

# **PHILIPPINE BIDDING DOCUMENTS**

# **SUPPLY AND DELIVERY OF LOGISTICAL REQUIREMENTS AND MANAGEMENT OF THE 2025 PHILIPPINE BUSINESS MISSION IN JAPAN**

**ITB NO. 2024-003 EPA  
(EARLY PROCUREMENT ACTIVITIES)**



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. 2024-003 EPA**

**SUPPLY AND DELIVERY OF LOGISTICAL REQUIREMENTS AND MANAGEMENT OF THE 2025 PHILIPPINE BUSINESS MISSION IN JAPAN**

1. The **Tourism Promotions Board Philippines**, through the **2025 Proposed Corporate Operating Budget** intends to apply the sum of **Fifteen Million Eight Hundred Forty-One Thousand One Hundred One Pesos and 79/100 Only (PhP15,841,101.79)** being the ABC to payments under the contract for the **Early Procurement Activities** for the **Supply and Delivery of Logistical Requirements and Management of the 2025 Philippine Business Mission in Japan /ITB No. 2024-003 EPA**. 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 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 **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 Management Division  
6F Five Ecom Center, Harbor Drive, Mall of Asia Complex, Pasay City**

5. **11 November - 03 December 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 TPBPHL 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 **Twenty-Five Thousand Pesos Only (Php25,000.00)**.

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 November 2024 at 3:00 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 **in a sealed envelope** and shall be duly received by the BAC Secretariat at the office address indicated below, on or before **03 December 2024 at 3:00 PM**. Late bids shall not be accepted.

**Procurement Management Division**  
**Tourism Promotions Board Philippines**  
**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 Bids **Main Envelope** shall be labelled as follows:

**TECHNICAL AND FINANCIAL BID**  
**< BAC Chairperson >**  
**<Title of the Project/Project Identification No.>**  
**< Company Name and Address of the Bidder >**  
**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 Chairperson >

<Title of the Project/Project Identification No.>

< Company Name and Address of the Bidder>

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

**FINANCIAL ENVELOPE**

<BAC Chairperson >

<Title of the Project/Project Identification No.>

< Company Name and Address of the Bidder>

**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 Chairperson >

<Title of the Project/Project Identification No.>

< Company Name and Address of the Bidder>

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

**COPY 1**

<BAC Chairperson >

<Title of the Project/Project Identification No.>

< Company Name and Address of the Bidder>

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

**COPY 2**

<BAC Chairperson >

<Title of the Project/Project Identification No.>

< Company Name and Address of the Bidder>

**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. Computation of the NFCC or Line of Credit
8. Joint Venture Agreements (if applicable)

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

**ORIGINAL**

**Financial Envelope**

**<BAC Chairperson >**

**<Title of the Project/Project Identification No.>**

**< Company Name and Address of the Bidder>**

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

**COPY 1**

**Financial Envelope**

**<<BAC Chairperson >**

**<Title of the Project/Project Identification No.>**

**< Company Name and Address of the Bidder>**

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

**COPY 2**

**Financial Envelope**

**<BAC Chairperson >**

**<Title of the Project/Project Identification No.>**

**< Company Name and Address of the Bidder>**

**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)

**The Financial Bid will be considered incomplete, non-responsive, and automatically disqualified if it does not indicate the bid price in all of the required items in the Bidding Documents, in accordance with Section 32.2.1 (a) of the 2016 revised IRR of RA No. 9184.**

***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 **03 December 2024 at 3:30 PM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

**BAC Meeting Room**  
**Tourism Promotions Board Philippines**  
**6F Five Ecom Center, Harbor Drive, Mall of Asia Complex, Pasay City**

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 Philippines  
6/F Floor Five-Ecom Center, Harbor Drive, Mall of Asia Complex, Pasay City  
Tel. Nos. 8525-9318 loc. 273 / 8525-9318 loc. 270  
Email: [roselle\\_romero@tpb.gov.ph](mailto:roselle_romero@tpb.gov.ph)/[bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph)/[janet\\_villafranca@tpb.gov.ph](mailto: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](http://www.philgeps.gov.ph) or [www.tpb.gov.ph](http://www.tpb.gov.ph)

11 November 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 **Early Procurement Activities** for the **Supply and Delivery of Logistical Requirements and Management of the 2025 Philippine Business Mission in Japan**, with identification number **ITB No. 2024-003 EPA**

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 **2025 Proposed Corporate Operating Budget** in the amount of **Fifteen Million Eight Hundred Forty-One Thousand One Hundred One Pesos and 79/100 Only (PhP15,841,101.79)**

2.2. The source of funding is: 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:

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 three (3) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

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

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

## 12. Bid Prices

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 **03 April 2025**. 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"> <li>a. Organization and implementation of events abroad with international participation or audience.</li> <li>b. completed <b>within the last three (3) years</b> prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	Not applicable.
12	The price of the Goods shall be quoted DDP <b>Tokyo, Osaka, and Nagoya, Japan</b> 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"> <li>a. The amount of not less than <b>Three Hundred Sixteen Thousand Eight Hundred Twenty-Two Pesos and 04/100 Only (PhP316,822.04) or two percent (2%)</b> of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>Seven Hundred Ninety-Two Thousand Fifty-Five Pesos and 09/100 Only (PhP792,055.09) or five percent (5%)</b> of ABC if bid security is in Surety Bond</li> </ul>
19.3	The Project shall be awarded as one (1) contract.
20	<p>The original copy of the following documents shall be presented during the Post-Qualification:</p> <ol style="list-style-type: none"> <li>1. PHILGEPS Platinum Certificate (all pages)</li> <li>2. Business/Mayor's Permit</li> <li>3. SEC Registration and the Articles of Incorporation</li> <li>4. Tax Clearance Certificate</li> <li>5. Latest Audited Financial Statement</li> <li>6. General Information Sheet</li> <li>7. Board Resolution (reference to the Omnibus Sworn Statement and Secretary's Certificate)</li> <li>8. Notice of Award or Contract or Notice to Proceed for ongoing projects (Reference to the List of Ongoing Projects submitted)</li> </ol>

	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><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>For Goods supplied from within the Philippines: the delivery terms applicable to this Contract are delivered in <b>Osaka, Tokyo, and Nagoya, Japan</b>. 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 <b>Mss. Hannah S. Yabyabin or Coryne Angela Señeres</b>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of 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><b>Spare Parts – Not Applicable</b></p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p>

	<p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p>
	<p>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>The outer packaging must be clearly marked on at least four (4) sides as follows:  Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>

2.2

The terms of payment shall be as follows:

	Particulars	Payment Scheme
First Tranche	<p>Upon submission of proof of bookings/reservations of at least:</p> <ul style="list-style-type: none"> <li>● Official Venue for the B2B</li> <li>● Transportation Requirements</li> <li>● Accommodations for DOT Local Hires</li> <li>● Other booked services;</li> </ul> <p>Submission and approval of proposed menu, venue layout and set-up, and list of performers.</p>	50%
Second Tranche - Final Payment	Upon full delivery of services as indicated in the Technical Specifications and submission of final SOA/invoice with necessary supporting documents	50%
Total		100%

4

The inspections and tests that will be conducted are: *not applicable*



## **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	<p><b><u>Venue Rental</u></b></p> <ol style="list-style-type: none"> <li>1. 5-star hotel or similar category located in Tokyo, Nagoya, and Osaka</li> <li>2. Has a ballroom that can be dressed up, can be installed with stage and has enough space for a classroom set-up</li> <li>3. Can accommodate at least 200-300 guests for banquets or larger corporate events.</li> <li>4. Multiple rooms of varying sizes to accommodate smaller meetings and breakout sessions.</li> <li>5. Each room should be equipped with high-speed internet, ceiling projectors, screens, teleconferencing capabilities, and audio systems. Ideally, provide an event tech support team onsite.</li> <li>6. Movable walls to combine or partition spaces as needed.</li> <li>7. Capable of serving meals for all event spaces, with options for various dietary needs.</li> <li>8. Spacious, discreet hallways and elevators for staff and service deliveries to ensure efficient and unobtrusive operation.</li> <li>9. Ample parking spaces with EV charging stations.</li> </ol> <p><b><u>Venue Requirements</u></b></p> <ol style="list-style-type: none"> <li><b>1. Briefing with the Philippine Delegation</b> <ul style="list-style-type: none"> <li>• Registration Counter in front of the Briefing Room With tables and chairs and provision for electric outlets</li> </ul> </li> </ol>	



	<ul style="list-style-type: none"> <li>• Briefing Room <ul style="list-style-type: none"> <li>- Classroom set-up for 80 pax</li> <li>- With wifi and provision for electric outlets</li> <li>- Basic A/V system</li> <li>- Stage set-up</li> <li>- LCD Projector with Screen</li> <li>- With refreshments</li> </ul> </li> </ul> <p><b>2. Philippine Seminar</b></p> <ul style="list-style-type: none"> <li>• Registration Counter in front of the Seminar Room <ul style="list-style-type: none"> <li>- With tables and chairs and provision for electric outlets</li> </ul> </li> <li>• Seminar Room <ul style="list-style-type: none"> <li>- Classroom set-up for 150 pax</li> <li>- With wifi and provision for electric outlets</li> <li>- Basic A/V system</li> <li>- Stage set-up</li> <li>- LCD Projector with Screen</li> <li>- With refreshments</li> </ul> </li> </ul> <p><b>3. B2B Networking Meetings</b></p> <ul style="list-style-type: none"> <li>• Registration Counter in front of the B2B Room <ul style="list-style-type: none"> <li>- With tables and chairs and provision for electric outlets</li> </ul> </li> <li>• B2B Networking Room <ul style="list-style-type: none"> <li>- With forty (40) IBM Tables with four (4) chairs each</li> <li>- With wifi and provision for electric outlets</li> <li>- Basic A/V system</li> <li>- Stage set-up</li> <li>- LCD Projector with Screen</li> <li>- With refreshments</li> </ul> </li> </ul> <p><b>4. Cocktail Room</b> - With cocktail tables for 200 pax</p> <p><b>5. Philippine Reception Room</b></p> <ul style="list-style-type: none"> <li>- With cocktail tables for 200 pax</li> <li>- With two (2) VIP tables with dedicated wait staff</li> <li>- Basic A/V system</li> <li>- Stage set-up</li> <li>- LCD Projector with Screen</li> </ul> <p><b>6. Secretariat Room</b></p> <ul style="list-style-type: none"> <li>- With tables and chairs for 20 pax</li> <li>- With wifi and provision for electric outlets</li> <li>- With hot and cold water dispenser</li> <li>- With clothes rack</li> </ul>	
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	<p><b>7. Holding Area for Performers</b></p> <ul style="list-style-type: none"> <li>- With tables and chairs for 20 pax</li> <li>- With wifi and provision for electric outlets</li> <li>- With hot and cold water dispenser</li> <li>- With clothes rack</li> </ul> <p><b>8. Coat Check / Baggage Counter</b> - With clothes rack</p>	
2	<p><b><u>Food &amp; Beverage Requirements</u></b></p> <p><b>1. Briefing with the Philippine Delegation</b> Lunch for 80 pax (estimate: JPY 3500.00/pax)</p> <ul style="list-style-type: none"> <li>- Obento lunch boxes with drinks</li> <li>- Free-flowing brewed coffee/ tea/water</li> </ul> <p><b>2. B2B Networking Meetings</b></p> <ul style="list-style-type: none"> <li>- Free-flowing brewed coffee/ tea/water</li> </ul> <p><b>3. Cocktails</b></p> <ul style="list-style-type: none"> <li>- With snack menus (preferably with pastries, canapés, assorted sandwiches, fruits and/or nuts) and cocktail drinks for 200 pax (preferably Filipino drinks)</li> </ul> <p><b>4. Philippine Reception</b></p> <ul style="list-style-type: none"> <li>- Filipino-inspired buffet</li> <li>- 20% provision for vegetarian, gluten-free, etc.</li> <li>- F&amp;B set-up and menus must adhere to the theme and concept of the event</li> </ul> <p><b>5. Secretariat and Performer Area</b></p> <ul style="list-style-type: none"> <li>- Free-flowing brewed coffee/ tea/water</li> </ul>	
3	<p><b>Venue Setting</b></p> <p>Organizing, designing, facilitating and set-up of the venue, complete with the technical requirements (i.e. lighting, audio-visual equipment, sound system, PA system, microphones, holding area for the performers, etc.)</p>	
4	<p>Implementation and management of the overall program scenario / itinerary for the activities:</p> <ol style="list-style-type: none"> <li>1. Coordination with the assigned TPB Officials/Officers, PDOT Japan Officers for the finalization of the program and speakers.</li> <li>2. Creation of program flow, detailed scenario and script based on the approved program.</li> <li>3. Provision of emcees, student interpreters and simultaneous interpreters <ul style="list-style-type: none"> <li>• Emcee (1 pax per city) (should be proficient both in English and Japanese)</li> </ul> </li> </ol>	

	<ul style="list-style-type: none"> <li>• University student interpreters (30 pax per city)</li> </ul> <p><b><i>*student IDs to be submitted as part of the supporting documents as part of payment processing.</i></b></p> <ul style="list-style-type: none"> <li>• Simultaneous interpreters for the seminar, meeting and reception (2 pax per city)</li> <li>• Project Coordinators (1 pax per city who will work closely with TPB/PDOT Japan offices before, during, and after the event)</li> </ul> <p>5 Coordination with TPB and PDOT Japan the management of invitation to Japanese buyers/partners</p> <p>6 Provision of event coverage and assistance including recording, and editing the video recording of the speech/talk of the speaker, as necessary.</p> <p>7 Documentation in photos and videos of all activities for submission to TPB in JPEG/MPEG format saved in an external hard drive</p> <p>8 Arrangement of technical rehearsal/run at least before the start of the program in coordination with the assigned TPB Officer/s.</p> <p>9 Provision of an Event Management/Service Provider Team, with a minimum experience of three (3) years, who shall coordinate, oversee the light, sound, audio-visual, scenery, technical requirements, staging, performances and other elements and requirements of the overall event. The EMC shall source the appropriate events management experts, technical practitioners, etc. required to implement the overall program scenario which should include the following:</p> <ul style="list-style-type: none"> <li>• One (1) Project Manager</li> <li>• One (1) Stage Manager</li> <li>• One (1) Technical Director</li> <li>• One (1) Script Writer</li> <li>• At least two (2) Administrative/Project Officers with at least one (1) year of relevant experience</li> </ul> <p><i>Note:</i>  <i>CVs of the above-mentioned key personnel should be included in the bid submission of the technical envelope</i></p> <p><i>Bidders may recommend additional personnel deemed fit for the team following the scope of work and deliverables</i></p>	
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5	<p><b>Documentation Requirements</b></p> <p>Provision of a professional photographer and videographer/cameraman to cover and document all activities of PBM in Japan wherein TPB will have full ownership of all the recorded materials (photographs and videos). EMC to submit the raw and edited photos and recorded videos of the entire program - submission of the highlight of the events to be submitted (7) calendar days after the event.</p>	
6	<p><b>Physical and Technical Requirements</b></p> <p>1. Overall venue décor/execution for the event to include, but not limited to:</p> <ul style="list-style-type: none"> <li>• Stage set-up, design, and decorations (as needed per activity)</li> <li>• Venue styling, but not limited to: <ul style="list-style-type: none"> <li>○ Sellers Board/Directory/Floor Plan</li> <li>○ Directional signages</li> <li>○ One (1) Photowall</li> <li>○ At least ten (10) Pull-up Banners</li> <li>○ Table Numbers and Company Names (for the table numbers and company name, it should be printed back-to-back)</li> </ul> </li> <li>• One (1) Registration counter</li> <li>• Digital timer during the B2B networking with a cue to indicate the start and end of a B2B session (cue sound for approval of TPB)</li> </ul> <p>2. Provide the following equipment and coordinate with the technical team of the venue for the set up and installation of all physical and technical requirements, if need be.</p> <p>a. Briefing with Philippine Delegation</p> <ul style="list-style-type: none"> <li>○ LCD projector with screen</li> <li>○ Basic audio-visual (speakers, wireless microphones, etc.) and lighting system</li> <li>○ Laptops (Mac and windows) with appropriate connectors</li> <li>○ Appropriate cables and video adapters (VGA, HDMI, etc.);</li> <li>○ Presentation Clicker/Laser Pointer/Easel</li> <li>○ Internet connection (75-100 mbps)</li> </ul> <p>b. Philippine Seminar</p> <ul style="list-style-type: none"> <li>○ Stage set-up</li> <li>○ LED Screen / LCD projector with screen</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Basic audio-visual (speakers, wireless microphones, etc.) and lighting system</li> <li>○ Laptops (mac and windows) with appropriate connectors</li> <li>○ Presentation Clicker/Laser Pointer/Easel</li> <li>○ Appropriate cables and video adapters (VGA, HDMI, etc.);</li> <li>○ Internet connection (75-100 mbps)</li> </ul> <p>c. B2B Networking</p> <ul style="list-style-type: none"> <li>○ Stage set-up</li> <li>○ LED Screen / LCD projector with screen</li> <li>○ Basic audio-visual (speakers, wireless microphones, etc.) and lighting system</li> <li>○ Laptops (mac and windows) with appropriate connectors</li> <li>○ Appropriate cables and video adapters (VGA, HDMI, etc.);</li> <li>○ Technical booth</li> <li>○ Internet connection</li> <li>○ Directory of Philippine Sellers signage or panel board (with QR code)</li> <li>○ All needed signages and/or marquees</li> </ul> <p>d. Cocktails</p> <ul style="list-style-type: none"> <li>○ Cocktail tables for 200 pax</li> <li>○ Mini stage set-up</li> </ul> <p>e. Philippine Reception</p> <ul style="list-style-type: none"> <li>○ Stage set-up</li> <li>○ LED Screen / LCD projector with screen</li> <li>○ Basic audio-visual (speakers, wireless microphones, etc.) and lighting system</li> <li>○ Laptops (mac and windows) with appropriate connectors</li> <li>○ Appropriate cables and video adapters (VGA, HDMI, etc.);</li> <li>○ Technical booth</li> <li>○ Internet connection</li> <li>○ Cocktail Tables for 200 pax and two (2) VIP tables with chairs</li> <li>○ All needed signages and/or marquees</li> </ul> <p>f. Secretariat Room</p> <ul style="list-style-type: none"> <li>○ Should be enclosed and well-lit</li> <li>○ With clothes rack</li> <li>○ With free-flowing water, coffee and tea</li> </ul>	
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	<p>g. Holding Area for the Performers</p> <ul style="list-style-type: none"> <li>○ Should be enclosed and well-lit</li> <li>○ With clothes rack</li> <li>○ With free-flowing water, coffee and tea</li> </ul>	
8	<p><b>Production Requirements</b></p> <ol style="list-style-type: none"> <li>1. At least five (5) Filipino performers either based in Japan or the Philippines (2 singers, 3 dancers/ethnic musical instruments players and production group) with at least 1 year of experience performing in international business/professional/corporate audience.</li> <li>2. Length of show: 30 minutes per city (Philippine Reception)</li> <li>3. The music genre should be fit for an international audience and would include Filipino culture and tradition</li> <li>4. Proposed program and list of performers and repertoire to be submitted 5 calendar days from receipt of NOA for approval of TPB/PDOT Japan Office.</li> <li>5. Logistical Requirements: <ol style="list-style-type: none"> <li>a. Accommodations with breakfast for the performers during the group's stay in Japan (preferably same hotel where the TPB delegation is billeted)</li> <li>b. International air tickets, if necessary (rebookable, reroutable and refundable), as necessary</li> <li>c. Travel insurance for the duration of the performers and production group's stay, as necessary</li> <li>d. Professional fee or allowance/per diem at USD 75.00/person/day of all the non-Japan based performers and production group for the duration of travel dates</li> <li>e. Extra baggage allowance, as needed (approximately USD 120/piece, maximum of 23 kg per piece)</li> <li>f. Visa application, as necessary</li> <li>g. inland transportation for the duration of the event</li> <li>h. Facilitate all necessary permits needed for the performances to include talents' work permits and rights to use music (Filipino Society of Composers, Authors and Publishers – FILSCAP); entertainment permits, etc.</li> <li>i. Administrative costs and other miscellaneous expenses</li> <li>j. Hotel/airport transfer (airport-hotel-venue-hotel-airport), as needed</li> </ol> </li> </ol>	

9	<p><b><u>Printing Requirements</u></b></p> <p>Printing and production of the following requirements:</p> <ol style="list-style-type: none"> <li>1) One (1) Photowall (Pop-Up Backdrop Display) Quantity: 1 pc per city (designs to be provided by TPB) Size: 7.5 feet (h) x 10 feet (w) Stock: Matte Fabric Banner Universal 150 gsm Color: Full Color Finishing: Loose Sheets</li> <li>2) Ten (10) Pull-up Banners (to be turn overed to TPB Office after the event) Quantity: 10 pcs per city (designs to be provided by TPB) Size: 6.5 feet (h) x 2.75 feet (w) Stock: Matte Fabric Banner Universal 150 gsm Color: Full Color Finishing: Loose Sheets</li> <li>3) Stage Banner (approximately 1m x 7m) for the B2B and Philippine Reception per city</li> <li>4) Directory of Philippine Sellers Panel Board (2 panel boards per city) (approximately 2.4m (h) x 2m (w) per panel board)</li> <li>5) Table Numbers and Company Names for the B2B per city (40 pieces per city) (design c/o the winning bidder for approval of TPB)</li> <li>6) Delegates badges with strings (minimum of 150 pcs per city)</li> <li>7) Stamp Rally Passports (minimum of 150 pcs per city) (design c/o the winning bidder for approval of TPB)</li> </ol> <p><i>Note: passport design to be provided by TPB while the passport printing and stamp design is % the winning bidder. To include printing material for the passport and size of the stamp</i></p>	
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10	<p><b>Provision of the following giveaways (including shipment to Japan at least one week before the event:</b></p> <p><b>1. Black Canvas Tote Bags (400pcs)</b>  Specifications:  <ul style="list-style-type: none"> <li>• Tote bag size: W – 16 inches, H – 18 inches</li> <li>• Handle size: 28 - 30 inches</li> <li>• Front logo size: <ul style="list-style-type: none"> <li>• LOVE: 3 x 10 inches</li> <li>• THE PHILIPPINES: 1 x 10 inches</li> </ul> </li> <li>• Back logo size <ul style="list-style-type: none"> <li>• TPB: 1 x 3 inches</li> <li>• PHILIPPINES: .5 X 4 inches</li> </ul> </li> <li>• Printing process: Silkscreen both size</li> </ul> </p> <p><b>2. Appointment Notebook with Card Holders (100pcs)</b>  Size:  <ul style="list-style-type: none"> <li>• Cover folded: 13.50 cm (w) x 19.50 cm (h)</li> <li>• Inside: 13.50 cm (w) x 19.50 cm (h)</li> <li>• Card plastic holder: 9.00 cm x 6.30 cm</li> </ul> Color Requirement:  <ul style="list-style-type: none"> <li>• Cover: Acrylic or any similar alternative (for approval of TPB), no printing (front &amp; back cover)</li> <li>• Inside: 40 leaves, 1 color both sides</li> <li>• Breaker: 5 leaves – divider, full color both sides (Graphics will be provided by TPB)</li> </ul> Material Preference:  <ul style="list-style-type: none"> <li>• Cover: Acrylic or any similar alternative (for approval of TPB), no printing (front &amp; back cover)</li> <li>• Inside pages: Rives Tradition ultra-white 100 gsm</li> <li>• Breaker: Rives Tradition ultra-white 170 gsm</li> <li>• Bus. cardholder: Card plastic holder (should be pasted in all inside pages, top &amp; bottom alternate)</li> </ul> Printing: Offset printing</p> <p>3. Passport Organizer &amp; Wallet w/ Philippine Textile Cloth (sample design to be provided by TPB) 150pcs per leg</p> <p>4. Bamboo Pens w/ phone holder (sample design to be provided by TPB)</p> <p>Note: Design provided in the Annex A_Technical Specifications</p>	
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11	<p><b><u>Transportation Requirements</u></b></p> <p>Provision of transportation services for the following subject to the final itinerary:</p> <p>Tokyo</p> <ul style="list-style-type: none"> <li>• One (1) to two (2) vans for logistical requirements (14 hours x 4 days in Tokyo)</li> <li>• One (1) to two (2) 45-seater bus for the Philippine Sellers from official hotel to Tokyo train station</li> </ul> <p>Nagoya</p> <ul style="list-style-type: none"> <li>• One (1) to two (2) vans for logistical requirements (14 hours x 3 days in Nagoya)</li> <li>• One (1) to two (2) 45-seater bus for the Philippine Sellers from Nagoya Train Station to official hotel</li> </ul> <p>Osaka</p> <ul style="list-style-type: none"> <li>• One (1) to two (2) vans for logistical requirements (14 hours x 3 days in Osaka)</li> <li>• One (1) to two (2) 45-seater bus for the Philippine Sellers from Shin-Osaka Station to official hotel</li> <li>• One(1) to two (2) 45-seater bus for the Philippine Sellers from official hotel to the World Expo 2025 venue and back to the hotel</li> </ul> <p><i>Noted:</i></p> <p><i>* 2018 model or newer with driver inclusive of gas and parking fees</i></p> <p><i>* Inclusive of licensed driver, fuel, driver’s meals, applicable parking, toll fees, and overtime fees</i></p>	
12	<p><b><u>Administrative Requirements</u></b></p> <ol style="list-style-type: none"> <li>1. International shipment (Manila-Japan) and domestic courier (within Japan) (approximately Php 250,000.00) for the promotional materials, office supplies, props and other items for the event</li> <li>2. PDOT Japan Offices Secretariat hotel room accommodations in a business hotel <ul style="list-style-type: none"> <li>• Nagoya: three (3) twin-sharing rooms for 2 nights with breakfast for 2 pax</li> <li>• Osaka: two (2) twin-sharing rooms for 3 nights with breakfast for 2 pax (for local hires)</li> </ul> </li> <li>3. Provision of Shinkansen (Bullet Train) Tickets for TPB Personnel and DOT officials (Tokyo-Nagoya and Nagoya-Osaka) (approximately 10 pax)</li> <li>4. <b>Miscellaneous Expenses – approximately Php 500,000.00</b> <ul style="list-style-type: none"> <li>• Provision for coordination meeting expenses in Japan</li> </ul> </li> </ol>	

	<ul style="list-style-type: none"> <li>• Provision of miscellaneous/onsite expenses, such as but not limited to office supplies, drinks, printing of calling cards of DOT/TPB Officials/Officers in Japanese, etc.</li> <li>• Assistance on other related matters pertaining to the TPB/PDOT Japan Offices' implementation of PBM Japan that may not have been included in this document, but deemed necessary by either parties, provided that there is no cost implications.</li> </ul>	
13	<p><b>Bidder Qualification</b></p> <p>A. Must be a company duly registered in the Philippines engaged in the business as Events Management Company / Project Management Company / Service Provider with experience in event organization and implementation; preferably with a counterpart in Japan;</p> <p>B. Must be in operation for at least three (3) years; and</p> <p>C. Must have organized and implemented at least three (3) events abroad with similar scale with international participation or audience,</p> <p><b>Submit the following documents together with the technical bid:</b></p> <ul style="list-style-type: none"> <li>• <b>Articles of Incorporation and its amendments, as applicable</b></li> <li>• <b>SEC /DTI/CDA certificate, whichever is applicable</b></li> <li>• <b>List of ongoing and completed contracts for the last three (3) years (NOA, NTP, Contract, Certificate of Completion shall be subject to post-qualification)</b></li> </ul>	

## **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.

