

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

# **Procurement of GOODS**

Government of the Republic of the Philippines

Procurement of Tour Operator / Ground  
Handling Services for the Middle East Travel  
Trade Familiarization Trip on  
July 05 to 11, 2025

Project Identification Number:  
**DOT-BAC IB NO. 2025-008**

**Sixth Edition  
July 2020**

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# ***Glossary of Acronyms, Terms, and Abbreviations***

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

## ***Section I. Invitation to Bid***



**INVITATION TO BID**  
**Procurement of Tour Operator / Ground Handling**  
**Services for the Middle East Travel Trade**  
**Familiarization Trip on July 05 to 11, 2025**  
**DOT-BAC IB NO. 2025-008**

1. The *Department of Tourism (DOT)*, through the *General Appropriation Act 2025* intends to apply the sum of *One Million Nine Hundred Fifteen Thousand Four Hundred Forty Pesos (PhP1,915,440.00) inclusive of applicable taxes*, being the ABC to payments under the contract for *Procurement of Tour Operator / Ground Handling Services for the Middle East Travel Trade Familiarization Trip on July 05 to 11, 2025*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *DOT* now invites bids for the above Procurement Project. Delivery of the Goods is required on July 05 to 11, 2025. Bidders should have completed, within *five (5) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from the Bids and Awards Committee (BAC) Secretariat through the contact details given below and inspect the Bidding Documents as posted on the websites of the DOT and the Philippine Government Electronic Procurement System (PhilGEPS).
5. A complete set of Bidding Documents may be acquired by interested Bidders from *07 May 2025 until 26 May 2025 (8:00 a.m. to 5:00 p.m.)* and *27 May 2025 (until 9:00 a.m.)* from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Philippine Pesos (PhP5,000.00) OR deposited to:*

|                    |   |
|--------------------|---|
| Account Name       | Department of Tourism-Regular Trust                         |
| Account Number     | 00-0-05002-407-4  |
| Beneficiary's Bank | Development Bank of the Philippines (DBP)                   |
| Bank Branch        | F. Zobel Branch   |
| Address            | 809 J.P Rizal corner F. Zobel St., Makati City, Philippines |

(Note: Pls. send copy of the Transaction report or any proof of payment at the email address [vccervantes@tourism.gov.ph](mailto:vccervantes@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 **14 May 2025 at 10:00 a.m.** at the **4<sup>th</sup> Floor, Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Avenue, Makati City**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission **on or before 27 May 2025 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 **27 May 2025 at 10:00 a.m.** at the **4<sup>th</sup> Floor, Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Avenue, Makati City**.
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: [dot.bac@tourism.gov.ph](mailto:dot.bac@tourism.gov.ph)**  
**Website Address: [www.tourism.gov.ph](http://www.tourism.gov.ph)**



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)

**USEC. FERDINAND C. JUMAPAO**  
DOT-BAC Chairperson

07 May 2025



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The DOT Building, 351 Sen. Gil Puyat Ave., 1200 Makati City, Philippines  
Tel. Nos. (632) 8459-5200 to 8459-5230 • [www.tourism.gov.ph](http://www.tourism.gov.ph)

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

## 1. Scope of Bid

- I. The Procuring Entity, *Department of Tourism*, wishes to receive Bids for *Procurement of Tour Operator / Ground Handling Services for the Middle East Travel Trade Familiarization Trip on July 05 to 11, 2025* with Project Identification Number *DOT-BAC IB NO. 2025-008*.

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

## 2. Funding Information

- 2.1. The GOP through the source of funding as indicated below for FY 2024 in the amount of *One Million Nine Hundred Fifteen Thousand Four Hundred Forty Pesos (PhP1,915,440.00)*. The period for the performance of the obligations under the Contract shall not go beyond the validity of the appropriation for the Project.

- 2.2. The source of funding is the FY 2025 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 ***14 May 2025 at 10:00 a.m.*** at the ***4th Floor, Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Avenue, 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 ***one hundred twenty (120) calendar days from the date of opening of bids***. 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 maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as one project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

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

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

## **21. Signing of the Contract**

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



### ***Section III. Bid Data Sheet***

# Bid Data Sheet

| ITB Clause |  |
|------------|--|
| 5.3        | For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. a. project with the same nature as the project to be bid; tour operator services</li> <li>b. completed within <i>five (5)</i> years prior to the deadline for the submission and receipt of bids.</li> </ul>  |
| 7.1        | <i>Subcontracting is not allowed.</i>  |
| 12         | <i>Not applicable</i>  |
| 14.1       | The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> <li>a. The amount of not less than <b>PhP 38,308.80</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>PhP 95,772.00</b> if bid security is in Surety Bond.</li> </ul> |
| 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><b>Delivery and Documents –</b></p> <p>Delivery of the Goods 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:<br/> HUBERT L. HIZON<br/> Project Officer<br/> hlhizon@tourism.gov.ph</p> |
| 2.2        | <p><i>Partial payment is not allowed.</i></p>   |
| 4          | <p><i>The deliverables shall be subject to the inspection and acceptance of the Project Officer.</i></p>  |

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



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

| <b>Item No.</b> | <b>Description</b>   | <b>Quantity</b> | <b>Total Amount</b> | <b>Delivered, Weeks/Months</b> |
|-----------------|--|-----------------|---------------------|--------------------------------|
| 1               | Procurement of Tour Operator / Ground Handling Services for the Middle East Travel Trade Familiarization Trip on July 05 to 11, 2025 | 1 lot           | PhP1,915,440.00     | July 05 to 11, 2025            |

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

Conforme:

\_\_\_\_\_  
Name of Bidder's/Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ***Section VII. Technical Specifications***

# Technical Specifications

| Item | Specification | Statement of Compliance  |
|------|---------------|--|
|      |               | <p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation]</i></p> |

|  |   |   |
|--|---|---|
|  |   | <p><i>liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p> |
|  | <p><b>I. MINIMUM REQUIREMENTS:</b></p> <p>A. Must be registered with the Philippine Government Electronic Procurement System (PhilGEPS), and must have a PhilGEPS Platinum Membership.</p> <p>B. Preferably handled Middle East tour groups within the last four (4) years would be an advantage.</p> <p>C. An Arabic-speaking tour coordinator/guide is an advantage.</p> <p>D. Must be willing to provide services on send-bill arrangement.</p> <p>E. Bidders must submit their quotation with cost breakdown to differentiate the amount of service fee and the to be earmarked for the payment to the third parties or other proprietors. Otherwise tax withheld will be credited from the total contract price.</p> <p><b>II. SCOPE OF WORK DELIVERABLES</b></p> <p>A. Provision of domestic air tickets including taxes and fees with appropriate baggage allowances for three (3) DOT participants for Manila-Bohol-Manila and Manila-Boracay-Manila.</p> |   |



|   |               |   |  |                                   |
|---|---------------|---|--|-----------------------------------|
| 2   | July 07, 2025 | Manila to Caticlan<br>PR2037 / ETD : 0930 H                       | With a baggage allowance of 20kg maximum |                                   |
| 2   | July 09, 2025 | Caticlan to Manila<br>PR2042 / ETD : 1255 H                       |  |                                   |
| 1   | July 07, 2025 | Manila to Tagbilaran<br>PR2773 / ETD : 0915 H                     |  |                                   |
| 1   | July 09, 2025 | Tagbilaran to Manila<br>PR2774 / ETD : 1140 H                     |  |                                   |
| *Provision of roundtrip domestic economy airline tickets for the three (3) DOT representatives      |               |   |  |                                   |
| *Flights listed are the most preferred flights for the ME agents                                    |               |   |  |                                   |
| B. Accommodation  |               |   |  |                                   |
| Metro Manila  |               |   |  |                                   |
| Check-in Dates  | Location      | Hotel   | Room Type                                | Number of rooms                   |
| July 06 to 07, 2025 (2D/1N) and July 09 to 11, 2025 (3D/2N)   | Pasay or BGC  | 5 star DOT-accredited hotel/resort                                | Single Occupancy                         | 15 rooms                          |
| *As much as possible, first and second calls in Manila should be the same hotel.                    |               |   |  |                                   |
| Boracay Group   |               |   |  |                                   |
| Check-in Dates  | Location      | Hotel   | Room Type                                | Number of rooms                   |
| July 07 to 09, 2025 (3D/2N)   | Boracay       | 5 star DOT-accredited hotel/resort in Boracay with Spa facilities | Single Occupancy                         | 8 rooms                           |
| July 07 to 09, 2025 (3D/2N)   | Boracay       | Based on EO 77  |  | 2 rooms (for DOT representative ) |
| Bohol Group   |               |   |  |                                   |
| Check-in Dates  | Location      | Hotel   | Room Type                                | Number of rooms                   |
| July 07 to 09, 2025 (3D/2N)   | Panglao       | 5 star DOT-accredited hotel/resort in Bohol with Spa facilities   | Single Occupancy                         | 7 rooms                           |
| July 07 to 09, 2025 (3D/2N)   | Panglao       | Based on EO 77  |  | 1 room (for DOT representative )  |
| *Provision of single-occupancy hotel accommodation with daily breakfast for all of the participants |               |   |  |                                   |

\*DOT representatives must be housed in the same property as the hosted participants

\* All accommodations are subject to approval of DOT

C. Meals\* (for guests, all meals should include two (2) rounds of drinks)

| METRO MANILA             |        |               |  |
|--------------------------|--------|---------------|--|
| Date                     | Type   | Number of Pax | Remarks  |
| July 06, 2025<br>(Day 1) | Lunch  | 15            | Lunch at a local restaurant (preferably local cuisine)           |
|                          | Dinner | 15            | Dinner at a local restaurant or hotel                            |
| July 09, 2025<br>(Day 4) | Dinner | 15            | Dinner at a local restaurant or hotel (preferably local cuisine) |
| July 10, 2025<br>(Day 5) | Dinner | 15            | Dinner at a local restaurant or hotel (preferably local cuisine) |
| July 11, 2025<br>(Day 6) | Lunch  | 15            | Lunch at a local restaurant or hotel                             |

| BORACAY                  |        |               |   |
|--------------------------|--------|---------------|---|
| Date                     | Type   | Number of Pax | Remarks   |
| July 07, 2025<br>(Day 2) | Lunch  | 8             | Lunch at a local restaurant or resort                             |
|                          | Dinner | 8             | Dinner at a local restaurant or resort (preferably local cuisine) |
| July 08, 2025<br>(Day 3) | Lunch  | 8             | Lunch at the boat or in one of the islands to be visited          |
|                          | Dinner | 8             | Dinner at a local restaurant or resort (preferably local cuisine) |
| July 09, 2025<br>(Day 4) | Lunch  | 8             | Lunch at a local restaurant or resort                             |

| BOHOL                    |        |               |   |
|--------------------------|--------|---------------|---|
| Date                     | Type   | Number of Pax | Remarks   |
| July 07, 2025<br>(Day 2) | Lunch  | 7             | Lunch at the boat during the river cruise                         |
|                          | Dinner | 7             | Dinner at a local restaurant or resort (preferably local cuisine) |
| July 08, 2025<br>(Day 3) | Lunch  | 7             | Lunch at a local restaurant or resort                             |
|                          | Dinner | 7             | Dinner at a local restaurant or resort (preferably local cuisine) |
| July 09, 2025<br>(Day 4) | Lunch  | 7             | Lunch at a local restaurant or resort                             |

|  |                 |                      |  |
|--|-----------------|----------------------|--|
| <b>DOT Representatives</b>   |                 |                      |  |
| <b>Date</b>  | <b>Type</b>     | <b>Number of Pax</b> | <b>Remarks</b>   |
| July 06 to 11, 2025<br>(Day 1 to 6)  | Lunch           | 3                    | Meals for 3 DOT representatives based on EO 77 rate in destination   |
|  | Dinner          | 3                    | Meals for 3 DOT representatives based on EO 77 in destination<br>*Except dinner for day 6                              |
| <p>*Includes 12 travel agents and 3 PAL representatives from the Middle East and 3 DOT representatives</p> <p>*Food and dietary restrictions of the participants to follow, if any</p> <p>*Executive Order No. 77 entitled “Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel”</p> <p>*Preferably Halal or Muslim friendly restaurants</p> |                 |                      |  |
| <b>D. Transportation</b>   |                 |                      |  |
| <b>METRO MANILA</b>  |                 |                      |  |
| <b>DAY</b>   | <b>TYPE</b>     | <b>QUANTITY</b>      | <b>ROUTE/REMARKS</b>   |
| July 06, 2025  | Coaster         | 2                    | Airport-hotel transfers to hotel and whole day use in Metro Manila;  |
| July 07, 2025  | Coaster         | 2                    | Hotel-airport transfers  |
| July 09, 2025  | Coaster         | 2                    | Two coasters for Airport-hotel transfers (2 groups)  |
|  |                 | 1                    | One coaster for Half-day use in Metro Manila   |
| July 10, 2025  | Coaster and van | 1 and 1              | 1 coaster and 1 van for whole day use in Metro Manila (for the property assessment and food and gastronomy experience) |
| July 11, 2025  | Coaster         | 2                    | Hotel-airport transfers (2 groups)   |
| <b>BORACAY</b>   |                 |                      |  |
| <b>DAY</b>   | <b>TYPE</b>     | <b>QUANTITY</b>      | <b>ROUTE/REMARKS</b>   |
| July 07, 2025  | Van             | 2                    | Airport transfers to hotel and luggage van, plus whole day use in Boracay  |
|  | Boat            | 1                    | Private boat transfer from Caticlan to Boracay   |
| July 08, 2025  | Van             | 2                    | Whole day use in Boracay   |
| July 09, 2025  | Van             | 2                    | Hotel-airport transfers and half-day (morning) use in Boracay  |
|  | Boat            | 1                    | Private boat transfer from Boracay to Caticlan   |



| BOHOL  |   |              |  |     |            |                          |   |                          |   |                          |   |           |         |               |  |            |  |       |                   |                        |  |
|--|---|--------------|--|-----|------------|--------------------------|---|--------------------------|---|--------------------------|---|-----------|---------|---------------|--|------------|--|-------|-------------------|------------------------|--|
| DAY  | TYPE  | QUANTIT<br>Y | ROUTE/REMARKS                                      |     |            |                          |   |                          |   |                          |   |           |         |               |  |            |  |       |                   |                        |  |
| July 07,<br>2025   | Coaster   | 1            | Airport-hotel transfers and whole day use in Bohol |     |            |                          |   |                          |   |                          |   |           |         |               |  |            |  |       |                   |                        |  |
| July 08,<br>2025   | Coaster   | 1            | Whole day use in Bohol                             |     |            |                          |   |                          |   |                          |   |           |         |               |  |            |  |       |                   |                        |  |
| July 09,<br>2025   | Coaster   | 1            | Hotel-airport transfers and half-day use in Bohol  |     |            |                          |   |                          |   |                          |   |           |         |               |  |            |  |       |                   |                        |  |
| <p>*Includes drivers’ fee, meals, accommodation, parking and entrance fees, daily pickups in Metro Manila, Bohol and Boracay, roundtrip airport transfers, cold towels, and bottled water on board the vehicles</p> <p>E. Guided Tours and Activities</p> <table><tr><th>DAY</th><th>ACTIVITIES</th></tr><tr><td>July 07, 2025<br/>(Day 2)</td><td>Wellness Activity in Boracay (8 pax)<br/><br/>Countryside tour in Bohol (8 pax)</td></tr><tr><td>July 08, 2025<br/>(Day 3)</td><td>Boracay Island hopping tour with lunch, Banana boat, Sunset Paraw Sailing (10 pax)<br/>Boracay Food and Gastronomy Crawl (8 pax);<br/><br/>Dolphin watching and Snorkeling in Balicasag Island (8 pax) (with snorkeling gear, fins)<br/>Virgin Island sightseeing (8 pax)<br/>Wellness Activity in Bohol (7 pax)</td></tr><tr><td>July 10, 2025<br/>(Day 5)</td><td>Food and Gastronomy Experience / Crawl in Poblacion (15 pax, 3 establishments to visit)</td></tr></table> <p>*Includes services of DOT-accredited English speaking guide, tour coordinator to assist throughout the tour, all entrance and applicable fees</p> <p>F. Venue Rental for B2B</p> <p>Provision of function room in Pasay or BGC for 37 pax on July 10, 2025, with 13 tables set up classroom-style, including papers and pencils, an elevated platform, 2 microphones, light snacks (canapés, free flowing coffee and tea), sit-down buffet lunch, and 2 rounds of drinks.</p> <table><tr><th>Component</th><th>Details</th></tr><tr><td>Function Room</td><td>Pasay or BGC for 37 pax with registration area</td></tr><tr><td>Room Setup</td><td>13 tables with papers and pencil, classroom-style setup / with table/company identifiers / standees for Middle East agents</td></tr><tr><td>Stage</td><td>Elevated Platform</td></tr><tr><td>Audio Visual Equipment</td><td>Projector with screen, sound system, and 2 microphones</td></tr></table> |   |              |  | DAY | ACTIVITIES | July 07, 2025<br>(Day 2) | Wellness Activity in Boracay (8 pax)<br><br>Countryside tour in Bohol (8 pax) | July 08, 2025<br>(Day 3) | Boracay Island hopping tour with lunch, Banana boat, Sunset Paraw Sailing (10 pax)<br>Boracay Food and Gastronomy Crawl (8 pax);<br><br>Dolphin watching and Snorkeling in Balicasag Island (8 pax) (with snorkeling gear, fins)<br>Virgin Island sightseeing (8 pax)<br>Wellness Activity in Bohol (7 pax) | July 10, 2025<br>(Day 5) | Food and Gastronomy Experience / Crawl in Poblacion (15 pax, 3 establishments to visit) | Component | Details | Function Room | Pasay or BGC for 37 pax with registration area | Room Setup | 13 tables with papers and pencil, classroom-style setup / with table/company identifiers / standees for Middle East agents | Stage | Elevated Platform | Audio Visual Equipment | Projector with screen, sound system, and 2 microphones |
| DAY  | ACTIVITIES  |              |  |     |            |                          |   |                          |   |                          |   |           |         |               |  |            |  |       |                   |                        |  |
| July 07, 2025<br>(Day 2)   | Wellness Activity in Boracay (8 pax)<br><br>Countryside tour in Bohol (8 pax)   |              |  |     |            |                          |   |                          |   |                          |   |           |         |               |  |            |  |       |                   |                        |  |
| July 08, 2025<br>(Day 3)   | Boracay Island hopping tour with lunch, Banana boat, Sunset Paraw Sailing (10 pax)<br>Boracay Food and Gastronomy Crawl (8 pax);<br><br>Dolphin watching and Snorkeling in Balicasag Island (8 pax) (with snorkeling gear, fins)<br>Virgin Island sightseeing (8 pax)<br>Wellness Activity in Bohol (7 pax) |              |  |     |            |                          |   |                          |   |                          |   |           |         |               |  |            |  |       |                   |                        |  |
| July 10, 2025<br>(Day 5)   | Food and Gastronomy Experience / Crawl in Poblacion (15 pax, 3 establishments to visit)   |              |  |     |            |                          |   |                          |   |                          |   |           |         |               |  |            |  |       |                   |                        |  |
| Component  | Details   |              |  |     |            |                          |   |                          |   |                          |   |           |         |               |  |            |  |       |                   |                        |  |
| Function Room  | Pasay or BGC for 37 pax with registration area  |              |  |     |            |                          |   |                          |   |                          |   |           |         |               |  |            |  |       |                   |                        |  |
| Room Setup   | 13 tables with papers and pencil, classroom-style setup / with table/company identifiers / standees for Middle East agents  |              |  |     |            |                          |   |                          |   |                          |   |           |         |               |  |            |  |       |                   |                        |  |
| Stage  | Elevated Platform   |              |  |     |            |                          |   |                          |   |                          |   |           |         |               |  |            |  |       |                   |                        |  |
| Audio Visual Equipment   | Projector with screen, sound system, and 2 microphones  |              |  |     |            |                          |   |                          |   |                          |   |           |         |               |  |            |  |       |                   |                        |  |

|  |                                  |   |  |
|--|----------------------------------|---|--|
|  | <b>Meals/Snacks/Refreshments</b> | Light snacks (canapés, free flowing coffee and tea) for 37 pax<br>Sit-down buffet lunch with two (2) rounds of drinks (37pax) |  |
| <i>*function room must be in the same hotel the participants are billeted</i>  |                                  |   |  |
| <b>F. Travel Insurance</b>   |                                  |   |  |
| Provision of travel insurance for fifteen (15) participants covering medical treatments including COVID-19, trip cancellation, delay, interruption, medical expense, emergency medical evacuation and loss or damage of baggage from time the trip from the international point of origin and terminates at the end of the itinerary. The bidder must have the capacity to advance the hospitalization expenses for injuries within the Philippines. |                                  |   |  |
| <b>G. Supplies and Materials</b>   |                                  |   |  |
| Provision of supplies and materials for twelve (12) travel agents from the Middle East, three (3) Philippine Airlines Middle East representatives, and three (3) DOT representatives including the following: reusable bottle with LTP logo, handy pack tissue, 10-liter dry bag, biodegradable wipes, and alcohol.  |                                  |   |  |

Conforme:

\_\_\_\_\_  
Name of Bidder's/Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

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

#### Technical Documents

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

#### Financial Documents

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

### *Class “B” Documents*

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

## II. FINANCIAL COMPONENT ENVELOPE

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

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

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

