

# **PHILIPPINE BIDDING DOCUMENTS**

Procurement for the Services of an Event  
Management Company for the 2<sup>nd</sup> Philippine  
Education Tourism Conference 2022

**Project Identification Number: DOT-BAC IB 2021-018**

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# *Glossary of Acronyms, Terms, and Abbreviations*

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

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

**EXW** – Ex works.

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

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

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



## **INVITATION TO BID FOR THE *Procurement for the Services of an Event Management Company for the 2<sup>nd</sup> Philippine Education Tourism Conference 2022***

1. The *Department of Tourism (DOT)*, through the *General Appropriation Act 2021* intends to apply the sum of *Five Million Eight Hundred Twenty-Three Thousand Pesos (PhP5,823,000.00) inclusive of applicable taxes*, being the ABC to payments under the contract for *“Procurement for the Services of an Event Management Company for the 2<sup>nd</sup> Philippine Education Tourism Conference 2022” (Project Identification No. DOT-BAC IB 2021-018)*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *DOT* now invites bids for the above Procurement Project. Delivery of the Goods is required by *Two (2) months upon receipt of the Notice to Proceed*. Bidders should have completed, within *three (3) 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 DBM-Bids and Awards Committee (BAC) Secretariat through the contact details given below and inspect the Bidding Documents as posted on the websites of the DBM and the Philippine Government Electronic Procurement System (PhilGEPS).
5. A complete set of Bidding Documents may be acquired by interested Bidders from *November 16, 2021 to December 5, 2021 (8:00 a.m. to 5:00 p.m.) and December 6, 2021 (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 Ten Thousand Philippine Pesos (PhP10,000.00) 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 [moalmazan@tourism.gov.ph](mailto:moalmazan@tourism.gov.ph))

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

6. The **DOT** will hold a virtual Pre-Bid Conference on **November 23, 2021 at 11:30 a.m.** using the Google Meet platform. The prospective bidders are advised to send their email address to the DOT-BAC Secretariat official email at [dot.bac@tourism.gov.ph](mailto:dot.bac@tourism.gov.ph)/  
[jpvillamin@tourism.gov.ph](mailto:jpvillamin@tourism.gov.ph) not later than 5:00 p.m. on **November 22, 2021**.
7. Bids must be duly received by the BAC Secretariat through manual submission **on or before December 6, 2021 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 **December 6, 2021 at 11:30 a.m.** at the given address below

***The Opening of Bids will be conducted through video conference using the Google Meet platform on December 6, 2021 at 11:30 a.m.***

***Prospective bidders who are interested in joining the opening of bids must send the following details to the BAC Secretariat via e-mail at [dot.bac@tourism.gov.ph](mailto:dot.bac@tourism.gov.ph) not later than 5:00 p.m. of December 5, 2021.***

- ***Name of Representative(s) - Maximum of two (2)***
  - ***Company Name:***
  - ***Email Address:***
  - ***Contact No.***
10. All documents shall be current and updated and any missing document in the checklist is a ground for outright rejection of the bid. Bidder shall submit **one (1) original** and **five (5) photocopies** of the first and second components of its bid in sealed envelope.  
  
To facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the checklist when placed in an Envelope, with documents bounded, tabbed and labeled accordingly.
  11. The **DOT** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.



12. For further information, please refer to:

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

(Original Signed)  
**OIC-USEC. REYNALDO L. CHING**  
DOT-BAC Chairperson 

November 16, 2021

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

## **1. Scope of Bid**

1. The Procuring Entity, **Department of Tourism**, wishes to receive Bids for the **Procurement for the Services of an Events Management Company for the 2<sup>nd</sup> Philippine Education Tourism Conference 2022** with Project Identification Number **DOT-BAC IB 2021-018**.

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 2021 in the amount of **Five Million Eight Hundred Twenty-Three Thousand Pesos (PhP5,823,000.00)**. 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 2021 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 virtual pre-bid conference for this Project on **November 23, 2021 at 11:30 a.m.** using the Google Meet platform as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

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

## **10. Documents comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **three (3) years** prior to the deadline for the submission and receipt of bids.

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

## **11. Documents comprising the Bid: Financial Component**

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

## **12. Bid Prices**

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

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

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

### **13. Bid and Payment Currencies**

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

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

### **14. Bid Security**

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

14.2. The Bid and bid security shall be valid until **April 5, 2022**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### **15. Sealing and Marking of Bids**

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

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid 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	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Similar contracts shall refer in handling hybrid events.</p> <p>b. completed within <i>three (3)</i> years prior to the deadline for the submission and receipt of bids.</p>
7.1	<i>Subcontracting is not allowed.</i>
12	<i>Not applicable</i>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than <b><i>PhP116,460.00</i></b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <b><i>PhP291,150.00</i></b> if bid security is in Surety Bond.</p>
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>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is:  Ms. Marissa A. Masangkay / Ms. Akiko Kate L. Sibug  Office of Product and Market Development  Email Addresses: marissa_masangkay@yahoo.com / alsibug@tourism.gov.ph</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>c. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ol>
	<p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p>

	<p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers</p>



	<p>risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>										
2.2	<table border="1"> <tr> <td colspan="2">Payment to the winning bidder shall be made upon completion of identified milestones:</td> </tr> <tr> <td style="text-align: center;">Milestone</td> <td style="text-align: center;">% of payment</td> </tr> <tr> <td>Upon submission and approval of the Hybrid Conference and Virtual B2B Management Plan</td> <td style="text-align: center;">30%</td> </tr> <tr> <td>Upon submission and approval of the first sample of the event collaterals</td> <td style="text-align: center;">30%</td> </tr> <tr> <td>Upon submission and approval of the terminal report</td> <td style="text-align: center;">40%</td> </tr> </table>	Payment to the winning bidder shall be made upon completion of identified milestones:		Milestone	% of payment	Upon submission and approval of the Hybrid Conference and Virtual B2B Management Plan	30%	Upon submission and approval of the first sample of the event collaterals	30%	Upon submission and approval of the terminal report	40%
Payment to the winning bidder shall be made upon completion of identified milestones:											
Milestone	% of payment										
Upon submission and approval of the Hybrid Conference and Virtual B2B Management Plan	30%										
Upon submission and approval of the first sample of the event collaterals	30%										
Upon submission and approval of the terminal report	40%										
4	<i>The deliverables shall be subject to the inspection and acceptance of the Project Officer.</i>										

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

## *Section VI. Schedule of Requirements*

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
	Procurement for the Services of an Event Management Company for the 2 <sup>nd</sup> Philippine Education Tourism Conference 2022			
1	Preliminary meeting with Events supplier: identification of events venue and land arrangements for DOT Technical Working Group (TWG), and discussion of the program and events flow			Last week of December
2	Invitation of the identified speakers and exhibitors			1st week of January 2022
	Booking of the land arrangements (Venue, Accommodation, Transportation, etc.)			
	Start of online registration			
3	Submission of the Hybrid Conference and Virtual B2B Management Plan			2nd week of January 2022
	Creation of the virtual platform and other collaterals/creatives			
	Event marketing blast to international and local stakeholders			
4	Submission of the first sample of the event collaterals			3rd week of January 2022
	Dry run of the virtual platform			
5	Ingress			January 25, 2022
6	Hybrid event proper; Egress			January 26-27, 2022
7	Virtual B2B			January 28, 2022

8	Submission of Terminal Report			Until 2nd week of February
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\*More detailed service requirements and technical specifications are found under Section VII. Technical Specifications. \*

Conforme:

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

# Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
	<p><b>I. MINIMUM REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Must be Philippine Government Electronic Procurement System (PhilGEPS) registered as a Platinum member;</li> <li>• Must have handled Events Management for at least 1 international Tourism Exhibition;</li> </ul>	

	<ul style="list-style-type: none"> <li>• Must have handled at least 3 hybrid events;</li> <li>• Must be willing to provide services on a send-bill arrangement;</li> <li>• Must be a local agency or an international agency with an office in the Philippines.</li> </ul> <p><b>II. SCOPE OF WORK AND DELIVERABLES</b></p> <p><b>A. FUNCTION ROOM RENTAL</b></p> <p><b>BALLROOM HALL RENTAL</b></p> <ul style="list-style-type: none"> <li>• Provision of ballroom hall rental for the duration of the event proper (January 26 to 27, 2022) with the following specifications: <ul style="list-style-type: none"> <li>o The floor area must cover at least 260 sqm. including the ballroom and pre-function area;</li> <li>o Inclusive of general house lighting for the duration of venue rental (January 26 to 27, 2022);</li> <li>o Inclusive of air-conditioning for the duration of the conference proper (January 26 to 27, 2022);</li> <li>o Inclusive of WIFI Internet Access with at least 20 Mbps speed for 100 users for the duration of the conference proper (January 26 to 27, 2022);</li> <li>o Inclusive of wired internet connectivity (2 lines) with at least 150 Mbps speed exclusive for event live streaming for the duration of the conference proper (January 26 to 27, 2022);</li> <li>o Inclusive of the services of 2 roving security guards for the duration of the conference proper (January 26 to 27, 2022)</li> </ul> </li> </ul>	
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<ul style="list-style-type: none"> <li>• Rental Schedule: <ul style="list-style-type: none"> <li>o Ingress: January 25, 2022</li> <li>o Conference Day 1: January 26, 2022</li> <li>o Conference Day 2 and Egress: January 27, 2022</li> </ul> </li> </ul> <p><b>SECRETARIAT ROOM</b></p> <ul style="list-style-type: none"> <li>• Provision of function room rental for the duration of the conference proper (January 26 to 27, 2022) with the following specifications: <ul style="list-style-type: none"> <li>o Must be able to accommodate at least 8 persons following venue capacity guidelines prescribed by DOT Advisory No. 16 s. 2021 on Operational Guidelines on Tourism-Related Activities for Implementation of the Alert Levels System for COVID-19 Response in the Pilot Areas, particularly for MICE and social events venues;</li> <li>o Inclusive of free-flowing coffee and water</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>• Rental Schedule: <ul style="list-style-type: none"> <li>o Ingress: January 25, 2022</li> <li>o Conference Day 1: January 26, 2022</li> <li>o Conference Day 2 and Egress: January 27, 2022</li> </ul> </li> </ul> <p><b>MEDIA LOUNGE</b></p> <ul style="list-style-type: none"> <li>• Provision of function room rental for the duration of the conference proper (January 26 to 27, 2022) with the following specifications: <ul style="list-style-type: none"> <li>o Must be able to accommodate at least 8 persons following venue capacity guidelines prescribed by DOT Advisory No. 16 s. 2021 on Operational Guidelines on Tourism-Related Activities for</li> </ul> </li> </ul>	
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	<p>Implementation of the Alert Levels System for COVID-19 Response in the Pilot Areas, particularly for MICE and social events venues;</p> <ul style="list-style-type: none"> <li>o Inclusive of free-flowing coffee and water</li> </ul> <ul style="list-style-type: none"> <li>• Rental Schedule: <ul style="list-style-type: none"> <li>o Ingress: January 25, 2022</li> <li>o Conference Day 1: January 26, 2022</li> <li>o Conference Day 2 and Egress: January 27, 2022</li> </ul> </li> </ul> <p><b>VIP HOLDING ROOM</b></p> <ul style="list-style-type: none"> <li>• Provision of function room rental for the duration of the conference proper (January 26 to 27, 2022) with the following specifications: <ul style="list-style-type: none"> <li>o Must be able to accommodate at least 8 persons following venue capacity guidelines prescribed by DOT Advisory No. 16 s. 2021 on Operational Guidelines on Tourism-Related Activities for Implementation of the Alert Levels System for COVID-19 Response in the Pilot Areas, particularly for MICE and social events venues;</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>o Inclusive of free-flowing coffee and water</li> </ul> <ul style="list-style-type: none"> <li>• Rental Schedule: <ul style="list-style-type: none"> <li>o Ingress: January 25, 2022</li> <li>o Conference Day 1: January 26, 2022</li> <li>o Conference Day 2 and Egress: January 27, 2022</li> </ul> </li> </ul> <p>NOTE: All function rooms must be within one (1) DOT accredited hotel with DOT Safety Seal Certification and WTTC Safe Travel Stamp located in Clark, Pampanga.</p>	
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**B. OVERALL EXHIBITION  
MANAGEMENT AND MANPOWER  
SUPPORT**

- Work alongside the end-user in finalizing the overall theme and concept aligned to position the Philippines as a world-class education tourism destination;
- Work alongside the end-user in finalizing the overall event program and webinar topics lists;
- Enhancement of the script written by the end-user;
- Ensure stable internet connection with the following speeds:
  - ✓ WIFI – at least 20 Mbps for exhibition attendees
  - ✓ Wired Connection – at least 150 Mbps (2 lines) for event live streaming;
- Provide generator set to sustain the electrical requirements of the exhibition and ensure uninterruptible power supply;
- Provide administrative support as follows:
  - ✓ Prepare a work plan with the corresponding timeline and provide regular and timely feedback/status reports to DOT;
  - ✓ Coordinate with DOT on the overall execution plan for the event and budget allocation;
  - ✓ Handle the documentation of all events/activities and maintain an efficient filing and referencing system for all documents;
  - ✓ Prepare terminal report covering all event components with corresponding statistics, attendee feedback, key

	<p>stakeholder quotes, and photo documentation;</p> <ul style="list-style-type: none"> <li>• Handle all necessary logistical requirements of event management crew for event implementation including land transportation, accommodation, meals, and COVID-19 antigen testing.</li> </ul> <p><b>C. ACCOMMODATION</b></p> <ul style="list-style-type: none"> <li>• For DOT Technical Working Group – eight (8) single-occupancy rooms with breakfast for three (3) days and two (2) nights (January 25-27, 2022) located in the same venue.</li> </ul> <p><b>D. MEALS</b></p> <ul style="list-style-type: none"> <li>• For DOT Technical Working Group and talents: <ul style="list-style-type: none"> <li>o Lunch bento box (full-course meal) and one round of fruit juice</li> <li>o Plated dinner: a choice of beef, pork, or fish with a side of vegetables and one round of fruit juice;</li> <li>o Morning and afternoon snacks with one round of fruit juice</li> </ul> </li> </ul> <p><b>E. TRANSPORTATION</b></p> <ul style="list-style-type: none"> <li>• First (1st) day – January 25, 2022 <ul style="list-style-type: none"> <li>o DOT Technical Working Group (8 pax) – three (3) vans (MNL-CRK)</li> </ul> </li> <li>• Second (2nd) day – January 26, 2022 <ul style="list-style-type: none"> <li>o Local speakers (2 pax) – one (1) van (MNL-CRK-MNL)</li> <li>o Invited media (maximum of 9 pax) – one (1) van (MNL-CRK-MNL)</li> </ul> </li> <li>• Third (3rd) day – January 27, 2022 <ul style="list-style-type: none"> <li>o DOT Technical Working Group (8 pax) – three (3) vans (CRK-MNL)</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>o Local speakers (2 pax) – one (1) van (MNL-CRK-MNL)</li> <li>o Invited media (maximum of 9 pax) – one (1) van (MNL-CRK-MNL)</li> <li>• Must include the driver’s fee and food, toll fees, gasoline, and parking fees.</li> </ul> <p><b>F. PRE-EVENT REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• 4-hour technical rehearsal for the following: <ul style="list-style-type: none"> <li>o Lights and sound equipment</li> <li>o Cameras</li> <li>o Livestream</li> <li>o Virtual speakers’ live and recorded presentation</li> </ul> </li> <li>• 4-hour event dry run for the following: <ul style="list-style-type: none"> <li>o On-site speakers</li> <li>o Talents</li> <li>o Hosts</li> <li>o Event program flow</li> </ul> </li> <li>• Automated email and SMS notification reminder for registered participants</li> </ul> <p><b>G. ONSITE EVENT PROPER</b></p> <ul style="list-style-type: none"> <li>• 6 pcs 4m x 12m LED walls (where the virtual audience will be shown)</li> <li>• 3 x Cam wireless full HD with JIB</li> <li>• 1 x Cam with JIB</li> <li>• 1 x Watchout</li> <li>• 2 x V40HD switcher</li> <li>• Full requirement of lights and sounds</li> </ul>	
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	<ul style="list-style-type: none"> <li>o 2 x IG3T Active column array speaker system</li> <li>o 2 x Vi0 S118 Active subwoofer speaker</li> <li>o 1 x Booth monitor speakers</li> <li>o 1 x Midas M32-32 channel digital mixing console</li> <li>o 1 x Midas DL32 stage box</li> <li>o 1 x Sound processor</li> <li>o 2 x RCF nx12 active wedge type stage monitor speaker</li> <li>o 1 x Pioneer DJM350</li> <li>o 2 x Pioneer CDJ350 players</li> <li>o 6 x Wireless Shure beta 58</li> <li>o 8 x Eartec lite wireless communication headsets</li> <li>o 1 x Pro-intercom wired com headset</li> <li>o 1 x Avolites arena</li> <li>o 8 x Sharpy top 280 wide</li> <li>o 8 x Mac aura</li> <li>o 4 x Stormy</li> <li>o 12 x Spectrum RGBW led par lights</li> <li>o 4 x Auto light fresnel with barn door</li> <li>o 1 x Light sky TS 330 follow spot</li> <li>o 2 x 4-meter Vertical truss stand</li> <li>o 2 x 3-meter Vertical truss stand</li> <li>o 1 x Denyo 150kva Genset with gasoline</li> </ul>	
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**H. VIRTUAL CONFERENCE AND B2B NETWORKING REQUIREMENTS**

- Manage the overall education tourism conference and B2B Networking program and event flow;
- Prepare the digital layout of the B2B Meeting Manual with the following information:
  - o Company details of participating buyers and sellers;
  - o Appointment setting procedures/instructions
- Provide manpower support for all hybrid exhibition management requirements including the following:
  - o Assist in facilitation of participant registration;
  - o Oversee set up and implementation of registration and capacity management system;
  - o Oversee set up and implementation of education tourism conference and panel discussions;
  - o Oversee set up and assist in the implementation of the business-to-business (B2B) meeting program.
- Use of Virtual platform technology
- Use of licensed meeting platform
- Customized exhibit hall map or page
- Customized exhibitor’s hall page (30 exhibitors)
- Full concierge service and technical management of the event
- Double-stream technology (Fail-safe system) where the live broadcast will continue even if the computer of the

	<p>technical person crashes or loses internet connection</p> <ul style="list-style-type: none"> <li>• A capacity of 750 registrants</li> <li>• The all-access key for moderators or clients</li> </ul> <p>Branded main broadcast screen and replay</p> <ul style="list-style-type: none"> <li>• Branded screen with DOT's logo and color scheme</li> <li>• Ability to play intro video (OBB) and outro video (CBB)</li> <li>• Instant replay access for those who missed the event for 1 week</li> </ul> <p>Moderator control center for Main Hall</p> <ul style="list-style-type: none"> <li>• Access to the moderator control center and easy management of audience comments, questions, interactive elements, etc.</li> <li>• Ability to broadcast a message to all participants</li> <li>• Controlled comments and questions where audience comments are only visible to the moderator</li> </ul> <p>Branded registration page</p> <ul style="list-style-type: none"> <li>• Customized registration area</li> <li>• Customized automated email and SMS confirmation</li> <li>• Secure access link for registered participants that cannot be reshared to other people</li> </ul> <p><b>I. EDUCATION TOURISM CONFERENCE AND PANEL DISCUSSIONS</b></p> <ul style="list-style-type: none"> <li>• Manage the entire main stage program and ensure the smooth flow of presentations (at least 8 30-minute</li> </ul>	
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	<p>sessions) for the duration of the conference;</p> <ul style="list-style-type: none"> <li>• Devise a program script for the overall Education Tourism Conference and Panel Discussions program that includes speaker introduction, session overview, and Q&amp;A moderation to ensure a smooth transition for each session;</li> <li>• Implement and manage live stream/broadcast of the activities to the online platform;</li> <li>• Prepare the layout of overlay graphics to add relevant branding (official logos) to live stream via a reliable live stream software suite;</li> <li>• Conduct pre-event orientation and a technical run-through, including sound and connection check and other necessary pre-broadcast requirements for each session;</li> <li>• Full recording of all sessions for documentation and on-demand viewing through the platform.</li> </ul> <p><b>J. TALENT MANAGEMENT</b></p> <p>Implement an appropriate budget to invite, engage, and hire the professional services of the following:</p> <ul style="list-style-type: none"> <li>• Invite the local and international resource persons/speakers identified by the end-user to provide updates and expertise on education tourism in the new normal, particularly, in the field of voluntourism, gap year programs, digital marketing, aviation, and other products to be developed and promoted by OPMD;</li> <li>• 2 x hybrid conference program hosts <ul style="list-style-type: none"> <li>o Celebrity host/DJ (Male or female)</li> <li>o Co-host (Male or female with a background in education tourism)</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>• 1 x opening ceremony production number relevant to the education tourism industry;</li> <li>• 9 x local media representatives</li> </ul> <p><b>K. EVENT COLLATERALS</b></p> <p>a. Item: PETC Tote bag</p> <p>Quantity: 100 pieces</p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>• Color: To be determined based on availability</li> <li>• Material: Non-woven Fabric</li> <li>• Size: At least 28 inches (W), 15.5 inches (H), and 5 inches (D)</li> <li>• Design/Print: PETC Logo (Silk Screen)</li> </ul> <p>b. Item: PETC Lanyard</p> <p>Quantity: 100 pieces</p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>• Color: Black with printed logo of Study Philippines on the top part and PETC logo on its base</li> <li>• Material: Non-woven Fabric</li> <li>• Size: At least 36 inches (L), 5/8 inches (W)</li> </ul> <p>c. Item: PETC USB Card</p> <p>Quantity: 100 pieces</p> <p>Specifications</p> <ul style="list-style-type: none"> <li>• Color: DOT color scheme</li> <li>• Storage: 4GB</li> <li>• Design: PETC logo on one side and Study Philippines logo on another</li> </ul>	
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	<p>d. Item: Study Philippines polo shirt</p> <p>Quantity: 10 pieces</p> <p>Specifications</p> <ul style="list-style-type: none"> <li>• Color: black, white, teal, rusty orange, and navy blue (2 of each color)</li> <li>• Material: Poly-cotton</li> <li>• Sizes: To follow</li> <li>• Design:</li> </ul> <p>FRONT – Embroidered Study Philippines logo on the upper left just below the collar</p> <p>BACK – Embroidered IT’S MORE FUN IN THE PHILIPPINES on top just below the collar</p> <p><b>L. POST-EVENT DOCUMENTATION</b></p> <ul style="list-style-type: none"> <li>• Payment for the honorarium or professional fees of all the talents after the services have been rendered</li> <li>• Full recording of the event saved in at least 1TB hard drive</li> <li>• Database of all registered participants</li> <li>• Full download of all questions and answers, comments, and feedback forms</li> <li>• Terminal report</li> </ul>	
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Conforme:

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

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

#### Technical Documents

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

#### Financial Documents

- (j) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding

calendar year which should not be earlier than two (2) years from the date of bid submission; **and**

- (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

**or**

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

***Class "B" Documents***

- (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

**or**

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

**II. FINANCIAL COMPONENT ENVELOPE**

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

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

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

