

PHILIPPINE BIDDING DOCUMENTS

**SERVICE PROVIDER FOR THE
MANAGEMENT OF THE
COCKTAIL RECEPTION AND
GALA DINNER OF THE
WORLD TRAVEL AWARDS
ASIA 2024 IN MANILA**



Government of the Republic of the Philippines

**Sixth Edition
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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. 2024-036

SERVICE PROVIDER FOR THE MANAGEMENT OF THE COCKTAIL RECEPTION AND GALA DINNER OF THE WORLD TRAVEL AWARDS ASIA 2024 IN MANILA

1. The **Tourism Promotions Board Philippines**, through the **2024 Approved Corporate Operating Budget** intends to apply the sum of **Ten Million Pesos Only (Php10,000,000.00)** being the ABC to payments under the contract for the **Service Provider for the Management of the Cocktail Reception and Gala Dinner of the World Travel Awards Asia 2024 in Manila /ITB No. 2024-036**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Tourism Promotions Board Philippines** now invites bids for the above Procurement Project. The schedule of delivery of the Goods is provided in **Section VI. Schedule of Requirements**. Bidders should have completed, **within the last five (5) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in **Section II (Instructions to Bidders)**.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from **Tourism Promotions Board** through its Bids and Awards Committee Secretariat via emails: **bac_sec@tpb.gov.ph** and/or **janet_villafranca@tpb.gov.ph** and inspect the Bidding Documents at the address given below during the office hours from **9:30am – 6:30pm**.

BAC Secretariat
Procurement and General Services Division
6F Five-Ecom Center, Harbor Drive, Mall of Asia Complex, Pasay City

5. A complete set of Bidding Documents may be acquired by interested Bidders on **11 July – 01 August 2024** by sending your request to **bac_sec@tpb.gov.ph** and/or **janet_villafranca@tpb.gov.ph** or **by downloading** through the **PhilGEPS** or **TPB website** and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Ten Thousand Pesos Only (Php10,000.00)**.

The 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 **Tourism Promotions Board Philippines** will hold a **Pre-Bid Conference on 19 July 2024 at 3:30 PM** through video conferencing or webcasting via **Zoom Virtual 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 **janet_villafranca@tpb.gov.ph**.

7. Bids must be duly received by the BAC Secretariat in a **sealed envelope** at the office address indicated below, on or before **01 August 2024 at 1:30 PM**. Late bids shall not be accepted.

**Procurement and General Services Division
Tourism Promotions Board
6F Five-Ecom Center, Harbor Drive, Mall of Asia Complex, Pasay City**

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

The **Main Envelope** shall be labelled as follows:

TECHNICAL AND FINANCIAL BID
< BAC Secretariat>
<Title of the Project/Project Identification No.>
< Company Name and Address of the Consultant>
DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>

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

TECHNICAL ENVELOPE
< BAC Secretariat>
<Title of the Project/Project Identification No.>
< Company Name and Address of the Consultant >
DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>

FINANCIAL ENVELOPE

<BAC Secretariat>

<Title of the Project/Project Identification No.>

< Company Name and Address of the Consultant >

DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>

The **Technical Envelope** shall contain **three (3) Envelopes** labeled as follows:

ORIGINAL

<BAC Secretariat>

<Title of the Project/Project Identification No.>

< Company Name and Address of the Consultant >

DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>

COPY 1

< BAC Secretariat>

<Title of the Project/Project Identification No.>

< Company Name and Address of the Consultant >

DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>

COPY 2

<BAC Secretariat>

<Title of the Project/Project Identification No.>

< Company Name and Address of the Consultant>

DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>

The **Technical Envelope** shall contain the following Legal, Technical, and Financial documents, Bidders are encouraged to **properly label each section of the Bids using tabs for the following:**

1. PhilGEPS Platinum Certificate (All pages)
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)

The **Financial Envelope** shall contain **three (3) Envelopes** labeled as follows:

ORIGINAL

Financial Envelope

<BAC Secretariat>

<Title of the Project/Project Identification No.>

< Company Name and Address of the Consultant>

DO NOT OPEN BEFORE: <Date and Time for the Opening of Financial Bid>

COPY 1

Financial Envelope

<BAC Secretariat>

<Title of the Project/Project Identification No.>

< Company Name and Address of the Consultant>

DO NOT OPEN BEFORE: <Date and Time for the Opening of Financial Bid>

COPY 2

Financial Envelope

<BAC Secretariat>

<Title of the Project/Project Identification No.>

< Company Name and Address of the Consultant>

DO NOT OPEN BEFORE: <Date and Time for the Opening of Financial Bid>

The **Financial Envelope** shall contain the following financial documents, Bidders are encouraged to **properly label each section of the Bids using tabs for the following:**

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

See Annex D: Diagram of Sealing and Marking of Bid Envelope

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 **01 August 2024 at 2:00 PM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Bidder who's Bid was declared the Single/Lowest Calculated Responsive Bid (S/LCRB) shall submit a third copy of the **Technical and Financial Bid**, upon the request of the Secretariat
11. The **Tourism Promotions Board 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 / Janet G. Villafranca
BAC Secretariat, Tourism Promotions Board
6/F Floor 5-ECOM Center, Harbor Drive, MOA Complex, Pasay City
Tel. Nos. 8525-9318 loc. 273 / 8525-9318 loc. 270
Email:roselle_romero@tpb.gov.ph/bac_sec@tpb.gov.ph/janet_villafranca@tpb.gov.ph
ax No. (02) 8526-5971

13. You may visit the following websites:

For downloading of Bidding Documents: www.philgeps.gov.ph or www.tpb.gov.ph

11 July 2024

(Sgd.)
ARNOLD T. GONZALES
Chairperson
Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **Tourism Promotions Board Philippines** wishes to receive Bids for the **Service Provider for the Management of the Cocktail Reception and Gala Dinner of the World Travel Awards Asia 2024 in Manila**, with identification number **ITB No. 2024-036**.

The Procurement Project (referred to herein as "Project") is composed of **One (1) Lot**, the details of which are described in **Section VII (Technical Specifications)**.

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **2024 Approved Corporate Operating Budget** in the amount of **Ten Million Pesos Only (PhP10,000,000.00)**.

2.2. The source of funding is: 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:

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 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 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 the last five (5) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

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 the **BDS**.
- 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 the **BDS**.

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 **29 November 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.

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 that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. management of events with minimum of 300 international and local participants with world-class entertainment featuring local talents b. completed within the last five (5) years prior to the deadline for the submission and receipt of bids.
7.1	Not applicable.
12	The price of the Goods shall be quoted DDP Manila or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than Two Hundred Thousand Pesos Only (PhP200,000.00) or 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 Five Hundred Thousand Pesos Only (PhP500,000.00) or five percent (5%) of ABC if bid security is in Surety Bond
19.3	The Project shall be awarded as one (1) contract.
20	<p>The original of the following documents shall be presented during the Post-Qualification:</p> <ol style="list-style-type: none"> 1. PHILGEPS Platinum Certificate (all pages) 2. Business/Mayor's Permit 3. SEC Registration and the Articles of Incorporation 4. Tax Clearance Certificate 5. Latest Audited Financial Statement 6. General Information Sheet 7. Board Resolution (reference to the Omnibus Sworn Statement and Secretary's Certificate) 8. Notice of Award or Contract or Notice to Proceed for ongoing projects (Reference to the List of Ongoing Projects submitted)

	Submit a certified true copy of documents in item nos. 2-7 within five (5) calendar days from the date of the post-qualification, as instructed by the Technical Working Group
21.2	No additional contract documents.

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 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 VII (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>For Goods supplied from within the Philippines: the delivery terms applicable to this Contract are delivered Manila. 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. Sheena Anjeli Botiwey</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 Requirement.</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts – Not Applicable</p>
	<p>Packaging – Not applicable</p>
	<p>Transportation – Not applicable</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 send bill arrangement</p> <ul style="list-style-type: none"> • 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 documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations. • Payment shall be made within 30 working days upon submission of the Statement of Account with complete supporting documents • The supplier is encouraged to have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not
4	The inspection of deliverables as necessary.

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.]

Item	Specification	Statement of Compliance (Comply or Not Comply)
1	Print 200 pcs A5 invitation with envelope for DOT/TPB’s VIPs/special guests on special paper (design and layout to be provided by TPB)	
2	Assist TPB in the conceptualization, management, and implementation of the Event Styling and Entertainment Repertoire Plan Note: Submit together with the technical bid, the list and portfolio of proposed entertainment acts, models, MC/Host, and DJ.	
	<p>a. Entertainment</p> <ul style="list-style-type: none"> - WTA requires a minimum of 3 different entertainment acts to perform in between award sections for approximately 5 minutes - Entertainers may include but are not limited to singers, performers, or an orchestra, and preferably those who have performed before an international audience in keeping with the overall conceptual approach and as approved by TPB. - Entertainers to be available for rehearsal 1 day before the event - Artists to bring their equipment and during rehearsal connect with the AV team to set up what is required 	

	<ul style="list-style-type: none"> - Entertainment will be subject to TPB's final approval 	
	<p>b. MC/Host</p> <ul style="list-style-type: none"> - To introduce guest presenters, announce award winners and entertainment - MC/Host should be one male and female duo who have experience in international/ national events and/or TV presenting experience - MC/Host must speak fluent English and Filipino - MC/Host should be available for rehearsal 1 day prior to the event 	
	<p>c. Models</p> <ul style="list-style-type: none"> - Event requires 6-8 models who have experience in events - Models/hostesses will be required to greet guests at the cocktail reception and assist them in finding their table for the gala ceremony as and when required - Models/hostesses will bring the trophies on and off stage to be presented to the award winners - Models/hostesses will wear full-length dresses or national dresses, and hair and makeup to be done professionally - Models/hostesses must be available 1 day before the event for a rehearsal 	
	<p>d. Music to be provided in the following instances:</p> <ul style="list-style-type: none"> - Cocktail reception and entry into the ballroom at the start of the ceremony - Background lounge music to be played throughout the ceremony when the awards are announced, music should be played when the winner is walking to stage - WTA to supply the production team with music files to play (approx. 100 songs) if necessary 	

	e. DJ for the after-party (with a minimum of 3 years experience)	
3	Event Management Team - Submit CV using the TPF 6	
	<ul style="list-style-type: none"> - Event Coordinator - Event Director - Stage Manager - Script Writer - Set and Stage designer - Creative artwork specialist - Production Director - Technical Director - Production Manager - Venue stylist (for social functions) 	
4	Physical and Technical requirements	
	<p>A. Cocktail Reception</p> <ol style="list-style-type: none"> 1. Minimum of two(2) 6x42" plasma screens (landscape) on stands which are USB compatible or laptops if no USB port is available 2. Plasma screens will show the table plans and guest names (saved in PDF) videos on a loop and PowerPoint slides of sponsors and partner logos. 3. Official photo walls and media booth areas are often placed within the cocktail reception if no space within the gala ceremony area 4. High cocktail tables with decoration (1x table to be used by organization staff for registration and 1x table to be used at winners' photo wall by WTA staff) 5. Red carpet and stanchions 	

	<p>B.Stage Design</p> <ol style="list-style-type: none"> 1. The main stage must be large enough to accommodate MCs, award recipients, models, and entertainment. Must also allow a maximum number of tables in the ballroom or area. 2. 3 sets of stage stairs; large middle set front of the stage, backstage left and backstage right Edges or stairs to be marked with tape or similar for health and safety. 3. Stage Set-up, subject to adjustments of LED size, depending on the final venue 	
	<p>C.Printed Branding</p> <ol style="list-style-type: none"> 1. Podium <ul style="list-style-type: none"> - to be supplied by venue or AV (1x Podium if 1 MC). Preferably a digital podium for us to design a cover Podium to be boxed in as per images. The podium must always be flat and/or have a lip to avoid envelopes slipping 2. Photo walls <ul style="list-style-type: none"> - 2x photo walls usually W 6m x H 3m, but subject to change depending on the size of space available. Please provide the dimensions according to location. Photo wall no. 1, to be placed in cocktail/ pre-function area, when guests arrive. Photo wall no. 2 can be in the dining area if sufficient space or immediately outside the event area. Photo wall no. 2 will be used for photographs of winners just after collected their award off stage. Production team to build a suitable frame to finish the look. Both walls must be well-lit. 3.360 photo and video booth or glambot to be set up near the photo walls or at the cocktail area 4.<i>Media Interview booth</i>: w2.5m x H2.5m. Booths are to be placed alongside each other and to all have an appropriate frame built around them. WTA to confirm the quantity, depending on the final location. 	

	<p><i>Note:</i></p> <ul style="list-style-type: none"> - All printed materials must be suitable for photography, i.e should not reflect much light as to allow for logos to stand out and better quality. These also need to be hung against a frame (ideally plywood) so that the print can be fixed to a rigid board surface so there is no creasing. We advise all printed materials to be printed on cloth or matt lamination to prevent glare from camera flashes. - The graphics for all the above will be designed by the WTA team in London and emailed to the awarded EMC for print and installation. - All printed branding such as photo walls and media booths are to have black carpeted platforms at approximately 15cm in height, width to be approximately 1 meter, and length dependent on size. These are to be built and installed by the production team. 	
	<p>D. Provide a venue for rehearsal with the complete technical and physical requirements mentioned herein.</p>	
	<p>E. <i>Backstage area:</i> This area should be out of public view and should be big enough to hold all the stand-by entertainers, 6-8 models, trophy tables (approximately 4x6ft tables), and 2x WTA staff. Backstage must have sufficient lighting, stage equipment packed away safely and securely, cables and connections to be covered for health and safety, chairs and refreshments (water and soft drinks)</p>	
	<p>F. <i>Ballroom decoration:</i> Decoration of the ballroom is required to be a high standard to fit in with the caliber of attendees. Display of local culture and colors is encouraged. Round table banqueting tables and chairs (8 pax) with tablecloths, runners, and chair covers, finished with a decorative floral arrangement or centerpiece. Each table to be displayed with table number stand supplied by the venue and a branded menu for each guest (WTA</p>	

	TWG will finalize sign prior to printing). Red carpet as a walkway for guests to the stage when they get their trophy.	
	G. Provide the necessary equipment	
	<p><i>1. Equipment</i></p> <ul style="list-style-type: none"> - 1x roaming videographer for the cocktail reception and around the main room for the tables (not required when WTA and house videographer are onsite). - 1x vision mixer/switcher and operator. This mixer enables a switch between several different sources and mixes so we can switch between the live feed, PowerPoint slides, and videos. Playback Pro should be used when video cueing and playing - 2x pre-view monitors and 2x laptops in the audio-visual booth. It is preferred that lighting, sound, and AV engineers are seated next to each other in the same technical box - 1x backstage monitor and speaker - 1x professional video camera and operator to film the entire ceremony. Please ensure that these cameras are manually operated and not on an automatic focus. Cameras are to also supply a live feed to the above-mentioned projections screens. Footage of the event is to be given to us immediately after the ceremony on a hard drive which the EMC will supply. -3x professional cameras, operators, and handheld microphones for the media interview enclosure which is off-stage and next to the photo wall. These video interviews will feature on YouTube, therefore need to be in the following format .mov/.mp4/.avi with a resolution and aspect ratio of 720p: 1280x720 (preferred) or 1080p: 1920x1080. All footage is to be saved immediately after the ceremony and copied onto the hard drive supplied by the event organizers. They are not required to do edit these videos; we will do this. Electricity is needed in this area. A videography brief will be given to assigned videographers on event day by an organizing representative 	

	<ul style="list-style-type: none"> -1x professional digital photographer dedicated to the photo wall photographs to be downloaded to the organizer's staff laptop at the end of the night. A photography brief will be given on event day by an organizing representative - Provide all the necessary cabling for the entire production and for all recording to be in HD 	
	<p><i>2. Lighting and sound</i></p> <p>a. Cocktail Reception: microphone and stand for speeches and/or announcements (PA system); relaxed/mood lighting</p> <p>b. Gala Dinner</p> <ul style="list-style-type: none"> - PA system - 2x gooseneck microphones at each podium (reduce to one if only one host) - 2x handheld microphones in the tech box for voice-over introductions and as a backup (reduce to one host) - Generic/warm theatrical lighting to give general cover for the stage and band areas - All lighting/sound requirements of band/performers as per their technical riders - Speakers are to be flown/hung from trusses to allow for overall sound. Not on the floor at the front of the stage or on stands around the room. - Lighting in the audio-visual booth area -Uplighting for 2x photo walls - Up-lighting for 3x interview booths - Lighting for the backstage area 	
5	The winning bidder will coordinate with TPB and WTA Technical Working Group for the final program scenario and script.	
6	Produce and execute the shooting and pre-recordings of the messages of key officials or other speakers' messages should the need arise	
7	Document in video and photo formats of the event for submission to the following:	

	<p>a. WTA TWG: raw footage of the event saved in an external hard drive to be provided by the EMC; the WTA team will be the one to edit</p> <p>b. TPB TWG: 1 same-day edit (SDE) video to be presented during the dinner and 1 video with highlights of the event (2-3minute) for social media posting and all raw footage saved in an external hard drive to be provided by the EMC</p>	
8	Final dry run/technical check of the program scenario to be presented for final approval of TPB before the event	
9	Submit the end report, recordings of the activities, videos, and final cut (2-3 minute video highlights) to TPB after the event	
10	The TPB shall have full ownership of all the data gathered and presented (both in hard and softcopy files) from the event	
11	All records are regarded as confidential and therefore will not be divulged to any third party without prior written approval of TPB. The TPB has the right to request sight of, and copies of all records kept, on the provision that the company is given reasonable notice of such a request	
12	Ensure the privacy and security of all confidential, privileged personal information, and/or sensitive information in accordance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2021 and its Implementing Rules and Regulations	
13	Bidders will be required to make a presentation (maximum of 20 minutes) of their Planned Approach	
14	<p>The winning bidder should:</p> <p>a. Secure all necessary permits for any song and/or videos owned by 3rd party;</p> <p>b. Provide all logistical requirements of the entertainers and their production team</p>	

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

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

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **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 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

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

II. FINANCIAL COMPONENT ENVELOPE

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

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

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

