcome leis at the airport for arriving working staff and delegates of the Summit; ▪ 150 pieces of special welcome leis at the airport for arriving VVIPs of the Summit; ▪ Office supplies – 80 reams of A4 size bond paper and 50 reams of legal-size bond paper, lanyards, lanyard holders, staplers and staples, bulldog clips, tape dispenses, etc. ▪ 450 sets of sanitizing kit for PHOC Secretariat, NAIA and all other personnel with. The kit shall contain pocket-size hand sanitizers, face masks, face mask holders, and pocket-sized tissues ▪ 50 sets of Filipiniana attire (tops and bottoms) for NAIA personnel good for 4 days ▪ 250 sets of Filipiniana attire (tops and bottoms) for PHOC Secretariat 	

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	<p>for the Gala Dinner on 21 April 2022</p> <ul style="list-style-type: none"> ▪ 300 sets of Philippine-inspired jackets for PHOC Secretariat and NAIA personnel ▪ 250 sets of tops and bottoms to serve as uniform for PHOC Secretariat for five (5) days. Tops must bear logos of the Summit and the latest tourism branding of the DOT; ▪ 150 sets of tops for other personnel (i.e., PNP, security, chauffeurs, tour guides, etc.). Tops must bear logos of the Summit and the latest tourism branding of the DOT; ▪ Meals (breakfast, lunch and dinner) for PHOC Secretariat (250 pax) for five (5) days; ▪ Meals (breakfast, lunch and dinner) for some 150 additional personnel outside of the DOT for five (5) days; <p>8. Event Insurance</p> <p>The PCO shall include in its services the provision of a comprehensive insurance package for the staging of the Summit to protect the DOT from liabilities emerging from the following:</p> <ul style="list-style-type: none"> ▪ Cancellation - Covers the irrecoverable expenses made or due following the cancellation, interruption or postponement of the Summit for any reason that is not within the control of the DOT; ▪ Equipment – Covers equipment for sound, projection, lighting, filming, sound recording, broadcasting and reproduction, in case of accidental damage or destruction, burglary, 	

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	<p>theft, or short circuits, over-voltage, or inductions;</p> <ul style="list-style-type: none"> ▪ Non-Appearance – Covers the expenses incurred following a postponement, cancellation, or abandonment of an insured event resulting from the death, accidental wounding, illness or detention against their will of a person named during the period of cover, and of their relatives up to 1st degree; ▪ Public Liability – Covers financial losses incurred in the event of accidental bodily injury to any person; damage to property, obstruction, trespass, nuisance or interference with any right of way by air, light, or water; or wrongful arrest, detention, false imprisonment, or malicious prosecution occurring within territorial limits. ▪ Additional Costs – Covers the additional costs incurred to continue the production after a loss, damage, burglary, theft, non-delivery of goods, damage to location, etc. ▪ Entrusted Property – Covers the amount that the DOT could be held legally liable for, for the loss, damage, theft or destruction of the property of a third party during the policy cover; ▪ 3rd Party Property Liability – Covers damage to the property of third parties that are occupied during the Summit, such as fire, electrical and/or water damages and glass breakage, except damage to vehicles, or buildings and natural sets; ▪ Inclement Weather – Covers the net loss suffered by the DOT because of the cancellation or total postponement of the Summit 	

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	<p>following extreme weather under specified circumstances;</p> <ul style="list-style-type: none"> ▪ Personal Accident Insurance – Covers PHOC Secretariat members in case of death, permanent disablement, temporary disablement, and medical fees <p>9. Implementation and Management of Health and Safety Measures</p> <p>The PCO shall assist in the management and implementation of health and safety measures to ensure that all Summit attendees are protected, to the greatest extent possible, against the backdrop of Covid-19. These should align with the IATF guidelines and best practices, taking into consideration as well measures of the Summit venue, covering the following:</p> <ul style="list-style-type: none"> ▪ Vaccination rules ▪ Face mask policy ▪ Social distancing measures ▪ Definite plan regarding handling of positive cases, isolation rooms and facilities <p>In addition to the above, the PCO shall deliver the following:</p> <ul style="list-style-type: none"> ▪ Daily antigen tests for 300 pax composed of PHOC Secretariat and other government agency personnel; ▪ Daily antigen tests for the WTTC Working Group (50 pax) ▪ The PCO shall cover costs for the RT-PCR of its personnel and crew, including their daily antigen tests during the Summit; 	

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	<ul style="list-style-type: none"> ▪ Allocation of at least 25 isolation rooms, in a quarantine facility, for 10 days in case of infection among the members of the PHOC Secretariat, the WTTC Working Group and Summit VIPs and participants; <p>10. Others</p> <p>The PCO shall render services on the following:</p> <p>10.1 Hospitality and Management of Airport Arrival / Departures</p> <p>In coordination with the PHOC Secretariat Committees for Transportation; Airport Reception and Hospitality; Security and Traffic Management; and Health and Emergency Management and Response, the PCO must ensure a smooth arrival and departure process of all Summit participants. In particular, it should involve the following:</p> <ul style="list-style-type: none"> ▪ Coordination plan for attending VIPs such as government officials, celebrities and other high-profile personalities; ▪ Ensure smooth pick-up / land transfers; ▪ Incentivized hospitality experience during airport arrivals and departures; ▪ Protocols to be implemented in coordination with the DOT, relative government agencies and Embassies, if necessary; ▪ Privacy and security measures of high-profile guests. <p>10.2 Sponsorship Monitoring</p>	

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	<p>The appointed PCO shall monitor the status of delivery of commitments from confirmed sponsors.</p> <p>Likewise, ensure that commitments of both the WTTC Working Group and Sponsors are delivered based on the parameters of the Global Summit Sponsorship Agreement</p> <p>10.3 Speakers’ Technical Rehearsals</p> <p>In coordination with the WTTC Working Group, the PCO shall manage and schedule technical rehearsals of all Summit Speakers.</p> <p>All Speakers will be required to attend at least one technical rehearsal session to test the technology that the WTTC Working Group intend to utilize during their presentation.</p> <p>For scheduling technical rehearsals, the PCO and PHOC Secretariat Committee for Conference and Meetings Management must complete all the technical riders and requirements of the Speakers.</p> <p>During rehearsals, the WTTC Working Group and the PCO need to test internet bandwidth, lighting, video camera and audio strength. Likewise, one has to plan to review presentation slides as they appear on the presentation platform.</p> <p>10.4 Video / Photo Coverage and Documentation</p> <p>Provision of a comprehensive video and photography solutions for the Summit.</p>	

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	<p>In particular, the PCO will be required to produce the following:</p> <p>a) Highlights Video – which will be used to promote the Philippines as ideal MICE destination for future events. Part of the deliverables include interviewing attendees and stakeholders to help tell the story.</p> <p>b) Full Event Capture – capturing the all the plenary sessions so that it can be shared and uploaded online for delegates participating through virtual platforms.</p> <p>10.5 Ensuring Sustainability Measures / Green Meeting Initiatives During the Summit</p> <p>The POC is expected to implement sustainability measures in running the Summit by applying “green meetings” to minimize the event’s negative impact on the environment and promote a positive social impact for the Philippines as host destination.</p> <p>The PCO shall implement the following “green meeting” initiatives as follows:</p> <ul style="list-style-type: none"> ▪ Resorting to Electronic distribution of materials and handouts in lieu of printed ones; ▪ Utilizing reusable badges, signage and food containers; ▪ Eliminate plastic products within the Summit venue including pet bottles for drinking; ▪ Patronizing local suppliers and products; ▪ Recycling and minimizing waste; <p>10.6 Freight Forwarding</p>	

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	<p>The PCO shall handle shipment concerns of Summit-related goods and materials from any parts of the world into Manila. The PCO shall ensure completion of all port and custom formalities to streamline the shipment of goods and its storage, if necessary;</p> <p>10.7 Security</p> <p>The PCO shall regularly coordinate with the PHOC Committee on Security and Traffic Management on matters pertaining to the movement of the WTTC VIPs, delegates and logistics of the Project. This involves collaboration with concerned members of the Philippine National Police(PNP), Security Team of the venue, the WTTC Working Group, the PHOC Secretariat and other concerned government personnel.</p> <p>10.8 Report Submission</p> <ul style="list-style-type: none"> ▪ Develop a work program with corresponding timelines; ▪ Provide regular and timely feedback on status of preparations; ▪ Submit a final report and event evaluation to DOT within 30 days of completion of the WTTC Global Summit; ▪ Produce and reproduce a post event report (book and video); <p>11. The PCO shall perform all other forms of services and activities deemed necessary for the successful implementation of the Global Summit.</p> <p>III. OTHER REQUIREMENTS</p> <p>1. Must be a registered Professional Congress Organizer (PCO) / Event</p>	

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	<p>Management Company (EMC) under Philippine laws or a government agency mandated to promote Philippine arts and culture;</p> <p>2. Must have Philippine Government Electronic Procurement System (PHILGEPS) platinum registration;</p> <p>3. Must be in operation as a Philippine-registered company for at least five (5) years, organizing large-scale international conventions and conferences (i.e., Madrid Fusion Manila, APEC Summit, ASEAN Summit and 50th Anniversary Celebration);</p> <p>4. Must submit a list of similar events handled in the past and list of current ongoing/forthcoming projects;</p> <p>5. Must have good reputation in the field of organizing corporate and similar events;</p> <p>6. Must have the necessary skills and manpower support to implement the Global Summit;</p> <p>7. Must comply with all the requirements as specified in the TOR.</p> <p>8. Must submit Company Profile</p> <p>V. CONTRACT OF SERVICE</p> <p>The financial proposal of the PCO should cover all expenditures of the Members of the Team to include:</p> <p>1. Professional fees;</p> <p>2. Site inspection visit/s, including transport, accommodations and F&B costs of the members of the team;</p>	

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	<p>3. Transport and hotel accommodations during the Global Summit proper;</p> <p>4. Daily subsistence allowance of the Members of the Team;</p> <p>5. Transfers of the Members of the Team;</p> <p>6. Dry run and technical rehearsals</p> <p><i>Bid proponents must include in their proposal itemized costs of event management and implementation of the Project following the specifications mentioned above.</i></p> <p><i>Actual billing to the DOT must be adjusted, should there be sponsorships, whether in kind or monetary, and other discounts extended to the PHOC for the execution of the Global Summit.</i></p> <p><i>The winning bidder shall be determined in accordance with the process of R.A. 9184 and its Revised IRR.</i></p>	

Conforme:

Name of Bidder's/Representative

Signature/Date

***Section VIII. Checklist of Technical and
Financial Documents***

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR.

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid **(Annex “A”); and**
- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents (Note: This statement shall be supported with end-user’s acceptance or official receipt(s) or sales invoice issued for the contract) **(Annex “B”); and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration **(Annex C”); and**
- (e) Conformity with the Technical Specifications **(Section VII)**, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable **(Section VI); and**
- (f) Original duly signed Omnibus Sworn Statement (OSS) **(Annex “D”); and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) **(Annex “E”);**
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- (i) Original of duly signed and accomplished Financial Bid Form (**Annex “F”**);
and
- (j) Original of duly signed and accomplished Price Schedule(s) (**Annex “G”**).

Other documentary requirements under RA No. 9184 (as applicable)

- (k) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

