

PHILIPPINE BIDDING DOCUMENTS

Procurement of Ground Handling Services for the Philippine International Dive Expo (PHIDEX)

Reference Number: DOT-BAC IB 2021-016

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports,

communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid



Invitation to Bid for the Procurement of Ground Handling Services for the Philippine International Dive Expo (PHIDEX) (DOT-BAC IB 2021-016)

1. The *Department of Tourism (DOT)*, through the *General Appropriation Act 2021* intends to apply the sum of *Twelve Million One Hundred Fifty-Four Thousand Six Hundred Thirty-One Pesos (PhP12,154,631.00)* being the ABC to payments under the contract for “*Procurement of Ground Handling Services for the Philippine International Dive Expo (PHIDEX) (DOT-BAC IB 2021-016)*”. 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 within the dates provided in the Schedule of Requirements and Technical Specifications. Bidders should have completed, within *five (5) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from *DOT-BAC Secretariat* through the contact details given below during *8:00 a.m. to 3:00 p.m. Monday to Friday Excluding holidays* and inspect the Bidding Documents as posted on the websites of the *DOT* and the *Philippine Government Electronic Procurement System (PhilGEPS)*.
5. A complete set of Bidding Documents may be acquired by interested Bidders *November 13, 2021 to December 03, 2021 (8:00 a.m to 3:00 p.m.) and December 06, 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 Twenty-Five Thousand Philippine Pesos (PhP25,000.00) OR deposited to:*

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

(Note: Pls. send copy of the Transaction report or any proof of payment at the email addresses vcervantes@tourism.gov.ph and dot.bac@tourism.gov.ph

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

6. The **DOT** will hold a virtual Pre-Bid Conference on **November 23, 2021 at 10:30 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 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 06, 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 06, 2021 at 10:30 a.m.** at the given address below

The Opening of Bids will be conducted through video conference using the Google Meet platform on December 06, 2021 at 10:30 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 and jpvillamin@tourism.gov.ph not later than 5:00 p.m. of December 03, 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
Facsimile No.: 8459-5200 to 30 Loc. 425
Website Address: www.tourism.gov.ph

12. You may visit the following websites:

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

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

November 13, 2021

Section II. Instructions to Bidders

1. Scope of Bid

- I. The Procuring Entity, *Department of Tourism*, wishes to receive Bids for the *Procurement of Ground Handling Services for the Philippine International Dive Expo (PHIDEX)* with Project Identification Number *DOT-BAC IB 2021-016*.

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 *General Appropriation Act 2021* in the total amount of *Twelve Million One Hundred Fifty-Four Thousand Six Hundred Thirty-One Pesos (PhP12,154,631.00)*.
- 2.2. The source of funding is the General Appropriations Act.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a virtual pre-bid conference for this Project on **November 23, 2021 at 10:30 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 **five (5) years** prior to the deadline for the submission and receipt of bids.

10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines.

Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

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

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until *April 05, 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. <i>groundhandling services for dive related tours or programs</i></p> <p>b. completed within <i>five (5) years</i> 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 2% or PhP 243,092.62, 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 5% of PhP 607,731.55 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>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>Delivery of the Goods and/or Services shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is: <i>Ms. Celstine Joyce T. Sy</i> <i>Project Officer, Office of Product and Market Development</i> <i>ctsy@tourism.gov.ph</i></p>
2.2	<i>Partial payment is not allowed.</i>
4	<i>The deliverables shall be subject to the inspection and acceptance of the Project Officer.</i>

Section VI. Schedule of Requirements

Schedule of Requirements

Item Number	Description	Qty	Total	Delivered, Weeks/Months
1	International Air Tickets	40 pax		December 29, 2021 to February 19, 2022 (Further details in Section VII. Technical Specifications)
2	Accommodation			
	- Coordination Meeting Accommodation (Twin Sharing Room with Breakfast)	4 pax		
	- Quarantine Hotel Accommodation (Single Occupancy with Full Board Meals)	40 pax		
	- Event Proper Accommodation Hotel (Single Occupancy with Breakfast)	78 pax		
3	Meals			
4	Covid Testing			
	- Antigen Tests - RT-PCR Tests	65 Tests 166 Tests		
5	Domestic Air Tickets	74 Flights		
6	Transportation			
7	Post Familiarization Tour Dive Package	60 pax		
8	Second Call	50 pax		

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>
I.	<p>Minimum Requirements</p> <ul style="list-style-type: none"> a. Must be accredited by the Department of Tourism; b. Must have handled at least 3 dive-related ground handling contracts in the last 5 years; c. Must be willing to provide services on a send-bill arrangement 	
II.	<p>Scope of Work and Deliverables</p> <p>1. INTERNATIONAL AIR TICKETS</p> <ul style="list-style-type: none"> ○ Provision of roundtrip economy class international air tickets for hosted dive tour operators, speakers, and media representatives; ○ Unutilized flights, if any, must not be charged to the DOT and be excluded from the final billing; ○ Participants: International Dive Tour Operators, Speakers, and Media Representatives ○ No. of Pax: 40 pax <p>Flight Details:</p>	

ARRIVAL DATE AND TIME	NUMBER OF PAX	DESTINATION	ADDITIONAL BAGGAGE
February 1 PM Arrival	1 pax	London to Cebu	20 KG per person
	2 pax	Italy to Cebu	
	1 pax	Madrid to Cebu	
	2 pax	Paris to Cebu	
	2 pax	Frankfurt to Cebu	
	2 pax	San Francisco to Cebu	
	2 pax	Los Angeles to Cebu	
	1 pax	Sydney to Cebu	
	1 pax	New Zealand to Cebu	
	4 pax	Bangkok to Cebu	
	4 pax	Singapore to Cebu	
	3 pax	Tokyo to Cebu	
	3 pax	Osaka to Cebu	
	4 pax	Seoul to Cebu	
	3 pax	Shanghai to Cebu	
	3 pax	Beijing to Cebu	
2 pax	Taiwan to Cebu		
February 19 AM Arrival	1 pax	Cebu to London	20 KG per person
	2 pax	Cebu to Italy	
	1 pax	Cebu to Madrid	
	2 pax	Cebu to Paris	
	2 pax	Cebu to Frankfurt	
	2 pax	Cebu to San Francisco	
	2 pax	Cebu to Los Angeles	
	1 pax	Cebu to Sydney	
	1 pax	Cebu to New Zealand	
	4 pax	Cebu to Bangkok	
	4 pax	Cebu to Singapore	
	3 pax	Cebu to Tokyo	
	3 pax	Cebu to Osaka	
	4 pax	Cebu to Seoul	
	3 pax	Cebu to Shanghai	
	3 pax	Cebu to Beijing	
2 pax	Cebu to Taiwan		

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

**2. ACCOMMODATION COORDINATION
MEETING ACCOMMODATION**

- Provision of twin-sharing room hotel accommodation for DOT event secretariat;
- Provision of tour coordinator to monitor and assist guests;
- Must be a DOT-accredited multiple use hotel located in Cebu City;
- Unutilized rooms, if any, must not be charged to the DOT and be excluded from the final billing;
- **Participants:** DOT Event Secretariat
- **No. of Pax:** 4 pax

No. of Rooms	Room Type	Meals	Check In	Check Out
2	Twin Sharing	Breakfast	(a) December 27 or (b) December 29	(a) December 28 or (b) December 30

QUARANTINE HOTEL ACCOMMODATION

- Provision of single room hotel accommodation with full board meals for international dive tour operators, speakers, and media representatives;
- Provision of tour coordinator to monitor and assist guests;
- Must be a DOT-accredited multiple use hotel;
- Must be an international hotel chain located in Brgy. Mabolo, Cebu City;
- All participants must be housed in one (1) multiple use hotel;
- Unutilized rooms, if any, must not be charged to the DOT and be excluded from the final billing;
- **Participants:** International Dive Tour Operators, Speakers, and Media Representatives

- **No. of Pax:** 40 pax

No. of Rooms	Room Type	Meals	Check In	Check Out
40	Single Occupancy	Full Board	February 1	February 11

Note: Final room booking to be adjusted based on the IATF's quarantine policies for green and yellow list countries.

**EVENT PROPER ACCOMMODATION
(OFFICIAL EVENT HOTEL)**

- Provision of single room hotel accommodation for international dive tour operators, speakers, media representatives, DOT officials, and secretariat;
- Provision of tour coordinator to monitor and assist guests;
- Must be a DOT-accredited multiple use hotel;
- Must be an international hotel chain located in Brgy. Mabolo, Cebu City;
- All participants must be housed in one (1) multiple use hotel;
- Unutilized rooms, if any, must not be charged to the DOT and be excluded from the final billing;
- **Participants:** International Dive Tour Operators, Speakers, Media Representatives, DOT Officials, and secretariat;
- **No. of Pax:** 78 pax

No. of Rooms	Room Type	Meals	Check In	Check Out
20	Single Occupancy	Breakfast	February 9	February 14
15	Single Occupancy	Breakfast	February 11	February 14
40	Single Occupancy	Breakfast	February 11	February 14
3	Single Occupancy	Breakfast	February 11	February 13

3. MEALS

- Provision of meals for international dive tour operators, speakers, media representatives, DOT officials, and secretariat;
- Buffet venue must be set up at a function room located within the official hotel;

DATE	NUMBER OF PAX	REMARKS
February 9	20 pax	Plated lunch set up inclusive of 1 round of chilled juice
February 9	20 pax	Plated dinner set up inclusive of 1 round of chilled juice
February 10	20 pax	Plated lunch set up inclusive of 1 round of chilled juice
February 10	20 pax	Plated dinner set up inclusive of 1 round of chilled juice
February 11	78 pax	Managed buffet lunch set up inclusive of 1 round of chilled juice
February 11	78 pax	Managed buffet dinner set up inclusive of 1 round of chilled juice
February 12	78 pax	Managed buffet lunch set up inclusive of 1 round of chilled juice
February 12	78 pax	Managed buffet dinner set up inclusive of 1 round of chilled juice
February 13	78 pax	Managed buffet lunch set up inclusive of 1 round of chilled juice
February 13	78 pax	Managed buffet dinner set up inclusive of 1 round of chilled juice

4. COVID-19 TESTING

- **RT PCR Tests**

- Unutilized tests, if any, must not be charged to the DOT and be excluded from the final billing;
- **Participants:** International Dive Tour Operators, Speakers, and Media Representatives, DOT Officials, and DOT Secretariat
- **No. of Tests:** 166

Date of Testing	No. of Pax	Result Release Schedule	Remarks
February 1	40 pax	Within 12 hours	Administered at quarantine hotel
February 6	20 pax	Within 12 hours	By appointment at testing facility with branches in Quezon City, Manila, and Makati City
February 9	3 pax	Within 12 hours	Administered at residence within Metro Manila
February 10	40 pax	Within 12 hours	Administered at quarantine hotel
February 14	3 pax	Within 12 hours	Administered at residence within Metro Manila
February 15	10 pax	Within 12 hours	By appointment at testing facility with branches in Quezon City, Manila, and Makati City
February 18	50 pax	Within 12 hours	Administered at second call hotel

- **Antigen Tests**

- Unutilized tests, if any, must not be charged to the DOT and be excluded from the final billing;
- **Participants:** Familiarization Tour Participants (International Dive Tour Operators, Speakers,

and Media Representatives, DOT Officials, and DOT Secretariat)

- **No. of Tests:** 65

Date of Testing	No. of Pax	Result Release Schedule	Remarks
February 9	15 pax	Within 30 minutes	By appointment at testing facility with branches in Quezon City, Manila, and Makati City
February 14	50 pax	Within 30 minutes	Administered at official event hotel

5. DOMESTIC AIR TICKETS

- Provision of roundtrip economy class domestic air tickets for DOT Officials, Secretariat, and Manila-based Speakers
- Unutilized flights, if any, must not be charged to the DOT and be excluded from the final billing;
- **Participants:** DOT Officials, Secretariat, and Manila-based Speakers
- **No. of Flights:** 74

Flight Details:

1. Event Secretariat – 4 pax

DATE	DESTINATION	PREFERRED FLIGHT DETAILS	BAGGAGE
(a) December 27 or (b) December 29	Manila to Cebu	PR 1849 ETD MNL 1040 H ETA CEB 1205 H	20 KG per person
(a) December 28 or (b) December 30	Cebu to Manila	PR 1860 ETD CEB 1545 H ETA MNL 1710 H	20 KG per person

2. Event Secretariat – 20 pax

DATE	DESTINATION	PREFERRED FLIGHT DETAILS	ADDITIONAL BAGGAGE
February 9	Manila to Cebu	PR 1849 ETD MNL 1040 H ETA CEB 1205 H	20 KG per person
February 14	Cebu to Manila	PR 1860 ETD CEB 1545 H ETA MNL 1710 H	20 KG per person

3. DOT Officials – 3 pax

DATE	DESTINATION	PREFERRED FLIGHT DETAILS	ADDITIONAL BAGGAGE
February 11	Manila to Cebu	PR 1849 ETD MNL 1040 H ETA CEB 1205 H	20 KG per person
February 13	Cebu to Manila	PR 1860 ETD CEB 1815 H ETA MNL 1940 H	20 KG per person

4. Resource Speakers – 10 pax

DATE	DESTINATION	PREFERRED FLIGHT DETAILS	ADDITIONAL BAGGAGE
February 11	Manila to Cebu	PR 1847 ETD MNL 0800 H ETA CEB 0925 H	20 KG per person
February 14	Cebu to Manila	PR 1860 ETD CEB 1545 H ETA MNL 1710 H	20 KG per person

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

6. TRANSPORTATION

- Inclusive of professional driver fees, driver's accommodation, if necessary, meals, antigen test within 48 hours prior to the trip, expressway toll fees, and applicable environmental fees);
- Unutilized vehicles, if any, must not be charge to the DOT and be excluded from the final billing;

Date	Capacity and Route	Remarks
(a) December 27 or (b) December 29	1 unit Secretariat Van (Mactan and Cebu City) Number of Vans: 1 van per day x 1 day Number of Hours: 10 hours Route: Time TBC – Pick Up from MCIA Coordination Meetings with PHIDEX Partners; Event Venue Time TBC – Drop off at hotel	Passengers: Event Secretariat / DOT Staff x 4 pax
(a) December 28 or (b) December 30	1 unit Secretariat Van (Mactan and Cebu City) Number of Vans: 1 van per day x 1 day Number of Hours: 10 hours Route: Time TBC – Pick Up from hotel Coordination Meetings with PHIDEX Partners; Event Venue Time TBC – Drop off at MCIA	Passengers: Event Secretariat / DOT Staff x 4 pax
February 1	Airport Transfers for 40 pax (MCIA to Quarantine Hotel) Other Requirements: Airport Representative to meet and assist passengers Route: Time TBC – Pick Up from MCIA Time TBC – Drop Off at Quarantine Hotel (Arrival Times Vary, to be provided by DOT once available)	Passengers: International Dive Tour Operators, Speakers, and Media Representatives x 40 pax
February 9	Airport Transfers for 20 pax (MCIA to Official Hotel) Other Requirements: Airport Representative to meet and assist passengers Route: Time TBC – Pick Up from MCIA Time TBC – Drop Off at Official Hotel	Passengers: Event Secretariat / DOT Staff x 20 pax

February 9 to 14	2 units Secretariat Van (within Cebu City) Number of Vans: 2 vans per day x 6 days Number of Hours: 9:00 AM to 12:00 MN (15 hours rental)	Passengers: Event Secretariat / DOT Staff x 20 pax
February 11	Airport Transfers for 3 pax (MCIA to Official Hotel) Other Requirements: Airport Representative to meet and assist passengers Route: Time TBC – Pick Up from MCIA Time TBC – Drop Off at Official Hotel	Passengers: DOT Officials x 3 pax
February 11	Airport Transfers for 10 pax (MCIA to Official Hotel) Other Requirements: Airport Representative to meet and assist passengers Route: Time TBC – Pick Up from MCIA Time TBC – Drop Off at Official Hotel (Arrival Times Vary, to be provided by DOT once available)	Passengers: Speakers x 10 pax
February 11 to 13	DOT Officials Van (within Cebu City) Number of Vans: 1 van per day x 4 days Number of Hours: 9:00 AM to 12:00 MN (15 hours rental)	Passengers: DOT Officials x 3 pax
February 14	Airport Transfers for 10 pax (Official Hotel to MCIA) Other Requirements: Airport Representative to meet and assist passengers Route: Time TBC – Pick Up from Official Hotel Time TBC – Drop Off at MCIA (Departure Times Vary, to be provided by DOT once available)	Passengers: Speakers x 10 pax
February 18 to 19	Secretariat Van (within Cebu City) Number of Vans: 2 vans per day x 2 days Number of Hours: 10 hours	Passengers: Event Secretariat / DOT Staff x 10 pax

<p>February 19</p>	<p>Airport Transfers for 40 pax (Second Call Hotel to MCIA)</p> <p>Other Requirements: Airport Representative to meet and assist passengers</p> <p>Route: Time TBC – Pick Up from Second Call Hotel Time TBC – Drop Off at MCIA</p> <p>(Departure Times Vary, to be provided by DOT once available)</p>	<p>Passengers: International Dive Tour Operators, Speakers, and Media Representatives</p>
<p>7. POST FAMILIARIZATION TOUR DIVE PACKAGE</p> <ul style="list-style-type: none"> ○ Participants: International Dive Tour Operators, Speakers, Media Representatives, Secretariat, and Tour Coordinators ○ Number of pax: 6 pax per leg (60 pax total) ○ Date of Implementation: February 14 to 18, 2022 ○ Destinations/Legs: <ul style="list-style-type: none"> ○ Anilao ○ Bohol ○ Camiguin ○ Coron ○ Dumaguete ○ Malapascua ○ Moalboal ○ Puerto Galera ○ Southern Leyte ○ Ticao Island ○ Requirements: <ul style="list-style-type: none"> ○ Complete ground arrangement for tour package (inclusive of roundtrip land transfers from hotel in Cebu to resort/airport/seaport [as applicable] with provision for transportation of luggages, roundtrip air tickets from Cebu to tour destination and tour destination to Manila [as applicable] with at least 30KG baggage allowance provision, roundtrip private boat transfer from seaport to resort [as applicable]) 		

	<p>with provision for transportation of luggages, roundtrip land transfers from airport/seaport to resort [as applicable] with provision for transportation of luggages; all applicable fees [i.e., terminal fees, toll fees, environmental fees, marine park fees, dive fees]; diving with dive equipment and boat rental and services of dive masters/guides; accommodation at a DOT or PCSSD accredited establishment; and full board meals for the duration of the familiarization tour program) for all participants;</p> <ul style="list-style-type: none"> ○ Roundtrip air tickets, if applicable for the tour leg, must have the following provisions: <ul style="list-style-type: none"> ○ Extended option dates; ○ Rebooking options without penalties; ○ Change of participant names without penalties; ○ Issuance of tickets is subject to DOT authorization; ○ Provision of travel insurance for international participants (40 pax); ○ Provision of participant’s guidebook/itinerary for each participant; ○ Provision of the services of one (1) tour coordinator per leg to monitor guests and assist in the implementation of each post familiarization tour leg; ○ Provision of land transportation for inspection of resorts on February 16 and 17, 2022 (10 hours rental per day) for each leg. See attached list for resorts (Annex A) included in the list for inspection; ○ Include the following “long distance” day dive trip sites: <ul style="list-style-type: none"> ○ Bohol – Balicasag Island ○ Dumaguete – Apo Island and Siquijor 	
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- Malapascua - Kalanggaman and Gato Island
- Puerto Galera – Verde Island
- Southern Leyte – Limasawa Island
- Ticao – San Miguel Island

○ Rooms and Diving:

No. of Rooms (per destination)	Room Type	Meals	Check In	Check Out	Dives
5 rooms	Single Occupancy	Full Board	February 14	February 18	12
1 room	Single Occupancy	Full Board	February 14	February 18	N/A

8. SECOND CALL

- **Participants:** International Dive Tour Operators, Speakers, Media Representatives, and Secretariat
- **Number of pax:** 50 pax
- **Date of Implementation:** February 18 to 19, 2022
- **Requirements:**
 - Provision of tour coordinator to monitor guests and assist in the implementation of the project;
 - Provision of group dinner for 50 pax at a private function room on February 18;
 - Accommodation must be at least 3-Star Hotel located in Pasay, preferably within the Newport City Complex;
 - All guests must be housed in one (1) hotel only;

No. of Rooms	Room Type	Meals	Check In	Check Out
50	Single Occupancy	Dinner (18); Breakfast (19)	February 18	February 19

	<p>VII. TIME FRAME AND SCHEDULE OF ACTIVITIES</p> <p>The contract duration is from December 29, 2021 to February 19, 2022, with the following schedule of deliverables:</p> <p>December 29, 2021 – Confirmation of Event</p> <p>December 29 to 30, 2021 – Coordination Meeting in Cebu</p> <p>January 14, 2022 – Confirmation of International Flights and Quarantine Hotel Room Booking</p> <p>February 9 to 10, 2022 – Pre-Event Preparations and Coordination Meetings; Ingress</p> <p>February 11 to 13, 2022 – Event Proper</p> <p>February 14 to 19, 2022 – Familiarization Tours</p>	
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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; **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.

