



# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **Services of a Tour Operator for the Implementation of the conduct of the Tourism Marketing Educational Seminar Program**

**(TPB-ITB No. 2025-004)**

Government of the Republic of the Philippines

**Sixth Edition  
July 2020**

**Preface**

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

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

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

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

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

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

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# *Glossary of Acronyms, Terms, and Abbreviations*

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

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

**EXW** – Ex works.

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

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

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

### **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



# Invitation to BID

## Services of a Tour Operator for the Implementation of the conduct of the Tourism Marketing Educational Seminar Program

(TPB-ITB No. 2025-004)

1. The **Tourism Promotions Board Philippines (TPBPHL)**, through the **2025 Corporate Operating Budget**, intends to apply the sum of **Eight Million Six Hundred Thousand Pesos Only (PhP8,600,000.00)** being the ABC to payments under the contract for the **Services of a Tour Operator for the Implementation of the Conduct of the Tourism Marketing Educational Seminar Program/ITB No. 2025-004**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **TPBPHL** now invites bids for the above Procurement Project. **Delivery of the Items/Services commence as per stated in Section IV. 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. , contract should at least be **fifty percent (50%) of the ABC**. 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 **TPBPHL – Bids and Awards Committee Secretariat** and inspect the Bidding Documents at the address given below from 8:00 a.m. to 5:00 p.m. Monday to Friday excluding holidays.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **January 22 to February 17, 2025 (10:00 a.m.)** from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB.*

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

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

Mode of Payment of Bidding Document

- a) Fund/Bank Transfer:  
Tourism Promotions Board bank details:  
Account Name: Tourism Promotions Board  
Account Number: 1772-1034-13  
Bank: Land Bank of the Philippines  
Branch Address: Ground Floor Century Park Hotel  
Harrison Plaza, Adriatico St., Malate Manila

**Bidders who intend to pay** the bidding documents via fund/bank transfer, facilitate the payment three (3) working days before the deadline of submission of bids in order for the TPB Cash Division to issue an Official Receipt and other relevant document

- b) Cash Payment: Pay in cash at the TPB Office Cash Unit.
6. The TPB will hold a Pre-Bid Conference on **February 4, 2025 2:00 P.M** through video conferencing or webcasting via Zoom Link 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 soc\_torres@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 **February 17, 2025 10:00 A.M.** Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **February 17, 2025 2:00 P.M** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Attach the Certificate of Completion for Single Largest Completed Contract (SLCC).

For the statement of all ongoing government and private contracts, attach **any** of the following: the signed Notice of Award, Notice to Proceed, or Contract/Purchase Order and/or its equivalent.

Failure to submit the certificate of completion of the project or any proof thereof, including the supporting documents shall be a ground for disqualification.

11. The TPB 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:

*Ms. Janet G. Villafranca / Mr. Socrates G. Torres*  
*BAC Secretariat, Administrative Department*  
***Tourism Promotions Board***  
*6th Floor Five E com Center Harbor Drive,*  
*MOA Complex Pasay City*  
*Email at [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph), [soc\\_torres@tpb.gov.ph](mailto:soc_torres@tpb.gov.ph)*

*January 22, 2025*

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***MR. ARNOLD T. GONZALES***  
*Chairperson*  
*Bids and Award Committee*

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

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring

Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## 1. Scope of Bid

The Procuring Entity, Tourism Promotions Board (TPB), wishes to receive Bids for the **Services of a Tour Operator for the implementation of the conduct of the Tourism Marketing Educational Seminar Program.**

<b>Run 1</b>	<b>August 3-8, 2025 / Dumaguete City, Negros Oriental</b>
<b>Run 2</b>	<b>September 21-26, 2025 / Puerto Princesa City, Palawan</b>
<b>Run 3</b>	<b>October 5-10, 2025 / Digos City, Davao del Sur</b>

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

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **FY 2025** in the amount of **Eight Million Six Hundred Thousand Pesos Only (PhP8,600,000.00).**

2.2. The source of funding is:

**Corporate Operating Budget CY 2025.**

## 3. Bidding Requirements

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

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

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

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

## 5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
  - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
  - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

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

## 7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. **Subcontracting is not allowed.**

- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on **February 4, 2025 2:00 P.M.** through video conferencing or webcasting via Zoom Link which shall be open to prospective bidders.

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

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

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

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **three (3) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the

appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

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

## 12. Bid Prices

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



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

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

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

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

### **14. Bid Security**

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> 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, **120 days from the date of the opening of bids**. 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**

- 16.1. 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**.

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<sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

## 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

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as follows: **Separate contracts per lot.**

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

## **20. Post-Qualification**

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

## **21. Signing of the Contract**

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

## ***Section III. Bid Data Sheet***

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

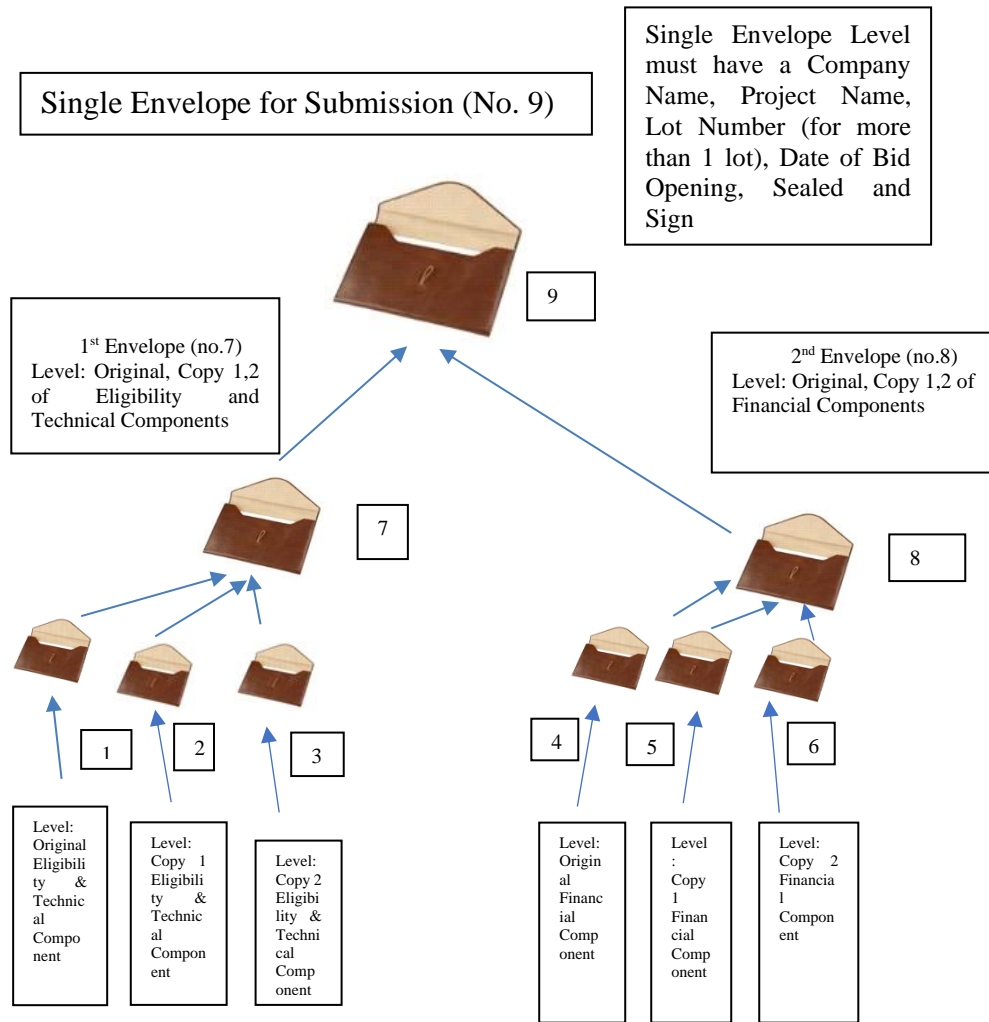
- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Bid Data Sheet

ITB Clause							
5.3	<p>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, shall be:</p> <p><b>Services of a Tour Operator for the implementation of the conduct of the Tourism Marketing Educational Seminar Program.</b></p> <p><b>Include the following services but not limited to: Rental and Catering Services, Accommodation, Land Transportation, Airfare, Tour package, Banner, Tour guides, Miscellaneous Expense, Customized Give-Aways and Award Prizes,</b></p>						
7.1	<i>Subcontracting is not allowed.</i>						
12	<i>The price of the Items/Goods shall be quoted DDP,TPB Office, 6th Floor 5-ECOM Center Harbor Drive,MOA Complex Pasay City or the applicable International Commercial Terms (INCOTERMS) for this project.</i>						
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p><b>Services of a Tour Operator for the implementation of the conduct of the Tourism Marketing Educational Seminar Program.</b></p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tbody> <tr> <td style="text-align: center; width: 15%;"><b>Run 1</b></td> <td style="text-align: center;"><b>August 3-8, 2025 / Dumaguete City, Negros Oriental</b></td> </tr> <tr> <td style="text-align: center;"><b>Run 2</b></td> <td style="text-align: center;"><b>September 21-26, 2025 / Puerto Princesa City, Palawan</b></td> </tr> <tr> <td style="text-align: center;"><b>Run 3</b></td> <td style="text-align: center;"><b>October 5-10, 2025 / Digos City, Davao del Sur</b></td> </tr> </tbody> </table> <p><b>ABC: Php8,600,000.00</b></p> <p>a. The amount of not less than <b>Php172,000.00</b> [amount equivalent to two percent (2%) of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <b>Php430,000.00</b> [amount equivalent to five percent (5%) of ABC] if bid security is in Surety Bond</p>	<b>Run 1</b>	<b>August 3-8, 2025 / Dumaguete City, Negros Oriental</b>	<b>Run 2</b>	<b>September 21-26, 2025 / Puerto Princesa City, Palawan</b>	<b>Run 3</b>	<b>October 5-10, 2025 / Digos City, Davao del Sur</b>
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<b>Run 3</b>	<b>October 5-10, 2025 / Digos City, Davao del Sur</b>						

15	<p><b>Documents comprising the Bid: Eligibility and Technical Components</b>  The first envelope shall contain the <b>eligibility and technical documents</b> of the Bid as specified in <b>Bidding Document Section VIII (Checklist of Technical and Financial Documents)</b>.</p> <p>Include/Attached also the following:</p> <ol style="list-style-type: none"> <li>1) Attach the Certificate of Satisfactory Completion for Single Largest Completed Contract (SLCC) within the <b>three (3) years</b> from the date of submission and receipt of bids.</li> <li>2) For the statement of all ongoing government and private contract attached <b>any of the following: signed Notice of Award, Notice to Proceed, Contract / Purchase Order or each equivalent.</b></li> <li>3) Failure to submit the certificate of completion of the project or any proof thereof, including the supporting documents shall be a ground for disqualification of eligibility</li> </ol> <p><b>Documents comprising the Bid: Financial Component</b>  The second bid envelope shall contain the <b>financial documents</b> for the Bid as specified in <b>Bidding Document Section VIII (Checklist of Technical and Financial Documents)</b>.</p> <p>Bidders shall submit their bids through their duly authorized representative using the appropriate forms before the deadline specified in the <b>TPB-ITB No. 2025-004</b> in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The <b>first</b> shall contain the <b>eligibility and technical component</b> of the bid, including the eligibility requirements and the <b>second</b> shall contain the <b>financial component</b> of the bid. <b>This shall also be observed for each lot in the case of lots (more than one 1 lot) procurement.</b></p> <p>The Bidder shall prepare and submit an <b>original of the first and second envelopes</b>. In addition, the Bidder shall <b>submit 2 copies of the first and second envelopes</b>. In the event of any discrepancy between the original and the copies, the original shall prevail.</p>
15.1	<p><b>A complete set of Bid Proposal must/shall be submitted separately per Lot for more than one (1) Lot Bid Proposal</b></p>

Envelope Illustration on the manners of submission.



Legal and Technical Component

- 1) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages)
- 2) Statement of all its ongoing government and private contract within the last **three (3) years** including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.
- 3) Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid within **three (3) years**, contract should be at least fifty percent (50%) of the ABC
- 4) Net Financial Contracting Capacity (NFCC), computation must be at least equal to ABC or a committed Line of Credit from a Universal or Commercial Bank
- 5) Audited Financial Statements, showing, among others, the supplier' total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission
- 6) Valid joint Venture Agreement, if applicable
- 7) Bid Security: Notarized Bid Securing Declaration or Cash or Cashier's/ Manager's check, 2% of the ABC or Surety Bond - 5% of the ABC
- 8) Conformity with Technical Specifications as enumerated and specified in Section VII of the Bidding Documents (Technical Specifications) duly signed by company representative.
- 9) Notarized Revised Omnibus Sworn Statement

	<p>and</p> <p><b>Additional Technical Components: Technical Documents as specified in the Technical Specifications</b></p> <p><b>Financial Component:</b></p> <ol style="list-style-type: none"> <li>1) Accomplished Bid Form</li> <li>2) Accomplished Price Schedule</li> </ol> <p><b>A complete set of Bid must/shall be submitted separately per Lot for more than one (1) Lot Bid.</b></p>						
19.3	<p><b>Services of a Tour Operator for the implementation of the conduct of the Tourism Marketing Educational Seminar Program.</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><b>Run 1</b></td> <td style="text-align: center;"><b>August 3-8, 2025 / Dumaguete City, Negros Oriental</b></td> </tr> <tr> <td style="text-align: center;"><b>Run 2</b></td> <td style="text-align: center;"><b>September 21-26, 2025 / Puerto Princesa City, Palawan</b></td> </tr> <tr> <td style="text-align: center;"><b>Run 3</b></td> <td style="text-align: center;"><b>October 5-10, 2025 / Digos City, Davao del Sur</b></td> </tr> </table>	<b>Run 1</b>	<b>August 3-8, 2025 / Dumaguete City, Negros Oriental</b>	<b>Run 2</b>	<b>September 21-26, 2025 / Puerto Princesa City, Palawan</b>	<b>Run 3</b>	<b>October 5-10, 2025 / Digos City, Davao del Sur</b>
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20.2	<i>Not Applicable</i>						
21.2	<i>Not Applicable</i>						



## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special 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**.

*[Include the following clauses if Framework Agreement will be used:]*

2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.

2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

## 3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.*{[Include if Framework Agreement will be used:] In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.}*

#### **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 *{[Include if Framework Agreement will be used:] or Framework Agreement}* specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

#### **5. Warranty**

6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

#### **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## *Section V. Special Conditions of Contract*

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

## Special Conditions of Contract

GCC Clause																
1	Delivery of the Items/Services shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).															
2.2	<p><b>TERMS OF PAYMENT</b></p> <p>The terms of payment shall be on send-bill arrangement to the Tourism Promotions Board (TPB). The bidders are encouraged to have a Landbank account. Payment will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the service provider.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">TRANCHES</th> <th style="text-align: center;">PARTICULARS</th> <th style="text-align: center;">PERCENTAGE OF PAYMENTS</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1<sup>st</sup> Tranche</td> <td>Completion of ocular inspections, acceptance of final program, and proof of bookings for accommodation and training venue for the First Run; with submission of the Liquidation Report and its supporting documents</td> <td style="text-align: center;">15% of the total contract price</td> </tr> <tr> <td style="text-align: center;">2<sup>nd</sup> Tranche</td> <td>Completion of deliverables for the First Run with submission of the Liquidation Report and its supporting documents</td> <td style="text-align: center;">35% of the total contract price</td> </tr> <tr> <td style="text-align: center;">3<sup>rd</sup> Tranche</td> <td>Completion of deliverables for the Second Run with submission of the Liquidation Report and its supporting documents</td> <td style="text-align: center;">35% of the total contract price</td> </tr> <tr> <td style="text-align: center;">4<sup>th</sup> Tranche</td> <td>Completion of deliverables for the Third Run with submission of Liquidation Report and its supporting documents</td> <td style="text-align: center;">15% of the total contract price</td> </tr> </tbody> </table>	TRANCHES	PARTICULARS	PERCENTAGE OF PAYMENTS	1 <sup>st</sup> Tranche	Completion of ocular inspections, acceptance of final program, and proof of bookings for accommodation and training venue for the First Run; with submission of the Liquidation Report and its supporting documents	15% of the total contract price	2 <sup>nd</sup> Tranche	Completion of deliverables for the First Run with submission of the Liquidation Report and its supporting documents	35% of the total contract price	3 <sup>rd</sup> Tranche	Completion of deliverables for the Second Run with submission of the Liquidation Report and its supporting documents	35% of the total contract price	4 <sup>th</sup> Tranche	Completion of deliverables for the Third Run with submission of Liquidation Report and its supporting documents	15% of the total contract price
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4 <sup>th</sup> Tranche	Completion of deliverables for the Third Run with submission of Liquidation Report and its supporting documents	15% of the total contract price														

			and Certification of Project Completion	
4	The inspections and tests that will be conducted shall be in accordance with Section VII. Technical Specifications.			

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

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
Please see schedule of all requirement in the Technical Specification				

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

### **Notes for Preparing the Technical Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids.

In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

**Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.





# Technical Specifications

## Services of a Tour Operator for the implementation of the conduct of the Tourism Marketing Educational Seminar Program

(TPB-ITB No. 2025-004)

[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						
1	<p><b>Services of a Tour Operator for the implementation of the conduct of the Tourism Marketing Educational Seminar Program.</b></p> <table border="1" data-bbox="341 1543 1129 1733"> <tr> <td data-bbox="341 1543 464 1603">Run 1</td> <td data-bbox="464 1543 1129 1603">August 3-8, 2025 / Dumaguete City, Negros Oriental</td> </tr> <tr> <td data-bbox="341 1603 464 1664">Run 2</td> <td data-bbox="464 1603 1129 1664">September 21-26, 2025 / Puerto Princesa City, Palawan</td> </tr> <tr> <td data-bbox="341 1664 464 1733">Run 3</td> <td data-bbox="464 1664 1129 1733">October 5-10, 2025 / Digos City, Davao del Sur</td> </tr> </table>	Run 1	August 3-8, 2025 / Dumaguete City, Negros Oriental	Run 2	September 21-26, 2025 / Puerto Princesa City, Palawan	Run 3	October 5-10, 2025 / Digos City, Davao del Sur	
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2	<p><b>SCOPE OF WORK / SERVICES</b></p> <p><b>Number of Persons per Run:</b></p> <table border="1" data-bbox="341 1888 1007 2011"> <tr> <td data-bbox="341 1888 914 1973">Target No. of Invited Participants (7 participants per region x 6 regions)</td> <td data-bbox="914 1888 1007 1973">42</td> </tr> <tr> <td data-bbox="341 1973 914 2011">No. of Service Provider/Facilitators</td> <td data-bbox="914 1973 1007 2011">8</td> </tr> </table>	Target No. of Invited Participants (7 participants per region x 6 regions)	42	No. of Service Provider/Facilitators	8			
Target No. of Invited Participants (7 participants per region x 6 regions)	42							
No. of Service Provider/Facilitators	8							

	No. of TPB Staff	5	
	Total No. of Persons	55	
3	<b>1. <u>RUN 1: 3-8 August 2025   DUMAGUETE CITY, NEGROS ORIENTAL</u></b> Project Implementation Schedule & Activity (6D/5N):		
	<b>Date</b>	<b>Activity</b>	
	Aug 3	Arrival / Check-in	
	Aug 4	Seminar Proper	
	Aug 5	Seminar Proper	
	Aug 6	Seminar Proper	
	Aug 7	Post Tour	
	Aug 8	Check-out / Departure	
4	<b>A. RENTAL AND CATERING SERVICES</b> 1) Training Venue (August 4-6, 2025) <ol style="list-style-type: none"> <li>a. Spacious venue that can accommodate a stage, an LED wall or portable screen, audio-visual equipment, a classroom set-up for 55 persons and a secretariat area</li> <li>b. Provision or rental of audio-visual equipment, VGA/HDMI cables &amp; technician/s; minimum 9ft x 14ft LED wall with frame/own stand and black skirting (to cover the bottom of frame/stand) or 2 units of 9ft x 14ft portable screens with projectors not lower than 3000 ANSI lumens</li> <li>c. Printing of one (1) tarpaulin backdrop (approx. 8ft x 10ft) (if necessary)</li> <li>d. With at least four (4) wired or wireless microphones</li> <li>e. Provision of stable internet connection (at least 50 MBPS)</li> <li>f. Allows ingress one day before the actual event</li> <li>g. Allows temporary installation of extension cords (charging station/area)</li> <li>h. DOT-accredited venue/establishment</li> </ol>		
5	2) Catering Services <ol style="list-style-type: none"> <li>a. Provision of a separate dining area on August 3</li> <li>b. Provision of a dining area at the back of the training venue for August 4-6</li> </ol>		

	<ul style="list-style-type: none"> <li>c. Provision of free-flowing brewed coffee and tea</li> <li>d. Provision of a water station using water goblets (no bottled water)</li> <li>e. Menu to showcase the region’s culinary specialties (minimum of 3 main viands; for TPB’s approval)</li> <li>f. To accommodate participants with special dietary restrictions</li> <li>g. August 3: (Arrival/Check-In) Dinner for 55 pax  August 4: (Seminar) Lunch, PM snacks &amp; dinner for 55 pax  August 5: (Seminar) Lunch, PM snacks &amp; dinner for 55 pax  August 6: (Seminar) Lunch, PM snacks, dinner for 55 pax  August 7: (Post-Tour)  August 8: (Check-out/Departure)</li> </ul> <p>Approximately PhP 2,200.00/full meal/participant</p>	
6	<p><b>B. ACCOMMODATION</b></p> <ul style="list-style-type: none"> <li>1) A total of thirty (30) twin-sharing rooms for 6D/5N on deluxe category or its equivalent (for participants, facilitators and TPB staff)</li> <li>2) Total cost of accommodation will be based on actual room usage</li> <li>3) Inclusive of daily breakfast</li> <li>4) Preferably, the training venue and accommodation are in one establishment</li> <li>5) The hotel is a DOT-accredited establishment</li> <li>6) Hotel star rating must be 3-stars and above</li> <li>7) Available airport shuttle service</li> <li>8) Preferred hotel: Distance from airport is approximately 35 km; accommodation and seminar venue in one establishment</li> </ul>	
7	<p><b>C. LAND TRANSPORTATION</b></p>	

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23	<p><b>A. VENUE AND CATERING SERVICES</b></p> <p>1) Training Venue (October 6-8, 2025)</p>															


	<ul style="list-style-type: none"> <li>a. Spacious venue that can accommodate a stage, an LED wall or portable screen, audio-visual equipment, a classroom set-up for 55 persons and a secretariat area</li> <li>b. Provision or rental of audio-visual equipment, VGA/HDMI cables &amp; technician/s; minimum 9ft x 14ft LED wall with frame/own stand and black skirting (to cover the bottom of frame/stand) or 2 units of 9ft x 14ft portable screens with projectors not lower than 3000 ANSI lumens</li> <li>c. Printing of one (1) tarpaulin backdrop (approx. 8ft x 10ft) (if necessary)</li> <li>d. With at least four (4) wired or wireless microphones</li> <li>e. Provision of stable internet connection (at least 50 MBPS)</li> <li>f. Allows ingress one day before the actual event</li> <li>g. Allows temporary installation of extension cords (charging station/area)</li> <li>h. DOT-accredited venue/establishment</li> </ul>	
24	<p><b>2) Catering Services</b></p> <ul style="list-style-type: none"> <li>a. Provision of a separate dining area on October 5</li> <li>b. Provision of a dining area at the back of the training venue for October 6-8</li> <li>c. Provision of free-flowing brewed coffee and tea</li> <li>d. Provision of a water station using water goblets (no bottled water)</li> <li>e. Menu to showcase the region’s culinary specialties (minimum of 3 main viands; for TPB’s approval)</li> <li>f. To accommodate participants with special dietary restrictions</li> <li>g. October 5: (Arrival/Check-In) Dinner for 55 pax  October 6: (Seminar) Lunch, PM snacks &amp; dinner for 55 pax</li> </ul>	


	<p>October 7: (Seminar) Lunch, PM snacks &amp; dinner for 55 pax  October 8: (Seminar) Lunch, PM snacks, dinner for 55 pax  October 9: (Post-Tour)  October 10: (Check-out/Departure)  Approximately PhP 2,000.00/full meal/participant</p>												
25	<p><b>B. ACCOMMODATION</b></p> <p>a. A total of thirty (30) twin-sharing rooms for 6D/5N on deluxe category or its equivalent (for participants, facilitators and TPB staff)</p> <p>b. Total cost of accommodation will be based on actual room usage</p> <p>c. Inclusive of daily breakfast</p> <p>d. Preferably, the training venue and accommodation are in one establishment</p> <p>e. The hotel is a DOT-accredited establishment</p> <p>f. Hotel star rating must be 3-stars and above</p> <p>g. Available airport shuttle service</p> <p>h. Preferred hotel: Distance from airport is less than 120 km; accommodation and seminar venue in one establishment</p>												
26	<p><b>C. LAND TRANSPORTATION</b></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Route</th> <th>Transportation</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Oct 5 (Arrivals / Check-in)</td> <td>Office/Residence to Manila Airport</td> <td>One (1) van for TPB staff</td> </tr> <tr> <td>Davao or General Santos airport to hotel</td> <td>Two (2) vans to transfer TPB &amp; facilitators to hotel</td> </tr> <tr> <td></td> <td>DOT Regional Offices in Mindanao to hotel</td> <td>One (1) van per Region or a total of six (6) vans for:  a. DOT Region IX – Zamboanga City  b. DOT Region X – Cagayan de Oro  c. DOT Region XI – Davao City  d. DOT Region XII – General Santos City  e. DOT Region XIII – Butuan City  f. MTIT BARMM – Cotabato City</td> </tr> </tbody> </table>	Date	Route	Transportation	Oct 5 (Arrivals / Check-in)	Office/Residence to Manila Airport	One (1) van for TPB staff	Davao or General Santos airport to hotel	Two (2) vans to transfer TPB & facilitators to hotel		DOT Regional Offices in Mindanao to hotel	One (1) van per Region or a total of six (6) vans for: a. DOT Region IX – Zamboanga City b. DOT Region X – Cagayan de Oro c. DOT Region XI – Davao City d. DOT Region XII – General Santos City e. DOT Region XIII – Butuan City f. MTIT BARMM – Cotabato City	
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	Oct 10 (Check-out/ Departure)	Hotel to Davao or General Santos airport	Two (2) vans to transfer TPB & facilitators to hotel	
		Manila airport to Office/Residence	One (1) van for TPB staff	
		Hotel to Regional Offices in Mindanao	One (1) van per Region or a total of six (6) vans for: i. DOT Region IX – Zamboanga City j. DOT Region X – Cagayan de Oro k. DOT Region XI – Davao City l. DOT Region XII – General Santos City m. DOT Region XIII – Butuan City n. MTIT BARMM – Cotabato City	
		<p>a. Inclusive of driver’s meal, fuel, toll, and parking fees</p> <p>b. Van seating good for 10 passengers, with storage for luggage (van model: 2019 to latest)</p> <p>c. Maximum of 8-12 hours use per vehicle</p> <p>d. DOT Accredited transportation</p>		
27	<p><b>D. AIRFARE</b></p> <p>a. Roundtrip economy class (MANILA- DAVAO-MANILA or MANILA-GENERAL SANTOS-MANILA) for thirteen (13) persons</p> <p>b. With baggage allowance of 20kg per pax per way</p> <p>c. Rebookable and refundable</p> <p>d. Preferred airline: With direct flights to Davao or General Santos from Manila and vice versa</p> <p>e. To facilitate courier services (airfreight cargo) of promotional materials from Manila to hotel at least a day before the actual seminar (approx. 100 kg)</p>			
28	<p><b>A. POST-TOUR (October 9)</b></p>			

	a. Land transportation	<ul style="list-style-type: none"> <li>○ 1 bus or 6 vans that can accommodate a total of 55-60 persons</li> <li>○ Inclusive of driver's meal, fuel, toll, and parking fees</li> <li>○ Van seating good for 10 passengers, with storage for luggage; van model – 2019 to latest</li> <li>○ Bus seating good for 55-60 persons, with storage for luggage; bus model – 2019 to latest</li> <li>○ Maximum of 8-12 hours use per day per vehicle</li> <li>○ DOT Accredited transportation</li> </ul>	
	b. Meals showcasing local menu/ flavor	<ul style="list-style-type: none"> <li>○ To cover AM snacks, lunch, PM snacks, and dinner for 70 persons</li> <li>○ Buffet meals for lunch and dinner, menu to be approved by TPB</li> <li>○ Approximately PhP 2,500.00/per person</li> </ul>	
	c. Tour package	<ul style="list-style-type: none"> <li>○ To include land and water activities</li> <li>○ To cover entrance fees and other charges</li> <li>○ To include a token from a local community</li> <li>○ Approximately PhP 3,500.00/ per person</li> </ul>	
	d. Banner	<ul style="list-style-type: none"> <li>○ Printing of one (1) 3ft x 6ft banner</li> <li>○ Printing of van signages</li> </ul>	
	e. Tour guides	Hiring of not less than five (5) local/regional tour guides	

29	<p><b>F. OCULAR INSPECTION</b></p> <p><b>Date: July 7-11, 2025 (tentative)</b></p>		
	<p>1) Airfare</p> <ul style="list-style-type: none"> <li>• Roundtrip economy class for 3 pax (MNL-DVO or GENSAN-MNL)</li> <li>• With baggage allowance of 15-20kg per person per way</li> <li>• Rebookable and refundable</li> <li>• Preferred airline: With direct flights to Davao City or General Santos City from Manila and vice versa</li> </ul>		
	<p>2) Accommodation</p> <ul style="list-style-type: none"> <li>• Two (2) rooms for 4D/3N stay on twin sharing basis</li> <li>• Breakfast included</li> <li>• DOT-accredited hotel (3-star hotel or Mabuhay accommodation)</li> </ul>		
	<p>3) Transportation</p> <ul style="list-style-type: none"> <li>• Four-day rental: One (1) DOT accredited van or SUV <ul style="list-style-type: none"> <li>▪ Vehicle model not older than 2019</li> <li>▪ To accommodate 5 passengers for SUV/ passengers</li> </ul> </li> <li>• Driver knowledgeable of Davao</li> <li>• Maximum of 10-12 hours use per day</li> </ul>		
	<p>4) Meals</p> <p>Lunch and dinner for 4 days good for 3-5 pax Approximately PhP 500.00/meal/pax</p>		
	<p>5) Coordination Expenses in the amount of Ten Thousand Pesos (PhP 10,000.00)</p>		

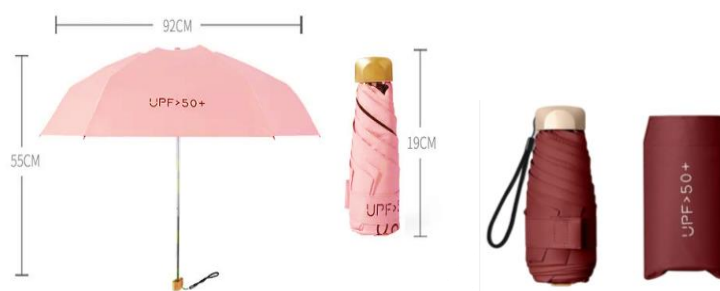
30	<b>G. MISCELLANEOUS EXPENSE</b> in the amount of Eighty Thousand Pesos only (PhP 80,000.00)													
31	<p><b>5. CUSTOMIZED GIVE-AWAYS AND AWARD PRIZES</b> in the amount of Nine Hundred Seventy-Five Thousand Pesos (PhP 975,000.00)</p> <p><b>GIVE-AWAYS</b></p> <p>a. <b>Drawstring backpack</b></p> <table border="1" data-bbox="395 600 1187 972"> <tr> <td>Size</td> <td>Size: Approx. 14in (L) x 16in (H) x 3.5in (W)</td> </tr> <tr> <td>Material</td> <td>1) Nylon bag with large capacity main bag and outer zipper pocket 2) Adjustable wide shoulder straps (approx. 1 inch wide) 3) High-density Oxford 600D or polyester waterproof material lining 4) Lightweight with multiple pockets: 1 main compartment pocket and 1 front zipper pocket for organized storage of keys or mobile phone</td> </tr> <tr> <td>Others</td> <td>1) Bag color: Black 2) Printing: With 'Love the Philippines' sublimation printing design</td> </tr> <tr> <td>Quantity</td> <td>300 pcs</td> </tr> <tr> <td>Unit Cost</td> <td>PhP 525.00/pc</td> </tr> </table>	Size	Size: Approx. 14in (L) x 16in (H) x 3.5in (W)	Material	1) Nylon bag with large capacity main bag and outer zipper pocket 2) Adjustable wide shoulder straps (approx. 1 inch wide) 3) High-density Oxford 600D or polyester waterproof material lining 4) Lightweight with multiple pockets: 1 main compartment pocket and 1 front zipper pocket for organized storage of keys or mobile phone	Others	1) Bag color: Black 2) Printing: With 'Love the Philippines' sublimation printing design	Quantity	300 pcs	Unit Cost	PhP 525.00/pc			
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33	<p>b. <b>Note cubes</b></p> <table border="1" data-bbox="343 1570 1147 1839"> <tr> <td>Size</td> <td>Cube: 4 inches x 4 inches</td> </tr> <tr> <td>Material</td> <td>1) No. of sheets: 500 2) Paper: 70-75g white paper</td> </tr> <tr> <td>Color Requirement</td> <td>Full color printing</td> </tr> <tr> <td>Printing</td> <td>With side and top printing</td> </tr> <tr> <td>Others</td> <td>Glued on one side for easy tear-off</td> </tr> <tr> <td>Quantity</td> <td>350 pcs</td> </tr> </table>	Size	Cube: 4 inches x 4 inches	Material	1) No. of sheets: 500 2) Paper: 70-75g white paper	Color Requirement	Full color printing	Printing	With side and top printing	Others	Glued on one side for easy tear-off	Quantity	350 pcs	
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34																	
35	<p>c. Cap</p> <table border="1"> <tr> <td>Size</td> <td>Size : Length - 28cm; Cap circumference - 56-60cm</td> </tr> <tr> <td>Style</td> <td>Quick dry soft textured polyester mesh cap</td> </tr> <tr> <td>Material</td> <td>1) Polyester fiber 2) Hat adjustment made of Velcro strap</td> </tr> <tr> <td>Color</td> <td>1) Cap color: Navy blue with white contrasting stitching 2) With eyelet 3) Text: Love the Philippines (white)</td> </tr> <tr> <td>Printing</td> <td>Sublimation (if applicable) or embroidery on Velcro strap</td> </tr> <tr> <td>Quantity</td> <td>300 pcs</td> </tr> <tr> <td>Unit Cost</td> <td>PhP 500.00/pc</td> </tr> </table>		Size	Size : Length - 28cm; Cap circumference - 56-60cm	Style	Quick dry soft textured polyester mesh cap	Material	1) Polyester fiber 2) Hat adjustment made of Velcro strap	Color	1) Cap color: Navy blue with white contrasting stitching 2) With eyelet 3) Text: Love the Philippines (white)	Printing	Sublimation (if applicable) or embroidery on Velcro strap	Quantity	300 pcs	Unit Cost	PhP 500.00/pc	
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36																	
37	c. Mini pocket umbrella																



Size	(Open) Approx. 55 cm x 92cm (Closed) Approx. 19 cm x 7cm (thickness)
Printing	Silkscreen or Sublimation
Fabric / Style	1) With high-grade vinyl sunscreen coating/protection 2) With flat handle 3) With own compact bag 4) Weight: approx. 360 grams 5) In the bar material: steel 6) No. of ribs: 8 bone 7) Four folding umbrella
Color	1) Umbrella color: Maroon 2) Text color (Love the Philippines) : Full color
Quantity	300 pcs
Unit Cost	PhP 500.00/pc
	<i>Sample design only</i>

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**With LOVE the Philippine logo**

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**AWARD PRIZES FOR BEST GROUPS / INDIVIDUAL OUTPUTS**

Category	Item*	Description
Best Digital Master	3 units x drone	<ul style="list-style-type: none"> <li>• Weight: Approx. under <b>350g</b></li> <li>• 10km HD Video transmission</li> <li>• Approx. 30-minute maximum flight time</li> <li>• Level 5 wind resistance</li> <li>• Includes micro SD card</li> <li>• Includes bag to safekeep items</li> </ul>
Group Champion	External hard drive x 18 units	<ul style="list-style-type: none"> <li>• Portable hard drive USB 3.0 and USB 2.0</li> <li>• Storage capacity: 1TB</li> <li>• Connection bandwidth up to 5Gbits per second</li> <li>• Fast-file transfer</li> <li>• Has shock resistant qualities</li> <li>• Has advanced internal suspension system</li> <li>• LED power/data transfer activity indicator</li> </ul>

			<ul style="list-style-type: none"> <li>• Drive-free plug and play operation</li> <li>• USB type: Micro USB to USB Type A</li> </ul>
Group - 2 <sup>nd</sup> Place	Smart phone gimbal / tripod / selfie stick x 18 units	<ul style="list-style-type: none"> <li>• Gimbal stabilizer for smartphone, selfie stick tripod with remote control</li> <li>• Auto Balance 360° Rotation 1-Axis Phone Gimbal for group selfies, live streaming and video recording</li> <li>• Compatible with smartphone and camera</li> <li>• Product dimension: approx. 2.75" D x 2.75 "W x 3.54 " H</li> <li>• Item weight: approx. 8 ounces</li> <li>• With removable bluetooth wireless remote shutter with a control distance of up to 32 feet</li> </ul>	
Group – 3 <sup>rd</sup> Place	Power bank x 18 units	<ul style="list-style-type: none"> <li>• High cell capacity: At least 20,000mAh</li> <li>• Delivers an 18W high-speed charge to phones, tablets, and via USB-C power port</li> <li>• Rapid recharge on USB-C to USB-C cable</li> <li>• Includes travel pouch, warranty, USB-C to C cable and container pouch</li> </ul>	
Consolation Prizes	Wireless clip-on microphones for smart phones x 15 units	<ul style="list-style-type: none"> <li>• Digital silicone microphone</li> <li>• Sensitivity: -26DB</li> <li>• Battery capacity: 80 mAh</li> <li>• Frequency response: 20Hz = 20KHz</li> <li>• Signal to noise ratio: 64dBm</li> <li>• Transmission distance: 20 mins</li> <li>• Unit is ultra-low latency, 20m barrier free reception, may be used in outdoor live broadcast</li> <li>• No need for app, plug-and play once-click connection</li> <li>• Intelligent noise reduction, long endurance of 10 hours</li> <li>• 360 full pointing pick-up</li> <li>• Includes wireless microphone, receiver, and USB cable</li> <li>• Supports mobile phone, tablet, camera and notebook</li> </ul>	

	<p>*Items are subject to the latest available equipment and relevance to the topic</p> <p>*Preferably with a warranty good for a minimum of 6 months from the date of purchase</p> <p>*With a congratulatory label from the Tourism Promotions Board</p> <p>Note:</p> <p>1) Lay-out or design c/o TPB.</p> <p>2) Giveaways and prizes should not reflect the tour operator's logo and should be subject to TPB's approval before production/printing.</p> <p>3) Supplier may submit an actual sample with print for approval before mass production.</p> <p>4) Ensure items are complete, properly packaged and delivered in good condition at the Tourism Promotions Board Office at least 3 weeks prior to event dates.</p> <p>5) To shoulder delivery charges of all customized give-aways/materials to Office and/or seminar destination</p>																									
40	<p><b>Other Terms and Conditions:</b></p> <ol style="list-style-type: none"> <li>1. Assist in preparing/securing entry documents, as necessary.</li> <li>2. Should respond to immediate/unforeseen changes in the Scope of Work / Services. Provide an alternate in case of rain, risk of a typhoon, and other unforeseen or fortuitous events subject to the approval of TPB.</li> <li>3. Program and Post-Tour Itinerary are based on the initial draft presented.</li> <li>4. Payment shall be on a "send bill" arrangement.</li> <li>5. Bidders should submit a budget bid proposal that reflects the cost of activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount.</li> </ol>																									
41	<p><b>PROJECT IMPLEMENTATION SCHEDULE (indicative dates)</b></p> <table border="1" data-bbox="343 1733 1150 1917"> <thead> <tr> <th><i>Run</i></th> <th><i>Ocular Inspection</i></th> <th><i>Arrival / Check-in</i></th> <th><i>Seminar Proper</i></th> <th><i>Post-Tour</i></th> <th><i>Check-Out / Departure</i></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>June 16-18</td> <td>Aug 3</td> <td>Aug 4-6</td> <td>Aug 7</td> <td>Aug 8</td> </tr> <tr> <td>2</td> <td>June 23-26</td> <td>Sep 21</td> <td>Sep 22-24</td> <td>Sep 25</td> <td>Sep 26</td> </tr> <tr> <td>3</td> <td>July 7-11</td> <td>Oct 5</td> <td>Oct 6-8</td> <td>Oct 9</td> <td>Oct 10</td> </tr> </tbody> </table>	<i>Run</i>	<i>Ocular Inspection</i>	<i>Arrival / Check-in</i>	<i>Seminar Proper</i>	<i>Post-Tour</i>	<i>Check-Out / Departure</i>	1	June 16-18	Aug 3	Aug 4-6	Aug 7	Aug 8	2	June 23-26	Sep 21	Sep 22-24	Sep 25	Sep 26	3	July 7-11	Oct 5	Oct 6-8	Oct 9	Oct 10	
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42	<p><b>QUALIFICATION OF BIDDERS</b></p>																									

	<ol style="list-style-type: none"> <li>1. Must be Filipino owned, operated and legally registered tour services company under Philippine laws in the last 3 years.</li> <li>2. Must have a minimum of 3 years' experience in providing logistical requirements such as training venue, accommodation, land, air and sea transportation.</li> <li>3. Must have a valid Department of Tourism (DOT) Certificate of Accreditation.</li> </ol>																
43	<p><b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b></p> <p>The approved budget for the contract is <b>EIGHT MILLION SIX HUNDRED PESOS ONLY (PhP 8,600,000.00)</b> inclusive of all applicable tax and fees.</p>																
44	<p><b>TERMS OF PAYMENT</b></p> <p>The terms of payment shall be on send-bill arrangement to the Tourism Promotions Board (TPB). The bidders are encouraged to have a Landbank account. Payment will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the service provider.</p> <table border="1" data-bbox="341 1350 1166 1823"> <thead> <tr> <th>TRANCHES</th> <th>PARTICULARS</th> <th>PERCENTAGE OF PAYMENTS</th> </tr> </thead> <tbody> <tr> <td>1<sup>st</sup> Tranche</td> <td>Completion of ocular inspections, acceptance of final program, and proof of bookings for accommodation and training venue for the First Run; with submission of the Liquidation Report and its supporting documents</td> <td>15% of the total contract price</td> </tr> <tr> <td>2<sup>nd</sup> Tranche</td> <td>Completion of deliverables for the First Run with submission of the Liquidation Report and its supporting documents</td> <td>35% of the total contract price</td> </tr> <tr> <td>3<sup>rd</sup> Tranche</td> <td>Completion of deliverables for the Second Run with submission of the Liquidation Report and its supporting documents</td> <td>35% of the total contract price</td> </tr> <tr> <td>4<sup>th</sup> Tranche</td> <td>Completion of deliverables for the Third Run with submission of Liquidation Report and its supporting documents and Certification of Project Completion</td> <td>15% of the total contract price</td> </tr> </tbody> </table>	TRANCHES	PARTICULARS	PERCENTAGE OF PAYMENTS	1 <sup>st</sup> Tranche	Completion of ocular inspections, acceptance of final program, and proof of bookings for accommodation and training venue for the First Run; with submission of the Liquidation Report and its supporting documents	15% of the total contract price	2 <sup>nd</sup> Tranche	Completion of deliverables for the First Run with submission of the Liquidation Report and its supporting documents	35% of the total contract price	3 <sup>rd</sup> Tranche	Completion of deliverables for the Second Run with submission of the Liquidation Report and its supporting documents	35% of the total contract price	4 <sup>th</sup> Tranche	Completion of deliverables for the Third Run with submission of Liquidation Report and its supporting documents and Certification of Project Completion	15% of the total contract price	
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45	<b>CONTRACT DURATION</b>  Upon receipt of the Notice to Proceed (NTP) until the full / complete delivery of the requirements.	

I hereby certify to comply and deliver all of the above requirements.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name  
of the authorized representative

\_\_\_\_\_  
Date

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

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

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

#### Technical Documents

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

- (k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (l) 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***

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

**or**

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

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

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

**25 FINANCIAL COMPONENT ENVELOPE**

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



# TPBPHL

TOURISM PROMOTIONS BOARD PHILIPPINES

