

PHILIPPINE BIDDING DOCUMENTS

**Procurement of Tour Operator
Services for the Conduct of ESL
Familiarization Tours with B2B on
September 18 to 22, 2023 in Clark,
Subic, and Baguio (Lot 1) and on
September 25 to 29, 2023 in Cebu
(Lot 2)**

**Reference Number:
DOT-BAC-IB NO. 2023-017**

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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 for the Procurement of Tour Operator
Services for the Conduct of ESL Familiarization Tours with
B2B on September 18 to 22, 2023 in Clark, Subic, and
Baguio (Lot 1) and on September 25 to 29, 2023
in Cebu (Lot 2)
DOT-BAC-IB NO. 2023-017***

1. The ***Department of Tourism (DOT)***, through the ***General Appropriation Act 2023*** intends to apply the sum of ***Two Million Two Hundred Seventeen Thousand Three Hundred Sixty-Four Pesos and 56/100 (PHP2,217,364.56)*** being the ABC to payments under the contract for ***“Procurement of Tour Operator Services for the Conduct of ESL Familiarization Tours with B2B on September 18 to 22, 2023 in Clark, Subic, and Baguio (Lot 1) and on September 25 to 29, 2023 in Cebu (Lot 2)” DOT-BAC IB 2023-015.*** Bids received in excess of the ABC shall be automatically rejected at bid opening. The breakdown of the total ABC are as follows:

Lot No.	Approved Budget for the Contract (ABC)
Lot 1	PHP1,032,746.71
Lot 2	PHP1,184,617.85

2. The ***DOT*** now invites bids for the above Procurement Project. Delivery of the Goods is required within the dates provided in the Schedule of Requirements and Technical Specifications. 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 ***DOT-BAC Secretariat*** through the contact details given below during ***8:00 a.m. to 3:00 p.m. Monday to Friday Excluding holidays*** 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 **13 July 2023 to 01 August 2023 (8:00 a.m. to 3:00 p.m.)** and **02 August 2023 (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 total amount of Five Thousand Philippine Pesos (PhP5,000.00).** The breakdown of the bidding documents fee per lot are as follows:

Lot No.	Bidding Documents Fee
1	PhP2,500.00
2	PhP2,500.00

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: Pls. send copy of the Transaction report or any proof of payment at the email addresses vccervantes@tourism.gov.ph and dot.bac@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 **20 July 2023 at 10:00 a.m.** to be held at the 4th Floor Conference Room, DOT Bldg., 351 Sen. Gil Puyat Ave., Bel-Air, Makati City.
7. Bids must be duly received by the BAC Secretariat through manual submission **on or before 02 August 2023 at 9:00 a.m. only** 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 **02 August 2023 at 10:00 a.m.** at the given address below

The Opening of Bids will be conducted at the 4th Floor Conference Room, DOT Bldg., 351 Sen. Gil Puyat Ave., Bel-Air, Makati City, on 02 August 2023 at 10:00 a.m.

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:

For downloading of Bidding Documents: **www.tourism.gov.ph /www.philgeps.gov.ph**

(Original Signed)
ASEC. REYNALDO L. CHING
DOT-BAC Chairperson

13 July 2023

Section II. Instructions to Bidders

1. Scope of Bid

- I. The Procuring Entity, *Department of Tourism*, wishes to receive Bids for the *Procurement of Tour Operator Services for the Conduct of ESL Familiarization Tours with B2B on September 18 to 22, 2023 in Clark, Subic, and Baguio (Lot 1) and on September 25 to 29, 2023 in Cebu (Lot 2)* with Project Identification Number *DOT-BAC-IB NO. 2023-017*.

The Procurement Project (referred to herein as “Project”) is composed of *two (2) lots*, 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 for *General Appropriation Act 2023* in the total amount of *Two Million Two Hundred Seventeen Thousand Three Hundred Sixty-Four Pesos and 56/100 (PHP2,217,364.56)*.

- 2.2. The source of funding is the General Appropriations Act.

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 **20 July 2023 at 10:00 a.m.** to be held at the 4th Floor Conference Room, DOT Bldg., 351 Sen. Gil Puyat Ave., Bel-Air, Makati City, 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 **09 March 2023**. 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 as indicated in **paragraph 10 of the IB**. 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 may be. 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> <ul style="list-style-type: none"> a. project with the same nature as the project to be bid; tour operator services/ground handling services b. completed within <i>five (5)</i> years prior to the deadline for the submission and receipt of bids.
7.1	<i>Subcontracting is not allowed.</i>
12	<i>Not applicable</i>
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> <ul style="list-style-type: none"> a. The amount of not less than 2%, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; <ul style="list-style-type: none"> For Lot 1 – PhP20,654.93 For Lot 2 - PhP23,692.36 or b. The amount of not less than 5% if bid security is in Surety Bond. <ul style="list-style-type: none"> For Lot 1 – PhP51,637.34 For Lot 2 - PhP59,230.89
19.3	<i>No further instructions</i>
20	<i>No further instructions</i>
21	<i>No further instructions</i>

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 and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>Delivery of the Goods and/or 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:</p> <p><i>Ms. Marissa A. Masangkay</i> <i>Ms. Jamaica Zharina O. Laguio</i> <i>Project Officers</i> <i>Office of Product and Market Development (OPMD) – Education Tourism</i> <i>marissa_masangkay@yahoo.com</i> <i>jzolaguio@tourism.gov.ph</i></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> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.
	<p>Spare Parts –</p>
	<p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ol style="list-style-type: none"> 1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and

	<p>2. in the event of termination of production of the spare parts:</p> <ul style="list-style-type: none"> i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.
	The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the costs thereof are included in the contract price.
	The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of [<i>indicate here the time period specified. If not used indicate a time period of three times the warranty period</i>].
	Spare parts or components shall be supplied as promptly as possible, but in any case, within [<i>insert appropriate time period</i>] months of placing the order.
	Final Destination
	Gross weight
	Any special lifting instructions
	Any special handling instructions
	Any relevant HAZCHEM classifications
	A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.
	Transportation –
	Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.
	Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.
	Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready

	for shipment and the actual date of shipment the period of delay will be considered force majeure.
	The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination
	Intellectual Property Rights –
	The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.
2.2	<i>Partial payment is not allowed.</i>
4	<i>The deliverables shall be subject to the inspection and acceptance of the Project Officer.</i>

Section VI. Schedule of Requirements

Schedule of Requirements

Item No.	Description	Qty.	Total	Delivered, Weeks/Months
1	Procurement of Tour Operator Services for the Conduct of ESL Familiarization Tours with B2B on in Clark, Subic, and Baguio (Lot 1)	1 Lot	1 Lot	September 18 to 22, 2023
2	Procurement of Tour Operator Services for the Conduct of ESL Familiarization Tours with B2B on in Cebu (Lot 2)	1 Lot	1 Lot	September 25 to 29, 2023

**More specific scope and deliverables in 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</i></p>

		<i>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>PROJECT OBJECTIVES</p> <p>The conduct of Familiarization Tours with B2B in Cebu, Clark-Subic, and Baguio is an offshoot of OPMD's participation in the Begin Education Fairs in Hanoi and Ho Chi Minh, Vietnam in November and April 2023. The OPMD was joined by ESL and aviation schools from National Capital Region (NCR), Cordillera Administrative Region (CAR) and Region III which gave them the opportunity to showcase their offerings and conduct business with Vietnamese education agents. The agents showed great interest to visit the Philippines to gather more information on short-term English and review programs such as International English Language Test System (IELTS) and TOEFL, facilities of the schools, and quality of teachers. The first-ever familiarization tours for Vietnamese agents aim to educate the agents about the Philippines as a globally-competitive study English and aviation destination and create business opportunities for local stakeholders through partnerships with the tour participants.</p>	
	<p>MINIMUM REQUIREMENTS</p> <p>A. Must be a tour operator / ground handler / travel agency accredited by the Department of Tourism (DOT);</p> <p>B. Must be registered with the Philippine Government Electronic Procurement Systems (PhilGEPS); and</p> <p>C. Must be willing to provide services on send-bill arrangement.</p>	

SCOPE OF WORK AND DELIVERABLES

LOT 1-Clark, Subic, and Baguio

A. International Air Tickets

- Provision of roundtrip economy class international air tickets inclusive of at least 7 kg carry-on baggage and 23 kg check-in baggage allowance per person per way
- Participants: Education Agents from Hanoi, Vietnam
- No. of Pax: 10 pax

Date	Preferred Flight Details	Requirements
September 18, 2023	Hanoi to Manila (Direct) ETD: Between 0800H to 1000H ETA: Between 1300H to 1500H	<ul style="list-style-type: none">Travel insuranceTickets must be re-bookable and refundable
September 22, 2023	Manila to Hanoi (Direct) ETD: Between 2200H to 2400H ETA: Between 0000H to 0200H	

*If the above flights have been fully booked, the supplier may present the next available flight option provided that it will not exceed the prescribed budget.

B. Ground arrangements for tour package (roundtrip van transfers, transportation of luggage, tour fees, single-sharing and twin-sharing accommodations, and full board meals);

C. Driver must be familiar with the routes of CAR and Region III (inclusion of meals for the driver);

D. Provision of Tour Guide/Coordinator for the arrival, inspection, and departure (inclusion of meals and accommodation);

E. Provision of hygiene kits (must include: 1 eco-pouch, 10 pieces of face masks, 1 spray bottle of 70% Solution Ethyl Alcohol (at least 250ml), handy pack tissue, and biodegradable wipes for all

participants.

- F. Coaster Rental (inclusive of professional driver fees, driver's accommodation and meals, and applicable toll and parking fees);

Date	No. of Units	Capacity and Route
September 18, 2023	1 coaster	Coaster Seating Capacity: 25-30 pax Route: Manila – Clark Rental Period: 20 hours
September 19, 2023	1 coaster	Coaster Seating Capacity: 25-30 pax Route: Clark Rental Period: 20 hours
September 20, 2023	1 coaster	Coaster Seating Capacity: 25-30 pax Route: Clark – Subic - Baguio Rental Period: 20 hours
September 21, 2023	1 coaster	Coaster Seating Capacity: 25-30 pax Route: Baguio Rental Period: 20 hours
September 22, 2023	1 coaster	Coaster Seating Capacity: 25-30 pax Route: Baguio - Manila Rental Period: 20 hours

- G. Clark Accommodation (4-Star Hotel within Clark with DOT accreditation)

No. of Pax	Room Type	Meals	Check-In	Check Out
10 pax	10 rooms (Single Occupancy)	Breakfast	September 18, 2023	September 20, 2023

- H. Baguio City Accommodation (4-Star Hotel within Baguio City with DOT accreditation)

No. of Pax	Room Type	Meals	Check-In	Check Out
10 pax	10 rooms (Single Occupancy)	Breakfast	September 20, 2023	September 22, 2023

- I. Clark Accommodation (At least 3-Star Hotel within Clark with DOT accreditation)

No. of Pax	Room Type	Meals	Check-In	Check Out
4 pax	2 rooms (Twin-sharing Occupancy)	Breakfast	September 18, 2023	September 20, 2023

J. Baguio City Accommodation (At least 3-Star Hotel within Baguio City with DOT accreditation)				
No. of Pax	Room Type	Meals	Check-In	Check Out
4 pax	2 rooms (Twin - sharing Occupancy)	Breakfast	September 20, 2023	September 22, 2023
K. Meals				
Date		No. of Pax	Remarks	
September 18, 2023		14 pax	Plated Lunch and Dinner	
September 19, 2023		14 pax	Plated Lunch and Dinner	
September 20, 2023		14 pax	Plated Lunch and Dinner	
September 21, 2023		14 pax	Plated Lunch and Dinner	
September 22, 2023		14 pax	Plated Lunch and Dinner	
L. Tours				
Date	No. of Pax	Type of Tour	Inclusions	
September 19, 2023	14 pax	Clark Safari	Clark Safari and Adventure Park Ticket	
September 20, 2023		Pamulaklakin Trail/River Cruise	Sight Seeing; Ocular Inspection around the area and picture taking; Inclusive of a native guide; Mini-jungle tour; trekking in the forest of Subic Bay with a native guide & demonstration on how to survive	

			inside the jungle; and Ecology Tour											
	September 22, 2023		City tour in Baguio	Half-day Baguio Tour with DOT- Accredited Tour Guide; Half-day: Botanical Garden, The Mansion, Mines View Park, Ibay's Silver Shop, Baguio Museum, and Burnham Park; Entrance Fees and Environmental Fees to sites included in the itinerary; and Complimentary snacks and water										
M. Tour Itinerary														
<table><tr><th>DATE</th><th>ACTIVITIES</th></tr><tr><td>Day 1 18 September 2023 (Monday)</td><td><ul style="list-style-type: none">- Arrival- Lunch- Leave Manila for Clark- Arrive in Clark- Overnight</td></tr><tr><td>Day 2 19 September 2023 (Tuesday)</td><td><ul style="list-style-type: none">- Alpha Aviation- Global Standards- Lunch- Help Academy- Clark Safari- Dinner- Overnight</td></tr><tr><td>Day 3 20 September 2023 (Wednesday)</td><td><ul style="list-style-type: none">- Check-out- Proceed to Subic- Keystone Academy- Laminar Aviation- Lunch- Pamulaklakin Trail/River Cruise- Proceed to Baguio- Arrive in Baguio- Hotel Check-in</td></tr><tr><td>Day 4 21 September 2023 (Thursday)</td><td><ul style="list-style-type: none">- MONOL Academy- Journey in Career- Lunch- Pines Academy- DOT/CALA Accredited school- Overnight</td></tr></table>					DATE	ACTIVITIES	Day 1 18 September 2023 (Monday)	<ul style="list-style-type: none">- Arrival- Lunch- Leave Manila for Clark- Arrive in Clark- Overnight	Day 2 19 September 2023 (Tuesday)	<ul style="list-style-type: none">- Alpha Aviation- Global Standards- Lunch- Help Academy- Clark Safari- Dinner- Overnight	Day 3 20 September 2023 (Wednesday)	<ul style="list-style-type: none">- Check-out- Proceed to Subic- Keystone Academy- Laminar Aviation- Lunch- Pamulaklakin Trail/River Cruise- Proceed to Baguio- Arrive in Baguio- Hotel Check-in	Day 4 21 September 2023 (Thursday)	<ul style="list-style-type: none">- MONOL Academy- Journey in Career- Lunch- Pines Academy- DOT/CALA Accredited school- Overnight
DATE	ACTIVITIES													
Day 1 18 September 2023 (Monday)	<ul style="list-style-type: none">- Arrival- Lunch- Leave Manila for Clark- Arrive in Clark- Overnight													
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Day 4 21 September 2023 (Thursday)	<ul style="list-style-type: none">- MONOL Academy- Journey in Career- Lunch- Pines Academy- DOT/CALA Accredited school- Overnight													

Day 5 22 September 2023 (Friday)	<ul style="list-style-type: none">- Check-out- City tour in Baguio City- Leave Baguio for Manila- Lunch along the way- Arrive in Manila- Leave Manila for Hanoi- Arrive in Hanoi									
N. Travel Insurance										
<table><tr><th>Date</th><th>No. of Pax</th><th>Remarks</th></tr><tr><td>September 18 to 22, 2023</td><td>10</td><td>Education Agents from Hanoi, Vietnam</td></tr></table>	Date	No. of Pax	Remarks	September 18 to 22, 2023	10	Education Agents from Hanoi, Vietnam				
Date	No. of Pax	Remarks								
September 18 to 22, 2023	10	Education Agents from Hanoi, Vietnam								
LOT 2-Cebu										
A. International Air Tickets										
<ul style="list-style-type: none">• Provision of roundtrip economy class international air tickets inclusive of at least 7 kg carry-on baggage and 23 kg check-in baggage allowance per person per way• Participants: Education Agents from Ho Chi Minh, Vietnam• No. of Pax: 10 pax										
<table><tr><th>Date</th><th>Preferred Flight Details</th><th>Requirements</th></tr><tr><td>25 September 2023</td><td>Ho Chi Minh to Manila (Direct) ETD: Between 0900 to 1100H ETA: Between 1300H to 1500H</td><td rowspan="2"><ul style="list-style-type: none">• Travel insurance• Tickets must be re-bookable and refundable</td></tr><tr><td>29 September 2023</td><td>Manila to Ho Chi Minh (Direct) ETD: Between 1200H to 1400H ETA: Between 1400H to 1600H</td></tr></table>	Date	Preferred Flight Details	Requirements	25 September 2023	Ho Chi Minh to Manila (Direct) ETD: Between 0900 to 1100H ETA: Between 1300H to 1500H	<ul style="list-style-type: none">• Travel insurance• Tickets must be re-bookable and refundable	29 September 2023	Manila to Ho Chi Minh (Direct) ETD: Between 1200H to 1400H ETA: Between 1400H to 1600H		
Date	Preferred Flight Details	Requirements								
25 September 2023	Ho Chi Minh to Manila (Direct) ETD: Between 0900 to 1100H ETA: Between 1300H to 1500H	<ul style="list-style-type: none">• Travel insurance• Tickets must be re-bookable and refundable								
29 September 2023	Manila to Ho Chi Minh (Direct) ETD: Between 1200H to 1400H ETA: Between 1400H to 1600H									
*If the above flights have been fully booked, the supplier may present the next available flight option										

provided that it will not exceed the prescribed budget.

B. Domestic Air Tickets

- Provision of roundtrip economy class international air tickets inclusive of at least 7 kg carry-on baggage and 23 kg check-in baggage allowance per person per way
- Participants: DOT Personnel, and Vietnamese Education Agents from Ho Chi Minh
- No. of Pax: 12 pax

Date	Preferred Flight Details	Requirements	Passenger Details
25 September 2023	Manila to Cebu (Direct) ETD: Between 1500H to 1600H ETA: Between 1700H to 1900H	<ul style="list-style-type: none"> • Travel insurance • Tickets must be re-bookable and refundable 	Education Agents from Ho Chi Minh, Vietnam
29 September 2023	Cebu to Manila (Direct) ETD: Between 0800H to 1000H ETA: Between 0900H to 1100H		<ul style="list-style-type: none"> • To be identified DOT Personnel • Marissa A. Masangkay • Jamaica Zharina O. Laguio

*If the above flights have been fully booked, the supplier may present the next available flight option provided that it will not exceed the prescribed budget

C. Ground arrangements for tour package (roundtrip

I. Cebu City Accommodation (At least 3-Star Hotel within Cebu City with DOT accreditation)

No. of Pax	Room Type	Meals	Check-In	Check Out
4 pax	2 rooms (Twin-sharing Occupancy)	Breakfast	September 25, 2023	September 29, 2023

J. Meals

Date	No. of Pax	Remarks
September 25, 2023	14 pax	Plated Lunch and Dinner
September 26, 2023	14 pax	Plated Lunch and Dinner
September 27, 2023	14 pax	Plated Lunch
September 28, 2023	14 pax	Plated Lunch and Dinner
September 29, 2023	14 pax	Plated Lunch

K. Tours

Date	No. of Pax	Tours	Inclusion
September 28, 2023	14 pax	Kawasan Falls	Bottled water; All taxes and fees; Snacks; Entry/Admission to: Kawasan Falls, Pescador Island, and Cebu Island

L. Tour Itinerary

DATE		ACTIVITIES
Day 1 25 September 2023 (Monday)		<ul style="list-style-type: none"> - Arrival of Ho Chi Minh Group - Leave Manila for Cebu - Arrive in Cebu - Hotel Check-in - Dinner
Day 2 26 September 2023 (Tuesday)		<ul style="list-style-type: none"> - Center for Premier International Language Studies (CPILS) - English Village Academy - Lunch - Philinter Education Center - Dinner
Day 3 27 September 2023 (Wednesday)		<ul style="list-style-type: none"> - Lapu-lapu International College - GLC - Lunch - B2B - Dinner
Day 4 28 September 2023 (Thursday)		<ul style="list-style-type: none"> - Kawasan Falls - Dinner
Day 5 27 September 2023 (Friday)		<ul style="list-style-type: none"> - Check-out - Cebu to Manila - Arrive in Manila - Leave Manila for Ho Chi Minh - Arrive in Ho Chi Minh
M. Travel Insurance		
Date	No. of Pax	Remarks
September 25 to 29, 2023	10	Education Agents from Ho Chi Minh, Vietnam

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);
or
- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- ☐ (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- ☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- ☐ (e) 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; **and**
- ☐ (f) 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; **and**
- ☐ (g) 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; **and**
- ☐ (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (i) Original duly signed Omnibus Sworn Statement (OSS);
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

- ☐ (j) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ (k) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);

or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- ☐ (l) 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

- ☐ (m) Original of duly signed and accomplished Financial Bid Form; **and**
☐ (n) Original of duly signed and accomplished Price Schedule(s).

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

- ☐ (o) *[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.
☐ (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

