

# **PHILIPPINE BIDDING DOCUMENTS**

## **PROCUREMENT OF GOODS**

### **PROCUREMENT OF SERVICE PROVIDER FOR THE LAUNCHING OF THE PHILIPPINE EXPERIENCE PROGRAM: CALABARZON LEG (GROUND HANDLING SERVICES AND PROMOTIONAL MATERIALS PRODUCTION)**

**September 20–22 2023 and  
September 29 to October 4, 2023  
(inclusive of travel time)**

**Project Identification Number: DOT-IV-A BAC IB 2023-002**

# Table of Contents

<b>Glossary of Acronyms, Terms, and Abbreviations .....</b>	<b>3</b>
<b>Section I. Invitation to Bid.....</b>	<b>7</b>
<b>Section II. Instructions to Bidders.....</b>	<b>11</b>
1. Scope of Bid .....	12
2. Funding Information.....	12
3. Bidding Requirements .....	12
4. Corrupt, Fraudulent, Collusive, and Coercive Practices .....	12
5. Eligible Bidders.....	13
6. Origin of Goods .....	13
7. Subcontracts .....	13
8. Pre-Bid Conference .....	.....
<b>Error! Bookmark not defined.</b>	
9. Clarification and Amendment of Bidding Documents .....	13
10. Documents comprising the Bid: Eligibility and Technical Components .....	13
11. Documents comprising the Bid: Financial Component .....	14
12. Bid Prices .....	14
13. Bid and Payment Currencies .....	15
14. Bid Security .....	15
15. Sealing and Marking of Bids .....	15
16. Deadline for Submission of Bids .....	15
17. Opening and Preliminary Examination of Bids .....	15
18. Domestic Preference .....	16
19. Detailed Evaluation and Comparison of Bids .....	16
20. Post-Qualification .....	16
21. Signing of the Contract .....	17
<b>Section III. Bid Data Sheet .....</b>	<b>18</b>
<b>Section IV. General Conditions of Contract .....</b>	<b>21</b>
1. Scope of Contract .....	22
2. Advance Payment and Terms of Payment .....	22
3. Performance Security .....	22
4. Inspection and Tests .....	22
5. Warranty .....	23
6. Liability of the Supplier .....	23

**Section V. Special Conditions of Contract .....24**  
**Section VI. Schedule of Requirements .....26**  
**Section VII. Technical Specifications .....28**  
**Section VIII. Checklist of Technical and Financial Documents .....37**

# *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 SERVICE PROVIDER FOR THE LAUNCHING OF THE PHILIPPINE EXPERIENCE PROGRAM: CALABARZON LEG (GROUND HANDLING SERVICES AND PROMOTIONAL MATERIALS PRODUCTION)

September 20–22, 2023 and  
September 29 to October 4, 2023 (inclusive of travel time)

1. The *Department of Tourism (DOT) IV-A*, through the *General Appropriations Act (GAA) Continuing Funds 2022* intends to apply the following sum of *Four Million Five Hundred Thousand Pesos (Php 4,500,000.00)*, *inclusive of applicable taxes*, being the ABC to payments under the contract for **“Procurement of Service Provider for the Launching of the Philippine Experience Program : CALABARZON Leg of the Department of Tourism IV-A (Ground Handling Services and Promotional Materials Production) on September 20-22, 2023 and September 29 to October 4, 2023 (inclusive of travel time of DOT Region IV-A staff and invited Regional Directors).**

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The *DOT IV-A* now invites bids for the above Procurement Project. Delivery of the Goods / Services is required on September 20-22, 2023 and September 29 to October 4, 2023 (*inclusive of travel time of DOT Region IV-A staff and invited Regional Directors*). Bidders should have completed, within *two (2) 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 DOT-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 on **August 19, 2023 to September 7, 2023 (8:00 a.m. to 5:00 p.m.) and September 8, 2023 (up to 9:00 a.m. only)** from the address 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 Php5,000.00** to the DOT Cashier at the DOT CALABARZON Dencris Business Center, Halang, National Highway, Calamba City, Laguna

***Or deposited to:***

Account Name	Department of Tourism-Regular Trust
Account Number	0542106182
Beneficiary's Bank	
Bank Branch	LBP Calamba Branch
Address	P. Perez Building, Brgy Parian, Calamba City, Laguna

(Note: Please send a copy of the Transaction report or any proof of payment at the following email addresses [bacsecdot4a@gmail.com](mailto:bacsecdot4a@gmail.com)/[jgregio@tourism.gov.ph](mailto:jgregio@tourism.gov.ph)/[adescandor@tourism.gov.ph](mailto:adescandor@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 4A BAC will hold a Hybrid Pre-Bid Conference on **August 29, 2023** at 10:00 a.m. using the Zoom platform. The prospective bidders are advised to send their email address to the DOT IV-A BAC Secretariat official email at [bacsecdot4a@gmail.com](mailto:bacsecdot4a@gmail.com)) not later than 5:00 p.m of **August 28, 2023**.
7. Bids must be duly received by the BAC Secretariat through manual submission **on or before September 8, 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 **September 8, 2023 at 10:00 a.m.** at the given address below.

***The Opening of Bids will be conducted through Hybrid video conference using the Zoom platform on September 8, 2023 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 [bacsecdot4a@gmail.com](mailto:bacsecdot4a@gmail.com)/[jannregio@gmail.com](mailto:jannregio@gmail.com)) not later than 5:00 p.m. of September 7, 2023***

- ***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 **seven (7) 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 IV-A BAC** 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:

**MS. JANNETH G. REGIO/AIMEE LAURICE D. ESCANDOR**  
**DOT IV-A BAC Secretariat**  
**Department of Tourism CALABARZON**  
**Dencris Business Center, Halang,**  
**National Highway, Calamba City, Laguna**  
**Email Address : [bacsecdot4a@gmail.com](mailto:bacsecdot4a@gmail.com))**  
**Telephone: 049 539 2170/049 254-0265**

13. You may visit the following websites:

For downloading of Bidding Documents: **[www.tourism.gov.ph](http://www.tourism.gov.ph) /[www.philgeps.gov.ph](http://www.philgeps.gov.ph)**

**(Original Signed)**  
**MARIO R. DAGA**  
DOT IV-A-BAC Chairperson

*August 18, 2023*

## ***Section II. Instructions to Bidders***

## 1. Scope of Bid

The Procuring Entity, *Department of Tourism*, wishes to receive Bids for the “**Procurement of Service Provider for the Launching of the Philippine Experience Program : CALABARZON Leg of the Department of Tourism IV-A**”). **CALABARZON (Ground Handling Services and Promotional Materials Production) on September 20-22, 2023 and September 29 to October 4, 2023** (*inclusive of travel time of DOT Region IV-A Staff and invited Regional Directors*) with Project Identification Number *DOT IV-A-BAC IB 2023-002*.

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 GAA FY 2022 Continuing Funds in the amount of **Four Million Five Hundred Thousand Pesos Only (Php 4,500,000.00)**.

2.2. The source of funding is NGA, the General Appropriations Act or Special Appropriations.

## 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 **ITB** 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

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.

## 8. Pre-Bid Conference

The Procuring Entity will hold a hybrid pre-bid conference for this Project on **August 29, 2023 at 10:00 a.m.** using the Zoom platform as indicated in paragraph 6 of the **ITB**.

## 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 **two (2) 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 **ITB** 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 **December 20, 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. 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 **ITB**. 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 follows:

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 composed of:</p> <p><b>Lot A: Ground Handling and Travel Arrangements for Dry Run on September 20-22, 2023</b> (Accommodation, Meals and Transportation) and <b>Actual Implementation of PEP on September 29 to October 4, 2023</b> (Accommodation, Function Halls, Meals, Air and Land Travels. Inclusive of travel time of DOT Region IV-A Staff and invited Regional Directors)</p> <p><b>Lot B: Creation and Production of the Philippine Experience Materials and Tour Kits Production (Design and Production)</b></p>
7.1	Subcontracting is not allowed.
12	Price of Goods shall be DDP. All costs at the account of the supplier until final delivery to the end-user and acceptance.
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 <b>Php 90,000.00 (equivalent to 2% of the ABC)</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p> <p style="text-align: center;">Or</p> <p>b. The amount of not less than <b>Php 225,000.00 (equivalent to 5% of the ABC)</b>, if bid security is in Surety Bond.</p>
15	<p>Each Bidder shall submit one (1) original and seven (7) copies of the first and second components of its Bid.</p> <p>Bidders shall enclose their original eligibility and technical documents in one sealed envelope marked "ORIGINAL - TECHNICAL COMPONENT", and the original of their financial component in another sealed envelope marked "ORIGINAL - FINANCIAL COMPONENT", sealing them all in an outer envelope marked "ORIGINAL BID".</p> <p>Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. ___ - TECHNICAL COMPONENT" and "COPY NO. ___ - FINANCIAL COMPONENT" and the outer envelope as "COPY NO. ___", respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.</p>

<b>ITB Clause</b>	
	<p>The original and the number of copies of the Bid shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s. All envelopes shall:</p> <ul style="list-style-type: none"> <li>(a) contain the name of the contract to be bid in capital letters;</li> <li>(b) bear the name and address of the Bidder in capital letters;</li> <li>(c) be addressed to the Procuring Entity’s BAC;</li> <li>(d) bear the specific identification of this bidding process; and</li> <li>(e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids.</li> </ul> <p>Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.</p>
19.3	<i>No further instructions</i>
20	The Lowest Calculated Bidder (LCB) should submit their latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) during the Post-Qualification.
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><b>Delivery and Documents –</b></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><b>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</b></p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is:</p> <p><b>Mr. KENETH C. DE GRACIA/Mr. MARVIN N. MALACAMAN</b>  <b>Project Officers</b>            Email: degraciakeneth@gmail.com/dotbino@gmail.com            Tel. No. 049 539 2170/049 254-0265</p>
	<p><b>FLEXIBILITY TO PROGRAM SCHEDULE</b></p> <p>The service providers are expected to be flexible for changes in the implementation of the event schedule due to unforeseen circumstances</p>
2.2	<i>Partial payment is not allowed.</i>
4	<i>The deliverables shall be subject to the inspection and acceptance of the DOT’s authorized representative.</i>

## ***Section VI. Schedule of Requirements***

## Schedule of Requirements

**“Procurement of Service Provider for the Launching of the Philippine Experience Program : CALABARZON Leg of the Department of Tourism IV-A”**

Item Number	Description	Quantity	Total	Delivered
<b>Lot A</b>	<b>Ground Handling and Travel Arrangements for Dry Run on September 20-22, 2023</b> (Accommodation, Meals and Transportation) and <b>Actual Implementation of PEP on September 29 to October 4, 2023</b> (Accommodation, Function Halls, Meals, Air and Land Travels. Inclusive of travel time of DOT Region IV-A staff and invited Regional Directors) <b>Cost: Php 3,079,275.00</b>	<b>1</b>	<b>1</b>	September 20-22, 2023  September 29 to October 4, 2023
<b>Lot B</b>	<b>Creation and Production of the Philippine Experience Materials and Tour Kits Production</b> (Design and Production) <b>Cost: Php 1,420,725.00</b>	<b>1</b>	<b>1</b>	September 30 to October 3, 2023

\*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

**Note:** Bidders must state under Statement of Compliance 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.

Item	Specification	Statement of Compliance
	<p><b>I. MINIMUM REQUIREMENTS/QUALIFICATION</b></p> <ol style="list-style-type: none"> <li>1. The agency/company must be duly established in the Philippines with the required manpower/personnel and staff, with projects involving the prescribed services in the last three (3) years</li> <li>2. The agency/company must have been in existence for at least three (3) years</li> <li>3. Other qualifications of the required agency / company for this project are stated in the Bid Data Sheet (BDS).</li> </ol> <p><b>II.SCOPE OF WORK AND DELIVERABLES</b></p> <p>Lot A: <b>Ground Handling and Travel Arrangements for Dry Run on September 20-22, 2023</b> (Accommodation, Meals and Transportation) and <b>Actual Implementation of PEP on September 29 to October 4, 2023</b> (Accommodation, Function Halls, Meals, Air and Land Travels.) (Inclusive of travel time of DOT Region IV-A Staff and invited Regional Directors)  <b>Cost: Php 3,079,275.00</b></p> <p><b><u>DRY RUN ON SEPTEMBER 20-22, 2023</u></b></p> <p><b>I. Overall Coordination and Facilitation of Tour for 3 days</b></p> <ul style="list-style-type: none"> <li>- Logistical arrangements and Management of Tour</li> </ul> <p><b>II. Accommodation</b></p> <ul style="list-style-type: none"> <li>- 17 twin sharing rooms for 1 night (September 20, 2023) in San Pablo City, Laguna</li> <li>- 17 twin Sharing Rooms for 1 night (September 21, 2023) in Quezon Province</li> </ul> <p><b>III. Transportation</b></p> <ul style="list-style-type: none"> <li>- 1 Unit Bus for 3 days (Makati-Cavite-Batangas-Quezon-Laguna-Makati)</li> </ul> <p><b>IV. Meals</b></p> <ul style="list-style-type: none"> <li>- Meals (Breakfast, Lunch and Dinner) for 34 pax for 3 days</li> </ul>	

Item	Specification	Statement of Compliance
	<p><b><u>ACTUAL IMPLEMENTATION OF PEP on September 29 – October 4, 2023 (Inclusive of travel time of DOT Region IV-A Staff and Regional Directors)</u></b></p> <p><b>I. Overall Coordination and Facilitation of the Tour</b></p> <ol style="list-style-type: none"> <li>a. Provision of Tour Head</li> <li>b. Provision of Tour Coordinators per Bus</li> <li>c. Tour Guide</li> <li>d. Police Officer (non-uniformed) per bus</li> <li>e. Logistical Arrangements and Management of the Tour</li> <li>f. HPG (Regional) and Medical Team all throughout the tour (with provision of accommodation, food, and other logistical requirements necessary e.g. fuel, etc.)</li> <li>g. Provide and facilitate the meals for the Technical Staff and Coordinators</li> <li>h. Provide and facilitate the meals for the Performers</li> </ol> <p><b>II. Accommodation</b></p> <ol style="list-style-type: none"> <li>a. <b><u>September 29, 2023</u></b> (1 night) <ul style="list-style-type: none"> <li><b><i>Makati</i></b> <ul style="list-style-type: none"> <li>- 6 Twin Sharing Rooms for Regional Directors</li> <li>- 2 Twin Sharing Rooms for DOT Region IV-A Staff</li> </ul> </li> <li><b><i>Kawit, Cavite</i></b> <ul style="list-style-type: none"> <li>- 5 (Single, Twin and Triple) Rooms for DOT Region IVA staff</li> </ul> </li> </ul> </li> <li>b. <b><u>September 30 – October 2, 2023</u></b> <ul style="list-style-type: none"> <li>- 3 nights in various location in the region</li> <li>- 75 Twin Sharing Rooms for 150 Participants</li> <li>- 17 Twin and Triple Sharing for 40 Tour Technical Staff and Coordinators</li> </ul> </li> <li>c. <b><u>October 3, 2023</u></b> (1 night) <ul style="list-style-type: none"> <li><b><i>Makati</i></b> <ul style="list-style-type: none"> <li>- 6 Twin Sharing Rooms for Regional Directors</li> <li>- 2 Twin Sharing Rooms for DOT Region IV-A staff, who will assist the transfer</li> </ul> </li> </ul> </li> </ol> <p><b>III. Transportation</b></p> <ol style="list-style-type: none"> <li>a. <b><u>Land Transport</u></b> <ul style="list-style-type: none"> <li><b>September 29, 2023</b> <ul style="list-style-type: none"> <li>- 1 Van for Airport transfer from NAIA to Makati (Hotel) for Regional Directors</li> </ul> </li> <li><b>September 30 – October 3, 2023</b> <ul style="list-style-type: none"> <li>- 4 Buses in 4 days (Makati-Cavite-Batangas-Quezon-Laguna-Makati)</li> <li>- 3 Vans (Captain Seats) (Makati-Cavite-Batangas-Quezon-Laguna-Makati)</li> </ul> </li> <li><b>October 4, 2023</b></li> </ul> </li> </ol>	

Item	Specification	Statement of Compliance
	<ul style="list-style-type: none"> <li>- 1 Van for Airport Transfer from Makati (Hotel) to NAIA for the Regional Directors</li> </ul> <p><b>b. <u>Air Transport</u></b></p> <ul style="list-style-type: none"> <li>- Roundtrip Airline Tickets for 10 Regional Directors which will be coming from various regions</li> </ul> <p><b>IV. Meals</b></p> <ul style="list-style-type: none"> <li>a. Meals for Participants for the whole duration of the tour (4 days)</li> <li>b. Meals of Performers for the whole duration of the tour (4 days) (To be facilitated by the winning bidder)</li> <li>c. Meals of Technical Staff and Coordinators (HPG, etc.) for the whole duration of the tour (4 days) (To be facilitated by the winning bidder)</li> </ul> <p><b>V. Function Halls and Venue Rental</b></p> <ul style="list-style-type: none"> <li>a. Venue Rental in five (5) locations and venues. To be facilitated by the winning bidder – the set up (tables and chairs) as required by the Office</li> </ul> <p>Lot B: Creation and Production of the Philippine Experience Materials and Tour Kits Production (Design and Production)  <b>Cost: Php 1,420,725.00</b></p> <p><b>. Overall Production Coordinator and Facilitator on the Design and Production of Philippine Experience Program (PEP) Marketing Materials and Tour Kits</b></p> <p><b>II. Design and Production of Philippine Experience Program (PEP) Marketing Materials and Tour Kits</b></p> <ul style="list-style-type: none"> <li>a. Passport Booklet <ul style="list-style-type: none"> <li>- Size: 4.9 x 3.4 inches, Hard Bound Cover, Glossy Paper, Full Color Print (200 pcs)</li> </ul> </li> <li>b. Stamps with customized logos/label <ul style="list-style-type: none"> <li>- Size: 77mm x 38mm Self-ink (color red) (20 pcs)</li> </ul> </li> <li>c. Tote Bag <ul style="list-style-type: none"> <li>- Size: 15 x 15 x 10 inches, Canvass Bag, 2 Sling (short and long), Full Color Print (230 pcs)</li> </ul> </li> <li>d. Drawstring Bag <ul style="list-style-type: none"> <li>- Size: 13.5 x 16 inches, Canvass Bag, Black String, Full color print (230 pcs)</li> </ul> </li> <li>e. T-Shirt <ul style="list-style-type: none"> <li>- Size: Assorted (S to XXL), Color: White, Print: Heat press, Screen Print, Sublimation, Full Color Print, 180 gsm, polyester and cotton made (230 pcs)</li> </ul> </li> <li>f. Fan</li> </ul>	

Item	Specification	Statement of Compliance
	<ul style="list-style-type: none"> <li>- Assorted Color, made from local materials (230 pcs)</li> <li>g. Umbrella <ul style="list-style-type: none"> <li>- Color Black, with logo, silk screen print (230 pcs)</li> </ul> </li> <li>h. Cap <ul style="list-style-type: none"> <li>- Assorted color, print screen logo, with open and close pockets (230 pcs)</li> </ul> </li> <li>i. Hygiene Kit <ul style="list-style-type: none"> <li>- Locally made bag (Burlap/jute/weave) pouch bag size: 6 x 4 x 2 inches, includes tissue, wet tissue, alcohol. sunblock, mosquito patch (230 pcs)</li> </ul> </li> <li>j. Bamboo Utensils <ul style="list-style-type: none"> <li>- Baboo rack, 6 sets of bamboo utensils (230 pcs)</li> </ul> </li> <li>k. Coaster <ul style="list-style-type: none"> <li>- Wooden Coaster, with Logo (230 pcs)</li> </ul> </li> <li>l. Paper Tower Holder <ul style="list-style-type: none"> <li>- Wooden Paper Towel Holder with Logo (230 pcs)</li> </ul> </li> <li>m. Canvass Tote Bag <ul style="list-style-type: none"> <li>- Size: 12 x 13 x 4, Canvass, full color print 230 pcs)</li> </ul> </li> <li>n. Shot Glass <ul style="list-style-type: none"> <li>- With Full Color Print Sticker (250 pcs)</li> </ul> </li> <li>o. Identification Tags (bag tags is color coordinated with the bus banners and number) <ul style="list-style-type: none"> <li>- Size: 2.55 x 4 inches (ATM Card Size), PVC, Ribbon Loop Tag (different colors), back to back print, full color print (200 pcs)</li> </ul> </li> </ul> <p><b>III. Design and Production of Philippine Experience Program (PEP) Banners and Flags</b></p> <ul style="list-style-type: none"> <li>a. Production of welcome banners (all destinations), bus banners, bus numbers and flags <ul style="list-style-type: none"> <li>- Tarpaulin material, 80 gsm, 175 g (20 pcs – 6 x 4, 5 pcs – 6 x 3, 5 pcs – 11.5 x 13, 5 pcs – half long bond paper triangle flag)</li> <li>-</li> </ul> </li> </ul> <p><b>IV. Design and Production of Philippine Experience Program (PEP) IDs, Menu Cards, Invitations, Certificates and Plaques</b></p> <ul style="list-style-type: none"> <li>a. Production of Ids <ul style="list-style-type: none"> <li>- Size: 5.1 x 8 inches (ATM Card Size), PVC, Personalized ID Lace, back to back print, full color print (200 pcs)</li> </ul> </li> <li>b. Production of Certificates, Menu Card, Invitations (500 pcs) <ul style="list-style-type: none"> <li>- Full Color Print, A4, Laser Print</li> </ul> </li> <li>c. Production of Plaques <ul style="list-style-type: none"> <li>- Acrylic, 10-inch height, 3/4-inch-thick with base, Full Color Print (Design to follow)</li> </ul> </li> </ul>	



Item	Specification	Statement of Compliance				
	<p data-bbox="549 271 695 300" style="text-align: center;">- (20 pcs)</p> <p data-bbox="354 434 879 459"><b>FLEXIBILITY TO PROGRAM SCHEDULE</b></p> <p data-bbox="354 463 1161 521">The service providers are expected to be flexible for changes in the implementation of the event schedule due to unforeseen circumstances.</p> <p data-bbox="387 591 1161 647"><b>I. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENT</b></p> <ol data-bbox="501 680 1161 1659" style="list-style-type: none"> <li data-bbox="501 680 1161 770">1. The project will commence upon the receipt of the Notice to Proceed (NTP) up to the 3rd Quarter of 2023 of which marks the target completion of the project.</li> <li data-bbox="501 808 1161 1447">2. The Approved Budget of Contract (ABC) is Four Million Five Hundred Thousand Pesos (Php 4,500,000.00) inclusive of all applicable taxes, agency service fees, bank charges, and other fees as may be incurred in the process. <ol data-bbox="557 994 1161 1447" style="list-style-type: none"> <li data-bbox="557 994 1161 1111">a. The compensation to be paid for the agency/ies shall be pegged in the amount equivalent to maximum of 12% of their proposed budget for the entire project.</li> <li data-bbox="557 1115 1161 1263">b. DOT does fund transfers through the Landbank of the Philippines (LBP). If the supplier does not have a Landbank account, fund transfers may still be done but bank charges to be borne by the supplier.</li> <li data-bbox="557 1267 1161 1447">c. Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units.</li> </ol> </li> <li data-bbox="501 1480 1161 1659">3. The proposed payment scheme for the campaign will be billed upon completion of each respective lot deliverables. In each lot, the Awarded Agency/ies will be required to submit (1) an accomplishment report; (2) Certification of Acceptance signed by DOT Project Proponent and Superior:</li> </ol> <table border="1" data-bbox="493 1693 1161 2020" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="497 1693 892 1727" style="text-align: center;">LOT DELIVERABLES</th> <th data-bbox="892 1693 1157 1727" style="text-align: center;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td data-bbox="497 1727 892 2020">           Lot A: <b>Ground Handling and Travel Arrangements for Dry Run on September 20-22, 2023</b> (Accommodation, Meals and Transportation) and <b>Actual Implementation of PEP on September 29 to October 4, 2023</b> (Accommodation, Function Halls, Meals, Air and Land         </td> <td data-bbox="892 1727 1157 2020" style="text-align: center; vertical-align: top;">           P 3,079,275.00         </td> </tr> </tbody> </table>	LOT DELIVERABLES	AMOUNT	Lot A: <b>Ground Handling and Travel Arrangements for Dry Run on September 20-22, 2023</b> (Accommodation, Meals and Transportation) and <b>Actual Implementation of PEP on September 29 to October 4, 2023</b> (Accommodation, Function Halls, Meals, Air and Land	P 3,079,275.00	
LOT DELIVERABLES	AMOUNT					
Lot A: <b>Ground Handling and Travel Arrangements for Dry Run on September 20-22, 2023</b> (Accommodation, Meals and Transportation) and <b>Actual Implementation of PEP on September 29 to October 4, 2023</b> (Accommodation, Function Halls, Meals, Air and Land	P 3,079,275.00					

Item	Specification		Statement of Compliance
	Travels. Inclusive of travel time of DOT Region IV-A Staff and invited Regional Directors)		
	Lot B: Creation and Production of the Philippine Experience Materials and Tour Kits Production (Design and Production)	Php 1,420,725.00	

### CRITERIA FOR RATING

**LOT A:** Ground Handling and Travel Arrangements for Dry Run on September 20-22, 2023 (Accommodation, Meals and Transportation) and Actual Implementation of PEP on September 29 to October 4, 2023 (Accommodation, Function Halls, Meals, Air and Land Travels. Inclusive of travel time of DOT Region IV-A Staff and invited Regional Directors)

#### A. Eligibility Check and Shortlisting Criteria and Rating (70% passing score)

<b>PARTICULARS</b>		<b>RATING</b>
<b>I.</b>	<b>Applicable Experience</b>	<b>50%</b>
<b>A.</b>	At least 3 years in travel and tour operations	<b>30%</b>
	With more than 3 years experience	30
	With 3 years experience	25
	With less than 3 years experience	10
<b>B.</b>	Member in any nationally-recognized tourism association (provide proof of membership)	<b>20%</b>
	With membership in nationally-recognized tourism association	20
	No membership in nationally-recognized tourism association	0
<b>II.</b>	<b>Qualifications of Personnel who will be Assigned to the Project</b>	<b>30%</b>
<b>A.</b>	All key personnel must have at least 3 years of work experience in travel and tour operations	
	All key personnel have more than 3 years of relevant work experience	30
	All key personnel have 3 years of relevant work experience	25
	Some or all key personnel have less than 3 years relevant work experience	5
<b>III.</b>	<b>Current Workload Relative To Capacity</b>	<b>20%</b>
<b>A.</b>	The company is currently handling maximum 10 projects	
	Currently handling 5 or less projects	20
	Currently handling 6-10 projects	15
	Currently handling more than 10 projects	5

**B. Technical Bid / Proposal Criteria and Rating (70% passing score)**

<b>CRITERIA</b>		<b>RATING</b>
<b>A.</b>	<b>Quality of Personnel to be Assigned to the Project</b>	<b>50%</b>
I	For Tour Head: Handled at least 3 travel coordination and/or ground handling services satisfactorily in the last 3 years	25
II	For Tour Coordinator: Handled at least 3 travel coordination and/or ground handling services satisfactorily in the last 3 years	25
<b>B.</b>	<b>Expertise and Capability of the Company</b>	<b>30%</b>
	Services rendered in completed projects in the past 2 years	
	Ground Handling and/or Travel Arrangement Services	15
	Coordination and Logistical Arrangements	15
<b>C.</b>	<b>Plan of Approach and Methodology</b>	<b>20%</b>
	Feasibility and flexibility to the implementation schedule	20
<b>TOTAL</b>		<b>100%</b>

**LOT B: Creation and Production of the Philippine Experience Materials and Tour Kits Production (Design and Production)**

**A. Eligibility Check and Shortlisting Criteria and Rating (70% passing score)**

<b>PARTICULARS</b>		<b>RATING</b>
<b>I.</b>	<b>Applicable Experience</b>	<b>50%</b>
<b>A.</b>	At least 3 years in production and design of promotional materials	<b>30%</b>
	With more than 3 years experience	30
	With 3 years experience	25
	With less than 3 years experience	10
<b>B.</b>	Member in any nationally recognized association (provide proof of membership)	<b>20%</b>
	With membership in nationally recognized association	20
	No membership in nationally recognized association	10
<b>II.</b>	<b>Qualifications of Personnel to be Assigned to the Project</b>	<b>30%</b>
<b>A.</b>	All key personnel must have at least 3 years of work experience in production and design of promotional materials	
	All key personnel have more than 3 years of relevant work experience	30
	All key personnel have 3 years of relevant work experience	25
	Some or all key personnel have less than 3 years' relevant work experience	5
<b>III.</b>	<b>Current Workload Relative To Capacity</b>	<b>20%</b>
	The company is currently handling maximum 10 projects	
	Currently handling 5 or less projects	20
	Currently handling 6-10 projects	15
	Currently handling more than 10 projects	5

**B. Technical Bid / Proposal Criteria and Rating (70% passing score)**

<b>CRITERIA</b>		<b>RATING</b>
<b>A.</b>	<b>Quality of Personnel to be Assigned to the Project</b>	<b>50%</b>
I	For Production Coordinator: Handled at least promotional material production and/or design satisfactorily in the last 3 years	25

II	For Production Facilitator: Handled at least 3 promotional material production and/or design satisfactorily in the last 3 years	25
<b>B.</b>	<b>Expertise and Capability of the Company</b>	<b>30%</b>
	Services rendered in completed projects in the past 2 years	
	Promotional Material Production	15
	Promotional Material Design	15
<b>C.</b>	<b>Plan of Approach and Methodology</b>	<b>20%</b>
	Feasibility and flexibility to the implementation schedule	20
<b>TOTAL</b>		<b>100%</b>

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 (*please refer to Annex “A”*); **and**
- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid (*please refer to Annex “B”*), 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*; **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 (*please refer to Annex “C”*); **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable (*please refer to Section VI and VII of the bidding documents*); **and**
- (f) Original duly signed Omnibus Sworn Statement (*please refer to 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) (*please refer to 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 (*please refer to Annex “JVA”*);  
**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 (*please refer to Annex "F"*); **and**
- (j) Original of duly signed and accomplished Price Schedule(s) (*please refer to 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.

