

PHILIPPINE BIDDING DOCUMENTS



Procurement of GOODS

Government of the Republic of the Philippines

SERVICES OF A TOUR OPERATOR FOR THE TPB MEMBERSHIP PROGRAM 2024

**(TPB ITB: 2024-012)
2ND POSTING**

Sixth Edition
July 2020

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the "*name of the Procuring Entity*" and "*address for bid submission*," should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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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 (ITB) NO. 2024-012)
(2nd Posting)

SERVICES OF A TOUR OPERATOR FOR THE TPB MEMBERSHIP PROGRAM 2024

1. The *Tourism Promotions Board (TPB) Philippines*, through the *2024 Corporate Operating Budget* intends to apply the sum of *Six Million Eighty-Two Thousand Pesos Only (PhP6,082,000.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *Services of a Tour Operator for the TPB Membership Program 2024 / TPB ITB: 2024-012* broken down into lots as follows:

LOT NO.	PARTICULARS	APPROVED BUDGET FOR THE CONTRACT (ABC)
1	TPB Members' Familiarization Tour (Pampanga- Tarlac-Bataan)	One Million Five Hundred Ninety-Two Thousand Five Hundred Pesos Only (PhP1,592,500.00)
2	TPB Members' Familiarization Tour (Zamboanga del Norte)	One Million Eight Hundred Fifty-One Thousand Pesos Only (PhP1,851,000.00)
4	TPB Members' Seminars on Digital Marketing, Capacity Building and Skills Development (Region XI- Davao Region)	One Million Five Hundred Forty-Six Thousand Pesos Only (PhP1,546,000.00)
5	TPB Members' Corporate Social Responsibility (CSR) Program (Zambales Province)	One Million Ninety-Two Thousand Five Hundred Pesos Only (PhP1,092,500.00)
TOTAL AMOUNT		Six Million Eighty-Two Thousand Pesos Only (PhP6,082,000.00)

Interested bidders may participate provided that the Technical and Financial documents shall be completely submitted as prescribed in the bidding documents. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The *TPB Philippines*, invites bids for the above Procurement Project. Delivery of the Goods is required ***based on the provided Schedule of Delivery and upon receipt of the signed and approved Notice to Proceed (NTP)***.

Bidders should have completed, **at least 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 ***TPB-Bids and Awards Committee (BAC) Secretariat*** and inspect the Bidding Documents at the address given below during office hours from **08:00 AM to 05:00 PM from Monday – Friday (or during the weekdays)**.
5. A complete set of Bidding Documents may be acquired by interested Bidders from **12 February to 04 March 2024** by sending your request to ***bac_sec@tpb.gov.ph*** and/or ***genesis_lee@tpb.gov.ph*** or **by downloading through the *PhilGEPS and TPB website*** and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB. The fee for the Bidding Documents for each lot is as follows:

The cost of the bidding documents shall correspond to the ABC range as indicated in the table below. This shall be the maximum amount of fee that procuring entities can set for the acquisition of bidding documents.

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
500,000 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00

NOTE: the maximum fee for the Bidding Documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.

Payment can be made through the TPB Landbank Account or the TPB Cashier. Please email the BAC Secretariat a copy of the **bank transmittal slips or the official receipt** on or before the deadline for the submission of bids.

Bank Details:

Land Bank of the Philippines
 Sheraton Century Park Branch
 Tourism Promotions Board
 A/C No. 1772-1034-13

The Procuring Entity allows the bidder to present its proof of payment for the fees **through electronic means.**

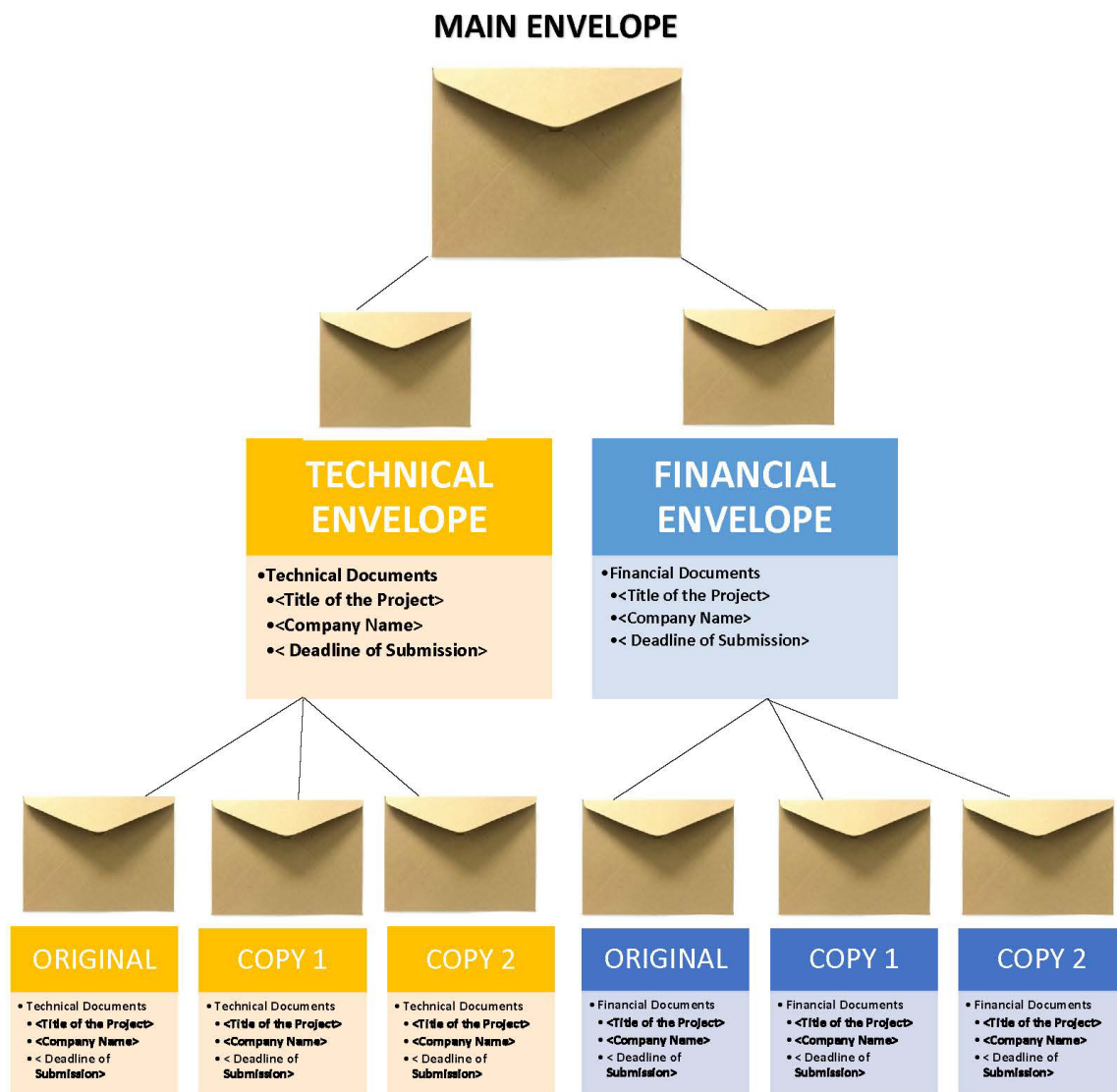
6. The **TPB Philippines**, will hold a Pre-Bid Conference on **20 February 2024 at 10:00 AM** through video conferencing or webcasting **via Zoom platform**, which shall be open to prospective bidders.

Interested bidders may obtain the **Zoom link** of the **Pre-Bid Conference** from the **BAC Secretariat** through emails: bac_sec@tpb.gov.ph and/or genesis_lee@tpb.gov.ph.

7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below on or before **04 March 2024 at 01:30 PM**. Late bids shall not be accepted:

**Procurement and General Services Division
Tourism Promotions Board (TPB) Philippines
4/F, Legaspi Towers 300, Roxas Boulevard, Manila**

DIAGRAM OF SEALING AND MARKING OF BID ENVELOPES



Each prospective bidder shall submit **one (1) original** and **two (2) copies** of its **Technical** and **Financial** documents.

The **Main Envelope** shall be **labeled, sealed, and signed** as follows:

Technical and Financial Documents
<Title of the Project>
<Company Name>
<Date of the Deadline of Submission>

The **Main Envelope** shall contain **two (2) envelopes**, each envelope shall be **labeled, sealed, and signed** as follows:

TECHNICAL ENVELOPE
Technical Documents
<Title of the Project>
<Company Name>
< Deadline of Submission>

FINANCIAL ENVELOPE
Financial Documents
<Title of the Project>
<Company Name>
< Deadline of Submission>

The **Technical Envelope** shall contain **three (3) Envelopes** **labeled, sealed, and signed** as follows:

ORIGINAL
Technical Documents
<Title of the Project>
<Company Name>
< Deadline of Submission>

COPY 1
Technical Documents
<Title of the Project>
<Company Name>
< Deadline of Submission>

COPY 2
Technical Documents
<Title of the Project>
<Company Name>
< Deadline of Submission>

The **Technical Envelope** shall contain the following technical documents, **labeled/ separated with tabs** as follows:

1. PhilGEPS Platinum Certificate
2. Statement of Ongoing Gov't and Private Contracts
3. Statement of Bidder's SLCC
4. Bid Security
5. Conformity with the Technical Specifications
6. Omnibus Sworn Statement
7. Audited Financial Statement
8. Computation of the NFCC or Line of Credit
9. Joint Venture Agreements (if applicable and/or not applicable)
10. General Information Sheet (GIS) (if applicable and/or not applicable)

The **Financial Envelope** shall contain **three (3) Envelopes labeled, sealed, and signed** as follows:

ORIGINAL

Financial Envelope
<Title of the Project>
<Company Name>
<Deadline of Submission>

COPY 1

Financial Envelope
<Title of the Project>
<Company Name>
<Deadline of Submission>

COPY 2

Financial Envelope
<Title of the Project>
<Company Name>
<Deadline of Submission>

The **Financial Envelope** shall contain the following financial documents, **labeled/separated with tabs** for easy identification of documents as follows:

1. Financial Bid
2. Price Schedule
3. Other Documentary Requirements (if applicable)

Note: Interested bidders shall submit separate technical and financial envelopes per lot and shall be opened and evaluated on a "per lot basis" as prescribed in the bidding documents, which shall be submitted on the prescribed deadline of submission of bids.

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 **04 March 2024 at 02:00 PM** in the **TPB BAC Room**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The Bidder with the Lowest/Single Calculated Responsive Bid (L/SCRB) shall submit a copy of the **Technical and Financial Documents** in **PDF format** to email address ***bac_sec@tpb.gov.ph and/or genesis_lee@tpb.gov.ph, upon request.***
11. The **TPB Philippines** 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 the 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:

Roselle D. Romero / Genesis Weiy B. Lee
BAC Secretariat, Tourism Promotions Board (TPB) Philippines
4th Floor Legaspi Towers 300, Roxas Blvd., Manila
Tel. No. (8) 525-9318 local 266
E-mail: bac_sec@tpb.gov.ph / genesis_lee@tpb.gov.ph
13. You may visit the **Tourism Promotions Board (TPB) Philippines** and other websites:

For downloading of Bidding Documents: www.tpb.gov.ph
For the actual posting of the requirement: www.philgeps.gov.ph

12 February 2024



ARNOLD T. GONZALES
Chairperson
Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Tourism Promotions Board (TPB) Philippines* wishes to receive Bids for the *Services of a Tour Operator for the TPB Membership Program 2024* identification number *[ITB No. 2024-012]*.

The Procurement Project (referred to herein as “Project”) is composed of **four (4) Lots**, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for the **2024 Corporate Operating Budget** in the total amount of **Six Million Eighty-Two Thousand Pesos Only (PhP6,082,000.00)**.

2.2. The source of funding is GOCC and GFIs, the proposed Corporate Operating Budget.

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 exceeding those allowed under the rules may participate pursuant to:
- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 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:
- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that: **Subcontracting is not allowed.**

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address or through videoconferencing/webcasting} 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 *[state relevant period as provided in paragraph 2 of the IB]* 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

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 **02 July 2024**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in **paragraph 7** of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in **paragraph 9** of the **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. **The evaluation of the eligibility documents shall also implement the GPPB Resolution 15-2021 as of 01 January 2022.**

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 Entity's 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 14** shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows: **One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.**
- 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

- 20.2 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

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause																					
5.3	For this purpose, contracts similar to the Project shall be: <ol style="list-style-type: none"> a. Services of a Tour Operator for the TPB Membership Program 2024. b. Completed within the last three (3) years prior to the deadline for the submission and receipt of bids. 																				
7.1	Subcontracting is not allowed.																				
12	The price of the Goods shall be quoted DDP within the Philippines or the applicable International Commercial Terms (INCOTERMS) for this Project.																				
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: Lots 1,2, 4, and 5 <ol style="list-style-type: none"> a. The amount of not less than to two percent (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee, or irrevocable letter of credit; or b. The amount of not less than to five percent (5%) of ABC if bid security is in Surety Bond. 																				
19.3	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">LOT NO.</th> <th style="text-align: center;">PARTICULARS</th> <th style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT (ABC)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>TPB Members' Familiarization Tour (Pampanga- Tarlac-Bataan)</td> <td>One Million Five Hundred Ninety-Two Thousand Five Hundred Pesos Only (PhP1,592,500.00)</td> </tr> <tr> <td style="text-align: center;">2</td> <td>TPB Members' Familiarization Tour (Zamboanga del Norte)</td> <td>One Million Eight Hundred Fifty-One Thousand Pesos Only (PhP1,851,000.00)</td> </tr> <tr> <td style="text-align: center;">4</td> <td>TPB Members' Seminars on Digital Marketing, Capacity Building and Skills Development (Region XI- Davao Region)</td> <td>One Million Five Hundred Forty-Six Thousand Pesos Only (PhP1,546,000.00)</td> </tr> <tr> <td style="text-align: center;">5</td> <td>TPB Members' Corporate Social Responsibility (CSR) Program (Zambales Province)</td> <td>One Million Ninety-Two Thousand Five Hundred Pesos Only (PhP1,092,500.00)</td> </tr> <tr> <td colspan="2" style="text-align: center;">TOTAL AMOUNT</td> <td>Six Million Eighty-Two Thousand Pesos Only (PhP6,082,000.00)</td> </tr> </tbody> </table>			LOT NO.	PARTICULARS	APPROVED BUDGET FOR THE CONTRACT (ABC)	1	TPB Members' Familiarization Tour (Pampanga- Tarlac-Bataan)	One Million Five Hundred Ninety-Two Thousand Five Hundred Pesos Only (PhP1,592,500.00)	2	TPB Members' Familiarization Tour (Zamboanga del Norte)	One Million Eight Hundred Fifty-One Thousand Pesos Only (PhP1,851,000.00)	4	TPB Members' Seminars on Digital Marketing, Capacity Building and Skills Development (Region XI- Davao Region)	One Million Five Hundred Forty-Six Thousand Pesos Only (PhP1,546,000.00)	5	TPB Members' Corporate Social Responsibility (CSR) Program (Zambales Province)	One Million Ninety-Two Thousand Five Hundred Pesos Only (PhP1,092,500.00)	TOTAL AMOUNT		Six Million Eighty-Two Thousand Pesos Only (PhP6,082,000.00)
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20.2	The certified true copy of the current and updated documents identified below shall be submitted within five (5) Calendar Days from the conduct of the post-qualification: <ol style="list-style-type: none">1. SEC/DTI Registration Certificate2. Articles of Incorporation (if applicable)3. Mayor's Permit4. Tax Clearance5. Audited Financial Statement
21.2	<i>None.</i>

*****Nothing Follows*****

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

5.1 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.

5.2 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>The delivery terms applicable to this Contract are delivered to <i>Tourism Promotions Board (TPB) Philippines</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</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. Margarita P. San Jose as the End-User unit and Mr. Aaron Christian A. Alarin and Ms. Edessa Joy L. Delegiro as the Project Officers.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements.</p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;

- d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

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.

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

	<p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of Section VI (Schedule of Requirements).</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within Section VI (Schedule of Requirements) of placing the order.</p>
	<p>Packaging –</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</p> <p>Name of the Supplier</p> <p>Contract Description</p> <p>Final Destination</p> <p>Gross weight</p> <p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>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>Transportation –</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 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>Intellectual Property Rights –</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	<p>The terms of payment shall be on per tranche; per lot basis. Please send the Statement of Account or Billing to the Tourism Promotions Board (TPB) Philippines after with the completion of the requirements stipulated in the technical specifications.</p> <p>Willing to provide services on a “send-bill” arrangement. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting</p>

documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations. Total cost should be based on actual expense. (ABC)

Billing statement to TOURISM PROMOTIONS BOARD PHILIPPINES, 4/F Legaspi Towers 300, Roxas Blvd., cor. P. Ocampo St., Malate, Manila 1104

Note: *The bidder is encouraged to have a Landbank account. Payment shall be made through an LBP bank deposit. Otherwise, bank charges shall be shouldered by the tour operator company.*

Lot No.	Particulars/ Milestones	Payment Scheme / Percentage of Payment
	1st tranche Completion of Site Validation and submission of approved itinerary, proof of reservation of accommodation and transportation for actual trip	30% of the total contract price
	2nd tranche Implemented actual trip and completion of deliverables of the program with final SOA, trip tickets, certification of project implementation and other corresponding documentary requirements	70% of the total contract price
	TOTAL CONTRACT PRICE (inclusive of service charge and all applicable taxes)	<u>100%</u>
2	1st tranche Completion of Site Validation and submission of approved itinerary, proof of reservation of accommodation and transportation for actual trip	30% of the total contract price
	2nd tranche Implemented actual trip and completion of deliverables of the program with final SOA, trip tickets, certification of project implementation and other corresponding documentary requirements	70% of the total contract price
	TOTAL CONTRACT PRICE (inclusive of service charge and all applicable taxes)	<u>100%</u>

	4	1st tranche Completion of Site Validation and submission of approved itinerary, proof of reservation of accommodation, transportation and event venue for the actual implementation	30% of the total contract price
		2nd tranche Implemented actual event and completion of deliverables of the program with final SOA, trip tickets, certification of project implementation and other corresponding documentary requirements	70% of the total contract price
		TOTAL CONTRACT PRICE (inclusive of service charge and all applicable taxes)	<u>100%</u>
	5	1st tranche Submission of proof of reservation of accommodation, transportation and approved program souvenir for the actual implementation	30% of the total contract price
		2nd tranche Implemented actual event and completion of deliverables of the program with final SOA, trip tickets, certification of project implementation and other corresponding documentary requirements	70% of the total contract price
		TOTAL CONTRACT PRICE (inclusive of service charge and all applicable taxes)	<u>100%</u>
4	The inspections and tests that will be conducted by the Tourism Promotions Board (TPB) Philippines.		

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site. All project dates of implementation are indicative and subject to change.

The contract shall commence from the date of receipt of Notice to Proceed (NTP) until the full implementation of all deliverables.

INDICATIVE PROJECT IMPLEMENTATION SCHEDULE

LOT NO.	PARTICULARS	INDICATIVE DATES
1	TPB Members' Familiarization Tour (Pampanga- Tarlac-Bataan)	Site Validation 13-16 May 2024 Actual Implementation 29 July - 01 August 2024
2	TPB Members' Familiarization Tour (Zamboanga del Norte)	Site Validation 03-06 June 2024 Actual Implementation 01-04 July 2024
4	TPB Members' Seminars on Digital Marketing, Capacity Building and Skills Development (Region XI- Davao Region)	Site Validation 26-28 June 2024 Actual Implementation 16-19 July 2024
5	TPB Members' Corporate Social Responsibility (CSR) Program (Zambales Province)	13-15 June 2024

Section VII. Technical Specifications

Technical Specifications

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.

LOT 1	<u>TPB MEMBERS' FAMILIARIZATION TOUR</u> <u>(Pampanga- Tarlac- Bataan)</u>	STATEMENT OF COMPLIANCE	
		COMPLY	NOT COMPLY
1	A. Site Validation (4D/3N) Accommodation -2 single rooms for 4 days and 3 nights for 2 pax at Business category or its equivalent (with breakfast)		
2	Land Transportation <ul style="list-style-type: none"> - One (1) van (2018 model or newer) with driver (inclusive of gas, parking fees, meals, accommodation and overtime fees). Vehicle should have umbrellas on standby. - Maximum use of 15 hours a day, in excess shall be charged to overtime but not to exceed 5 hours - First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) - Drivers must be fully vaccinated with at least one (1) booster and a negative antigen result taken 24 hours before the departure Itinerary: Day 1 - Manila - Pampanga Day 2- Pampanga to Tarlac Day 3- Bataan Day 4 - Bataan to Manila		
3	Full Board Meals Provision of AM/PM Snacks, Lunch and Dinner for 4 days for 6 pax (TPB personnel, DOT and LGU personnel) amounting to PhP 1,000.00/day/pax		

4	Tours and activities Tour program with tour guide/coordinator for 6 pax. Environmental, entrance fees, tour/activity fees should be included. Tour program/itinerary is subject to the approval of TPB.		
5	Travel Insurance Travel insurance with COVID-19 coverage worth PhP100,000.00 per pax		
6	Onsite-related expense Provision of incidental and onsite-related expenses of not more than PhP 15,000.00 for coordination meetings, delicacy tasting, communication/data allowance for TPB personnel, antigen kits and other miscellaneous expenses like additional participant, additional sites/activities to visit.		
7	B. Actual Tour (4D/3N) Accommodation Room accommodation for 25 pax at Business category or its equivalent for three (3) nights with daily breakfast based on twin sharing rooms.		
8	Land Transportation <ul style="list-style-type: none"> - 1 tourist bus (2018 model or newer) with driver (inclusive of gas, parking fees, meals, accommodation and overtime fees). - Provision of additional van for advance party for 4 days. - All vehicles should have umbrellas on standby. - Maximum use of 12 hours a day, in excess shall be charged to overtime but not to exceed 5 hours - Drivers must be fully vaccinated with at least one (1) booster and a negative antigen result taken 24 hours before the departure - First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) Itinerary: Day 1 - Manila - Pampanga Day 2- Pampanga to Tarlac Day 3- Bataan Day 4 - Bataan to Manila		
9	Tours and Activities <ul style="list-style-type: none"> - Incentivized, interactive and experiential tour offerings in the identified destination and product circuits with a focus on sustainable tourism; Should include food/delicacy making demo and tasting - Should include entrance fees, environmental fees, tour guide fees, gratuity/tip, donations to museum/chuches, and other miscellaneous fees 		

10	<p>Tour Guide and Coordinators</p> <ul style="list-style-type: none"> - Two (2) DOT- accredited tour guides with at least three (3) years of experience (submit the curriculum vitae and DOT Accreditation Certificate five (5) working days before the actual tour) <p style="padding-left: 40px;">Note: 1 tour guide for every 13 pax</p> <ul style="list-style-type: none"> - Two (2) tour coordinators with at least three (3) years of experience (submit the curriculum vitae upon submission of bid) 		
11	<p>Meals</p> <ul style="list-style-type: none"> - Incentivized welcome and farewell lunch/ dinner with cultural and musical entertainment - Lunch and Dinner all throughout the duration of the tour with one (1) round of drinks (choice of bottled water, juice or soft drinks) Menu is subject to approval of the TPB. - Highlight local cuisine or delicacy where possible <p>Breakdown of meals:</p> <ul style="list-style-type: none"> ● Day 1 <ul style="list-style-type: none"> Breakfast/AM Snacks x 25 pax Lunch x 25 pax PM Snacks x 25 pax Dinner x 25 pax ● Day 2 <ul style="list-style-type: none"> Breakfast/AM Snacks x 25 pax Lunch x 25 pax PM Snacks x 25 pax Dinner x 25 pax ● Day 3 <ul style="list-style-type: none"> Breakfast/AM Snacks x 25 pax Lunch x 25 pax PM Snacks x 25 pax Dinner x 25 pax ● Day 4 <ul style="list-style-type: none"> Breakfast/AM Snacks x 25 pax Lunch x 25 pax PM Snacks x 25 pax Dinner x 25 pax 		
12	<p>Travel Insurance</p> <p>Travel insurance with COVID-19 coverage worth PhP100,000.00 per pax</p>		
13	<p>Photo and video coverage</p> <p>Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated output stored in a Hard Drive. Should include:</p> <ul style="list-style-type: none"> - 2-3 minute editorial event highlight - 300 color-enhanced photos 		

	<ul style="list-style-type: none"> - Raw photos and videos - 20-25 event highlights photos immediately upon culmination of the tour for media release/socmed posting by TPB - Submitted photos and videos shall be fully owned by the TPB 		
14	<p>Provision of sustainable destination-based giveaways, tour shirt and sanitary kit</p> <ul style="list-style-type: none"> - 25 welcome kits/bags/travel necessities – tissue, wipes, 70 ml refillable sanitizer/alcohol, face masks, mints, mosquito repellent, face towel, visor or hat, water tumbler with branding of destination - 25 tour shirts - 25 locally-made and eco-friendly tokens/destination-based giveaways amounting to PhP 1,200.00/per person. - Should not show the tour operator’s logo. Subject to TPB’s approval 		
15	<p>Provision of banners</p> <p>Banners and appropriate bus signage, design/ specs subject to TPB’s approval</p>		
16	<p>Onsite-related expense</p> <p>Provision of incidental and onsite-related expenses not more than PhP 30,000.00 for coordination meetings, delicacy tasting, communication/data allowance for TPB personnel, and other miscellaneous expenses like additional participant, additional sites/activities to visit.</p>		
17	<p><u>Other Requirements:</u></p> <ul style="list-style-type: none"> - Provision of itinerary booklet and Directory of Participants and TPB Officials (Content and design subject to approval of TPB) - Provision of drinking water all throughout the program 		
18	<p>Must submit either a DOT – accreditation certificate or a provisional accreditation certificate together with the technical envelope.</p>		

I hereby certify to comply and deliver all of the above requirements provided on the Section VII. Technical Specification of these bidding documents.

Name of the Company

Signature over Printed Name
of the Authorized Representative

Date

LOT 2	<u>TPB MEMBERS' FAMILIARIZATION TOUR</u> <u>(Zamboanga del Norte)</u>	STATEMENT OF COMPLIANCE	
		COMPLY	NOT COMPLY
1	A. Site Validation (4D/3N) Domestic Air Tickets <ul style="list-style-type: none"> - Roundtrip domestic air tickets for 2 pax with 20 kilos check in baggage and 7 kilos hand carry baggage - Route: MNL- DPL-MNL - Restrictions: Rebookable, refundable 		
2	Accommodation 2 single rooms for 4 days and 3 nights for 2 pax at Business category or its equivalent (with breakfast)		
3	Land Transportation <ul style="list-style-type: none"> - Two (2) units of van (2018 model or newer) with driver (inclusive of gas, parking fees, meals, accommodation and overtime fees). - Vehicle should have umbrellas on standby. - Maximum use of 15 hours a day, in excess shall be charged to overtime but not to exceed 5 hours - Drivers must be fully vaccinated with at least one (1) booster and a negative antigen result taken 24 hours before the departure Itinerary: Van 1 Day 1- 4 - around Dipolog and Dapitan Van 2 Day 1 - Zamboanga to Dipolog Day 4 - Dipolog to Zamboanga		
4	Full Board Meals Provision of AM,PM Snacks, Lunch and Dinner for 4 days for 6 pax (TPB personnel, DOT and LGU personnel) amounting to PhP 1,000.00/day/pax		
5	Tours and activities Tour program with tour guide/coordinator for 6 pax. Environmental, entrance fees, tour/activity fees should be included. Tour program/itinerary is subject to the approval of TPB.		
6	Travel Insurance Travel insurance with COVID-19 coverage worth PhP100,000.00 per pax		
7	Onsite-related expense Provision of incidental and onsite-related expenses not more than PhP 15,000.00 for coordination meetings, delicacy tasting, communication/data allowance for TPB personnel, antigen kits and other miscellaneous expenses like additional participant, additional sites/activities to visit.		

8	<p>B. Actual Tour (4D/3N) Domestic Air Tickets</p> <ul style="list-style-type: none"> - Roundtrip domestic air tickets for 23 pax with 20 kilos check in baggage and 7 kilos hand carry baggage - Route: MNL- DPL-MNL - Restrictions: Rebookable, refundable 		
9	<p>Accommodation</p> <ul style="list-style-type: none"> - Room accommodation for 25 pax at Business category or its equivalent for three (3) nights with daily breakfast based on twin sharing rooms. 		
10	<p>Land Transportation</p> <ul style="list-style-type: none"> - 1 tourist bus (2018 model or newer) with driver (inclusive of gas, parking fees, meals, accommodation and overtime fees). - Provision of additional van for advance party for 4 days. - All vehicles should have umbrellas on standby. - Maximum use of 12 hours a day, in excess shall be charged to overtime but not to exceed 5 hours - Drivers must be fully vaccinated with at least one (1) booster and a negative antigen result taken 24 hours before the departure <p>Itinerary: Tourist Bus Day 1- 4 - around Dipolog and Dapitan</p> <p>Van Day 1 - Zamboanga to Dipolog Day 2-3 Around Dipolog and Dapitan Day 4 - Dipolog to Zamboanga</p>		
11	<p>Tours and Activities</p> <ul style="list-style-type: none"> -Incentivized, interactive and experiential tour offerings in the identified destination and product circuits with a focus on sustainable tourism; Should include food/delicacy making demo and tasting -Should include entrance fees, environmental fees, tour guide fees, gratuity/tip, donations to museum/chuches, and other miscellaneous fees 		
12	<p>Tour Guide and Coordinators</p> <p>Two (2) DOT- accredited tour guides with at least three (3) years of experience (submit the curriculum vitae and DOT Accreditation Certificate five (5) working days before the actual tour)</p> <p>Note: 1 tour guide for every 13 pax</p> <ul style="list-style-type: none"> - Two (2) tour coordinators with at least three (3) years of experience (submit the curriculum vitae upon submission of bid) 		

13	<p>Meals</p> <ul style="list-style-type: none"> - Incentivized welcome and farewell lunch/ dinner with cultural and musical entertainment - Lunch and Dinner all throughout the duration of the tour with one (1) round of drinks (choice of bottled water, juice or soft drinks) Menu is subject to approval of the TPB. - Highlight local cuisine or delicacy where possible <p>Breakdown of meals:</p> <ul style="list-style-type: none"> ● Day 1 <ul style="list-style-type: none"> Breakfast/AM Snacks x 25 pax Lunch x 25 pax PM Snacks x 25 pax Dinner x 25 pax ● Day 2 <ul style="list-style-type: none"> Breakfast/AM Snacks x 25 pax Lunch x 25 pax PM Snacks x 25 pax Dinner x 25 pax ● Day 3 <ul style="list-style-type: none"> Breakfast/AM Snacks x 25 pax Lunch x 25 pax PM Snacks x 25 pax Dinner x 25 pax ● Day 4 <ul style="list-style-type: none"> Breakfast/AM Snacks x 25 pax Lunch x 25 pax PM Snacks x 25 pax Dinner x 25 pax 		
14	<p>Travel Insurance</p> <ul style="list-style-type: none"> -Travel insurance with COVID-19 coverage worth PhP100,000.00 per pax 		
15	<p>Photo and video coverage</p> <ul style="list-style-type: none"> - Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated output stored in a Hard Drive. Should include - 2-3 minute editorial event highlight - 300 color-enhanced photos - Raw photos and videos - 20-25 event highlights photos immediately upon culmination of the tour for media release/socmed posting by TPB - Submitted photos and videos shall be fully owned by the TPB 		
16	<p>Provision of sustainable destination-based giveaways, tour shirt and sanitary kit</p>		

	<ul style="list-style-type: none"> - 25 welcome kits/bags/travel necessities – tissue, wipes, 70 ml refillable sanitizer/alcohol, face masks, mints, mosquito repellent, face towel, visor or hat, water tumbler with branding of destination - 25 tour shirts - 25 locally-made and eco-friendly tokens/destination-based giveaways amounting to PhP 1,200.00/per person. - Should not show the tour operator’s logo. Subject to TPB’s approval 		
17	Provision of banners - Banners and appropriate bus signage, design/ specs subject to TPB’s approval		
18	Onsite-related expense Provision of incidental and onsite-related expenses not more than PhP 30,000.00 for coordination meetings, delicacy tasting, communication/data allowance for TPB personnel, and other miscellaneous expenses like additional participant, additional sites/activities to visit.		
19	<u>Others Requirements:</u> <ul style="list-style-type: none"> ● Provision of itinerary booklet and Directory of Participants and TPB Officials (Content and design subject to approval of TPB) ● Provision of drinking water all throughout the program 		
20	Must submit either a DOT – accreditation certificate or a provisional accreditation certificate together with the technical envelope.		

I hereby certify to comply and deliver all of the above requirements provided on the Section VII. Technical Specification of these bidding documents.

Name of the Company

Signature over Printed Name
of the Authorized Representative

Date

LOT 4	<u>SEMINARS ON DIGITAL MARKETING, CAPACITY BUILDING AND SKILLS DEVELOPMENT (Region XI - Davao Region)</u>	STATEMENT OF COMPLIANCE	
		COMPLY	NOT COMPLY
1	A. Site Validation (3D/2N) Domestic Air Tickets <ul style="list-style-type: none"> - Round trip domestic air tickets for 2 pax with 20 kilos check in baggage and 7 kilos hand-carry baggage - Route: MNL- DVO-MNL - Note: Should be rebookable and refundable 		
2	Accommodation <ul style="list-style-type: none"> -Room accommodation for 3 days and 2 nights for 2 pax at business category or its equivalent (with breakfast) based on twin sharing. 		
3	Land Transportation <ul style="list-style-type: none"> - One (1) van (2018 model or newer) with driver (inclusive of gas, parking fees, meals, accommodation and overtime fees). - Vehicle should have umbrellas on standby. - Maximum use of 15 hours a day, in excess shall be charged to overtime but not to exceed 5 hours - Drivers must be fully vaccinated with at least one (1) booster and a negative antigen result taken 24 hours before the departure <p>Itinerary: Days 1 - 3 - Davao City and environs</p>		
4	Full Board Meals <ul style="list-style-type: none"> -Provision of AM,PM Snacks, Lunch and Dinner for 3 days for 4 pax amounting to PhP 1,500.00/day/pax 		
5	Travel Insurance <ul style="list-style-type: none"> -Travel insurance with COVID-19 coverage worth PhP100,000.00 per pax 		
6	Onsite-related expense <ul style="list-style-type: none"> -Provision of incidental and onsite-related expenses not more than PhP 15,000.00 for coordination meetings,, communication/data allowance for TPB personnel, antigen kits, tours, activities, tour guide fees and other miscellaneous expenses 		
7	B. Actual Conduct (4D/3N) <u>VENUE</u> <ul style="list-style-type: none"> -Preferably a TPB-member establishment located in Davao City -Must have a conference/function room that can accommodate 60 pax with consideration of social distancing measures - Must be able to provide in-house food & beverage 		

	<ul style="list-style-type: none"> -Must be able to offer interactive solutions for virtual, hybrid and physical meetings and events -Must provide all meeting space requirements, decoration, basic sound system/lights and equipment set up for the venue to include microphones, projectors with projector screens and LCD screens for directional signage and announcements and other advanced audiovisual technologies for the conduct of high-definition livestreams and webinars - Must provide high-speed internet for concurrent users on multiple devices and for high-definition live streaming purposes -Must allow the TPB organizing committee and designated technical supplier and online event platform supplier to set up and coordinate technical requirements with the property’s events and technical management support -Must have a venue for outdoor cocktails and dinner with entertainment (possibly in a neighboring property), with indoor venue as back up in the event of inclement weather -Must be compliant with safety standards and precautionary measures established by DOT for accommodation facilities and MICE venues. -Must ensure the safety and cleanliness of the premises -Provision of special areas and facilities for persons with disabilities (PWDs) within the conference venue (e.g. equipped with handrails and special walkway—internal and external – for participants in a wheelchair, etc.) 										
8	<p>Floor plan</p> <table border="1" data-bbox="416 1245 1086 1619"> <tr> <td data-bbox="416 1245 783 1323">Seminar Proper (Plenary)</td> <td data-bbox="783 1245 1086 1323">Half-moon</td> </tr> <tr> <td data-bbox="416 1323 783 1402">Lunch</td> <td data-bbox="783 1323 1086 1402">Round table</td> </tr> <tr> <td data-bbox="416 1402 783 1503">Seminar Proper (Workshop)</td> <td data-bbox="783 1402 1086 1503">Half-moon</td> </tr> <tr> <td data-bbox="416 1503 783 1619">Cocktails/Dinner</td> <td data-bbox="783 1503 1086 1619">Cocktail/dinner outdoor set up</td> </tr> </table>	Seminar Proper (Plenary)	Half-moon	Lunch	Round table	Seminar Proper (Workshop)	Half-moon	Cocktails/Dinner	Cocktail/dinner outdoor set up		
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9	<p>Tentative Schedule of Activities:</p> <table border="1" data-bbox="416 1659 1102 2016"> <thead> <tr> <th data-bbox="416 1659 703 1738">Date/Time</th> <th data-bbox="703 1659 1102 1738">Activity</th> </tr> </thead> <tbody> <tr> <td data-bbox="416 1738 703 1805">Night before event</td> <td data-bbox="703 1738 1102 1805">Ingress</td> </tr> <tr> <td data-bbox="416 1805 703 2016">8:30 AM</td> <td data-bbox="703 1805 1102 2016"> Registration Seminar Proper (Plenary) AM Snack </td> </tr> </tbody> </table>	Date/Time	Activity	Night before event	Ingress	8:30 AM	Registration Seminar Proper (Plenary) AM Snack				
Date/Time	Activity										
Night before event	Ingress										
8:30 AM	Registration Seminar Proper (Plenary) AM Snack										

		12:00 PM	Lunch Break		
		1:00 PM	Seminar Proper (Workshop) PM Snack		
		3:00 PM	Presentation of Outputs/Critique		
		4:30 PM	Synthesis and Closing		
		5:30 PM - onwards	Cocktails and Dinner <i>Note: Preferably a separate venue in a neighboring property</i>		
10	Required to submit floor plan and conference/meeting set-up upon receipt of Notice to Proceed (NTP).				
11	<u>FOOD & BEVERAGE</u>				
		Time	Requirements		
		Day 1: Arrival of Participants			
		PM	Welcome Dinner - Managed buffet dinner for 60 pax (min. 2 viands with soup/salad and dessert) - Coffee/tea/water - One round of iced tea		
		Day 2: Event Proper			
		AM	Snacks for 60 pax - Savory and sweet snacks - Free-flowing coffee/tea/water - One round of iced tea		
		Noon	Managed buffet lunch for 60 pax (min 3 viands with soup/salad and dessert) - Coffee/tea/water - One round of iced tea		

		PM	Snacks for 60 pax <ul style="list-style-type: none"> - Savory and sweet snacks - Free-flowing coffee/tea/water - One round of iced tea 		
		Dinner	Managed buffet dinner for 60 pax <ul style="list-style-type: none"> - One round of iced tea or local beverage - With acoustic or other local entertainment 		
12	<ul style="list-style-type: none"> -Menu to be approved by TPB -Must have a preventive management tool to ensure food safety (i.e. Hazard Analysis Critical Control Point-certified, etc.) -Uniformed and well-trained banquet service personnel and a dedicated Event Sales Leader to attend to all arrangements -Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.) -Final F&B minimum guarantee should be based on participants estimates one week before the event 				
13	<p>Domestic Air Tickets</p> <ul style="list-style-type: none"> -Round trip Air tickets (MNL-DVO-MNL) <p>No. of Pax: 7 pax (TPB Personnel) Type of Ticket: Economy</p> <ul style="list-style-type: none"> - With 20 kilograms baggage allowance per way per pax - Must be rebookable, transferable and refundable - Preferably via Philippine Airlines 				
14	<p>Accommodation with Transfers</p> <p>Room accommodation at Business category or its equivalent with daily breakfast for the following:</p> <ul style="list-style-type: none"> - 50 participants for 3 nights based on twin sharing - 2 TPB officials for 3 nights based on single occupancy - 5 TPB personnel for 4 nights based on twin sharing <p>Note: Must be in the same property of the seminar venue</p>				
15	<p>Land Transportation</p> <ul style="list-style-type: none"> - Two (2) units of van and two (2) units of coaster bus or one (1) tourist bus (2018 model or newer) with driver (inclusive of gas, parking fees, meals, accommodation and overtime fees). - All vehicles should have umbrellas on standby. - Maximum use of 12 hours a day, in excess shall be charged to overtime but not to exceed 5 hours 				

	- Drivers must be fully vaccinated with at least one (1) booster and a negative antigen result taken 24 hours before the departure												
16	<p>Itinerary:</p> <table border="1"> <thead> <tr> <th>Particulars</th> <th>No. of days needed</th> <th>Itinerary</th> </tr> </thead> <tbody> <tr> <td>Van 1 (for TPB Personnel)</td> <td>5 days</td> <td rowspan="3">Davao City and environs</td> </tr> <tr> <td>Van 2 (for TPB Officials)</td> <td>3 days</td> </tr> <tr> <td>Coaster buses (2) or tourist bus (1)</td> <td>1 day</td> </tr> </tbody> </table>	Particulars	No. of days needed	Itinerary	Van 1 (for TPB Personnel)	5 days	Davao City and environs	Van 2 (for TPB Officials)	3 days	Coaster buses (2) or tourist bus (1)	1 day		
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17	<p>Tours and Activities</p> <p>-One (1) day Davao City and environs tour</p> <p>-Incentivized, interactive and experiential tour offerings in the identified destination and product circuits with a focus on lesser- known attractions and sustainable tourism; should include food/delicacy making demo and tasting; should include property inspection</p> <p>-Should include entrance fees, environmental fees, tour guide fees, gratuity/tip, donations to museum/chuches, and other miscellaneous fees</p>												
18	<p>Tour Guide and Coordinators</p> <ul style="list-style-type: none"> - Five (5) DOT-accredited regional tour guides with at least three (3) years of experience (required to submit the curriculum vitae and DOT Accreditation Certificate five (5) working days before the actual tour) Note: 1 tour guide for every 10 pax - Two (2) tour coordinators with at least three (3) years of experience (submit the curriculum vitae upon submission of bid) 												
19	<p>Provision of Meals</p> <table border="1"> <thead> <tr> <th>No of Pax</th> <th>No. of Days</th> <th>Meals</th> </tr> </thead> <tbody> <tr> <td>5 pax (TPB Personnel)</td> <td>3 days</td> <td>Lunch, dinner and snacks P 1,500/day</td> </tr> <tr> <td>2 pax (TPB Officials)</td> <td>2 days</td> <td>Lunch, dinner and snacks P 1,500/day</td> </tr> </tbody> </table>	No of Pax	No. of Days	Meals	5 pax (TPB Personnel)	3 days	Lunch, dinner and snacks P 1,500/day	2 pax (TPB Officials)	2 days	Lunch, dinner and snacks P 1,500/day			
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2 pax (TPB Officials)	2 days	Lunch, dinner and snacks P 1,500/day											

20	Travel Insurance -Travel insurance with COVID-19 coverage worth PHP100,000.00 per pax		
21	Provision of sustainable destination-based giveaways -60 locally-made and eco-friendly tokens/destination-based giveaways amounting to PhP 1,000.00/per person -Should not show the tour operator’s logo. Subject to TPB’s approval		
22	Onsite-related expense -Provision of onsite-related expenses not more than PHP29,500.00 to cover coordination meetings, load card for TPB personnel, porter fees, excess baggage fees and other miscellaneous expenses.		
23	<u>Others Requirements:</u> -First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) -Provision of drinking water all throughout the program		
24	Must submit either a DOT – accreditation certificate or a provisional accreditation certificate together with the technical envelope.		

I hereby certify to comply and deliver all of the above requirements provided on the Section VII. Technical Specification of these bidding documents.

 Name of the Company

 Signature over Printed Name
 of the Authorized Representative

 Date

LOT 5	<u>TPB MEMBERS' CORPORATE SOCIAL RESPONSIBILITY PROGRAM (CSR)</u> <u>(Zambales Province)</u>	STATEMENT OF COMPLIANCE	
		COMPLY	NOT COMPLY
1	Actual Tour (3D/2N) Accommodation <ul style="list-style-type: none"> - 16 twin sharing room with breakfast (separate beds) - Must be located around San Narciso or San Felipe, Zambales 		
2	Land Transportation <ul style="list-style-type: none"> -One (1) unit of bus and one (1) unit of van (2018 model or newer) -Adequate to transport 45-49 persons with luggage compartment and driver -Inclusive of fuel, driver, toll, parking, and overtime fees -Inclusive of driver accommodation, meals and other expenses Itinerary: Day 1: TPB – Zambales Day 2: around Zambales (Botolan) Day 3: Zambales - TPB		
3	Other requirements: <ul style="list-style-type: none"> - First Aid kit on board - Provision of umbrella on board - Equipped with GPS or Waze and charge units for phones - Driver should have strong navigation skills - Draft itinerary provided (subject to change without prior notice) - Should the bus/van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour 		
4	Meals Day 1: <ul style="list-style-type: none"> - Packed breakfast meal with beverage for 30 pax - AM & PM Snacks for 30 pax - Lunch set with one (1) round of chilled drinks (soda, juice) for 30 pax - Incentivized dinner buffet with one (1) round of chilled drinks (soda, juice) for 30 pax Day 2: <ul style="list-style-type: none"> - AM & PM Snacks for 30 pax - Lunch set with one (1) round of soft drinks or juice for 30 pax - Incentivized dinner buffet with one (1) round of chilled drinks (soda, juice) for 30 pax Day 3: <ul style="list-style-type: none"> - AM & PM Snacks for 30 pax - Lunch set with one (1) round of chilled drinks (soda, juice) for 30 pax 		

	<p><i>*Menu to be approved by the TPB</i></p> <p><i>*Should include chips, candies/mint, distilled or purified drinking water onboard (for refilling purposes)</i></p>		
5	<p>CSR Welcome Kit and Souvenir</p> <p>Sanitary Kit for 30 pax</p> <ul style="list-style-type: none"> - Disposable raincoat, mosquito repellent, tissue, wet tissue, isopropyl alcohol spray, planting gloves, masks <p>Program Souvenir for 30 pax</p> <ul style="list-style-type: none"> - Sustainable/eco-friendly and/or destination-based program souvenir amounting to PHP 950.00 per head* - Should not show the tour operator's logo. Subject to TPB's approval 		
6	<p>Incentivized tours and activities with regenerative travel workshop</p> <ul style="list-style-type: none"> - Inclusion of community tour guides (1 guide for every 10 participants) and gratuity/tip, entrance fees, donations to museum/churches - Reforestation activities (Seed potting, tree planting, pond/irrigation building) - Immersion with the partner-community with snacks provided - Cooking demo (delicacy or local dish) - 1-day Mt. Pinatubo Tour via Botolan with 4x4 for 30 pax - Provision of agricultural equipment/items/school kits for the community and livestock (pair) for long-term donation to the community worth not more than PHP100,000.00* - Provision of program banner* <p><i>*Subject to TPB's approval</i></p>		
7	<p>Photo and Video Coverage</p> <p>Program photo and video coverage for 3 days with the following output:</p> <ul style="list-style-type: none"> - 200-250 color-enhanced photos - 3-4 minutes event highlight video in a google drive - Submission of raw videos and photos in an external drive 		
8	<p>Travel Insurance</p> <p>Travel insurance with COVID-19 coverage worth PHP100,000 per pax</p>		
9	<p>Provision of onsite related expense</p> <p>-Provision of incidental and other miscellaneous expenses amounting to PHP30,000.00 (communication allowance, coordination meeting, onsite-related expense, additional pax/food, other miscellaneous expense)</p>		
10	<p>Must submit either a DOT – accreditation certificate or a provisional accreditation certificate together with the technical envelope.</p>		

I hereby certify to comply and deliver all of the above requirements provided on the Section VII. Technical Specification of these bidding documents.

Name of the Company

Signature over Printed Name
of the Authorized Representative

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);

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;

or

Original copy of Notarized Bid Securing Declaration; **and**

- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) 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

- (g) 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**

- (h) 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

- (i) 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.

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

- (j) *[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.
- (k) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

II. FINANCIAL COMPONENT ENVELOPE

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

REQUIRED FORMS TO BE SUBMITTED BY BIDDERS

1. Bid Securing Declaration Form
2. Omnibus Sworn Statement

ADDITIONAL FOR GOODS

1. Bid Form for the Procurement of Goods
2. Price Schedule for Goods Offered from Within the Philippines
3. Statement of the Bidder of All Its Ongoing Government and Private Contracts
4. Statement of the Bidder's Single Largest Completed Contract (SLCC)

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION
Project Identification No.: *[Insert number]*

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Bid Form for the Procurement of Goods
[shall be submitted with the Bid]

BID FORM

Date : _____

Project Identification No. : _____

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount	Purpose of Commission or gratuity
---------------------------	--------	-----------------------------------

(if none, state "None")]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Statement of the Bidder of All Its Ongoing Government and Private Contracts

NAME OF THE PROCURING ENTITY: TOURISM PROMOTIONS BOARD (TPB) PHILIPPINES

PROJECT:

LOCATION OF THE PROJECT:

List of all Ongoing Government & Private Contracts within three (3) years including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid

Business Name : _____

Business Address : _____

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
Government								
Private								
Total Cost								

Note: This Statement shall be supported with:
 1. Notice of Award, Notice to Proceed, and/or Contract.

Submitted by:

Name of Representative of Bidder : _____
 (Printed Name and Signature)

Designation : _____
Date : _____

Statement of the Bidder's Single Largest Completed Contract (SLCC)

NAME OF THE PROCURING ENTITY: TOURISM PROMOTIONS BOARD (TPB) PHILIPPINES
PROJECT:

LOCATION OF THE PROJECT:

Single Largest Completed Contract (SLCC) similar to the Contract to be bid within three (3) years, the contract should be at least fifty percent (50%) of the ABC.

Business Name : _____
 Business Address : _____

Name of Contract	a. Owner's Name b. Owner's Name Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount of Award b. Amount of Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
Government						
Private						

Note: This Statement shall be supported with

1. Certificate of Project Completion which must be Satisfactory as additional supporting documents.

Submitted by:

Name of Representative of Bidder : _____
 (Printed Name and Signature)

Position : _____

Date : _____

