

PHILIPPINE BIDDING DOCUMENTS

**SERVICES OF AN EVENT
MANAGEMENT COMPANY
FOR THE IMPLEMENTATION
OF THE SUSTAINABLE
COMMUNITY-BASED
TOURISM WORKSHOPS**



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. 2021-018**

**SERVICES OF AN EVENT MANAGEMENT COMPANY FOR THE
IMPLEMENTATION OF THE SUSTAINABLE COMMUNITY-BASED TOURISM
WORKSHOPS**

1. The **Tourism Promotions Board**, through the **2021 Approved Corporate Operating Budget** intends to apply the sum of **Four Million Pesos Only (PhP4,000,000.00)** being the ABC to payments under the contract for **“Services of an Event Management Company for the Implementation of the Sustainable Community-Based Tourism Workshops”/ITB NO. 2021-018**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Tourism Promotions Board** now invites bids for the above Procurement Project. Delivery of the Goods shall be **completed within a period of five (5) months** to commence from acceptance of the Notice to Proceed. Bidders should have completed, **within the last five (5) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary *“pass/fail”* criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from **Tourism Promotions Board** through its Bids and Awards Committee Secretariat via emails: **bac_sec@tpb.gov.ph** and/or **janet_villafranca@tpb.gov.ph** during the office hours from 9: 30am – 6:30pm.
5. A complete set of Bidding Documents may be acquired by interested Bidders on A complete set of Bidding Documents may be acquired by interested Bidders on **24 September – 22 October 2021** by sending your request to **bac_sec@tpb.gov.ph** and/or **janet_villafranca@tpb.gov.ph** or **by downloading** through the **PhilGEPS** and **TPB website** and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand**

Pesos Only (PhP5,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees **through electronic means.**

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

6. The **Tourism Promotions Board** will hold a **Pre-Bid Conference on 05 October 2021 at 1:30pm** through video conferencing or webcasting via the **Zoom** virtual platform, which shall be open to prospective bidders. Interested bidders shall send an email to the BAC Secretariat to secure a link to the Conference.
7. Bids must be duly received by the BAC Secretariat through online or electronic submission as indicated below, on or before **22 October 2021 at 9:30am**. Late bids shall not be accepted.

The **Technical and Financial Documents** must be submitted separately in a compressed archive folder, the link/compressed folders shall be sent by email to the **bac_sec@tpb.gov.ph** on or before **22 October 2021 at 9:30am**.

The **folders must be password-protected**, password will only be sent to the above-mentioned email address only upon the request of the presiding BAC representative during the bid opening.

The subject title of the e-mail must be in this format:

Technical Documents_<Company Name>_<EMC for SCBT Workshops>
Financial Documents_<Company Name>_<EMC for SCBT Workshops>

Filename for the content of the Technical Documents shall be as follows:

1. PhilGEPS Certificate
2. Mayor's or Business Permit
3. Tax Clearance
4. Statement of Ongoing Gov't and Private Contracts
5. Statement of the SLCC
6. Bid Security
7. Conformity with the Technical Specifications
8. Omnibus Sworn Statement
9. Audited Financial Statement
10. Net Financial Contracting Capacity
11. Joint Venture Agreement (if applicable)

Filename for the content of the Financial Documents shall be as follows:

1. Financial Bid
 2. Price Schedule
 3. Other Documentary Requirements (if applicable)
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 **22 October 2021 at 10:00am** via the **Zoom** virtual platform. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The address for submission of bids is via E-mail, send to the BAC Secretariat's official email address: **bac_sec@tpb.gov.ph**

The timestamp as reflected on the BAC Secretariats' official email shall be the basis of the official time the documents are received. The BAC Secretariat shall generate an email response confirming the time and date of receipt of the links/compressed folder of the financial and technical proposals.

The address for the opening of bids is via **Zoom** virtual platform, the link shall be provided to prospective bidders who submitted the bid on or before **22 October 2021 at 9:30am**.

E-mail the BAC secretariat of the name and email address of your representatives once the bid submission is duly acknowledged. As much as practicable a maximum of four (4) representatives per company is recommended.

For proper identification and to be acknowledged in the meeting, the name of the representative/s shall be in this format: **<Company Name>_<Name of representative>**

11. The **Tourism Promotions Board** 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:

*Eloisa A. Romero / Janet G. Villafranca
BAC Secretariat, Tourism Promotions Board
4/F Floor Legaspi Towers 300, Roxas Boulevard, Manila
Tel. Nos. 8525-9318 loc. 273 / 8525-9318 loc. 270
Email: bac_sec@mis.tpb.gov.ph/bac_sec@tpb.gov.ph/ janet_villafranca@tpb.gov.ph
Fax No. (02) 8526-5971
Website: ww.tpb.gov.ph*

13. You may visit the following websites:

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

24 September 2021

(Sgd.)
ATTY. VENANCIO C. MANUEL III
Chairperson
Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Tourism Promotions Board* wishes to receive Bids for the **Services of an Event Management Company for the Implementation of the Sustainable Community-Based Tourism Workshops** with identification number **ITB No. 2021-018**

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 **2021 Corporate Operating Budget** in the amount of **Four Million Pesos Only (PHP4,00,000.00)**.

2.2. The source of funding is GOCC and GFIs, the 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 limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

The Procuring Entity has prescribed that Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed **within the last five (5) years** prior to the deadline for the submission and receipt of bids.

The SLCC shall indicate for each contract the following:

- name of the contract;
 - date of the contract;
 - contract duration;
 - owner's name and address;
 - kinds of Goods;
 - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement;
 - date of delivery; and
 - end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.
- 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.

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**.

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 **19 February 2022**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. 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 **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

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> a. Providing services as an event management/event organizing/production house/production company/conference integrator which hosted virtual or hybrid events b. completed within the last five (5) years prior to the deadline for the submission and receipt of bids. c. Statement 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 shall indicate the following: <ul style="list-style-type: none"> ▪ name of the contract ▪ date of the contract ▪ contract duration ▪ owner's name and address ▪ kinds of Goods ▪ For statement of Ongoing Contracts - amount of contract and value of outstanding contracts ▪ date of delivery ▪ end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.
7.1	Subcontracting Is not allowed.
12	The price of the Goods shall be quoted DDP <i>Camarines Sur, Iloilo City, Surigao Del Sur, and Zamboanga</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.

14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than two percent (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than five percent (5%) of ABC, if bid security is in Surety Bond.
19.3	Project will be awarded as one (1) lot .
20.2	Not applicable
21.2	No additional requirements.

Section IV. General Conditions of Contract

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

5. Warranty

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

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered <i>in Camarines Sur, Iloilo City, Surigao Del Sur, and Zamboanga</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site are Messrs. Cesar Villanueva and Alberto Gadia</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

	<p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p> <p>Not applicable</p>
	<p>Packaging –</p> <p>Not applicable</p>
	<p>Transportation –</p> <p>Not applicable</p>
	<p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>

2.2	<p>The terms of payment shall be as follows:</p> <table border="1" data-bbox="408 271 1342 1122"> <thead> <tr> <th data-bbox="408 271 991 360">Phase</th> <th data-bbox="991 271 1161 360">Payment Tranche</th> <th data-bbox="1161 271 1342 360">Percentage of Payment</th> </tr> </thead> <tbody> <tr> <td data-bbox="408 360 991 472">Tranche 1: Upon submission and approval of the Workshop Concept and Workshop Program</td> <td data-bbox="991 360 1161 472">1st payment</td> <td data-bbox="1161 360 1342 472">15%</td> </tr> <tr> <td data-bbox="408 472 991 584">Tranche 2: After the approval of the speakers and submission of contract with speakers</td> <td data-bbox="991 472 1161 584">2nd payment</td> <td data-bbox="1161 472 1342 584">15%</td> </tr> <tr> <td data-bbox="408 584 991 696">Tranche 3: Upon completion of first leg and submission of reports including documentation and photos</td> <td data-bbox="991 584 1161 696">3rd payment</td> <td data-bbox="1161 584 1342 696">15%</td> </tr> <tr> <td data-bbox="408 696 991 831">Tranche 4: Upon completion of second leg and submission of reports including documentation and photos</td> <td data-bbox="991 696 1161 831">4th payment</td> <td data-bbox="1161 696 1342 831">15%</td> </tr> <tr> <td data-bbox="408 831 991 976">Tranche 5: Upon completion of third leg and submission of reports including documentation and photos</td> <td data-bbox="991 831 1161 976">5th payment</td> <td data-bbox="1161 831 1342 976">20%</td> </tr> <tr> <td data-bbox="408 976 991 1122">Tranche 6: Upon completion of fourth leg and submission of reports including documentation and photos</td> <td data-bbox="991 976 1161 1122">6th payment</td> <td data-bbox="1161 976 1342 1122">20%</td> </tr> </tbody> </table>	Phase	Payment Tranche	Percentage of Payment	Tranche 1: Upon submission and approval of the Workshop Concept and Workshop Program	1st payment	15%	Tranche 2: After the approval of the speakers and submission of contract with speakers	2 nd payment	15%	Tranche 3: Upon completion of first leg and submission of reports including documentation and photos	3rd payment	15%	Tranche 4: Upon completion of second leg and submission of reports including documentation and photos	4th payment	15%	Tranche 5: Upon completion of third leg and submission of reports including documentation and photos	5th payment	20%	Tranche 6: Upon completion of fourth leg and submission of reports including documentation and photos	6th payment	20%
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4	<p>The inspections and tests that will be conducted are:</p> <ol style="list-style-type: none"> 1. Test of the Online meeting platform 2. Program flow dry run, if 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/Not Comply)
1. Buhi, Camarines Sur 2. Iloilo City 3. Surigao Del Sur 4. Zamboanga	a. Online Meeting Platform Meeting Platform that can handle online participants	
	b. Event Concept, Guide, and Details	
	<ul style="list-style-type: none"> • Creative concept and design of the venue and registration for the hybrid workshop <p style="text-align: center; color: red;">Submit proposed design</p>	
	<ul style="list-style-type: none"> • Formulate a methodological framework on the workshop for the Marketing Assistance Enhancement of Sustainable Community-based Tourism Workshop <p style="text-align: center; color: red;">Submit proposed framework</p>	
	<ul style="list-style-type: none"> • Provide moderators, facilitators, administrative staff, and technical staff to assist and engage with the participants online and on-site to foster active participation or cite valuable information during the break-out sessions. Bidders may 	

	<p>recommend additional personnel deemed fit for the team following the scope of work and deliverables.</p>	
	<ul style="list-style-type: none"> • Creative concept and design for collaterals in the execution of the event <p>Submit proposed design</p>	
	<ul style="list-style-type: none"> • Meet with the TPB Secretariat Team for the preparation, requirements, and discussion of workshop flow, activities, and other requirements 	
	<ul style="list-style-type: none"> • Conduct briefing for all community participants involved before the workshop 	
	<ul style="list-style-type: none"> • Oversee the overall flow of the workshop from pre-event to onsite support, including virtual presentation of the resource speakers. 	
	<ul style="list-style-type: none"> • Develop an online survey/evaluation of the webinar and submit a statistical report and analysis based on the result. 	
	<ul style="list-style-type: none"> • Provide a Certificate of Participation for participants who completed the required number of webinar hours 	
	<ul style="list-style-type: none"> • Ensure compliance to minimum health protocols according to the IATF guidelines in the holding of a Hybrid Event 	
	<ul style="list-style-type: none"> • Playback of official TPB AVPs 	
	<ul style="list-style-type: none"> • Collect and compile copies of the Resource speaker's presentation (If Needed) 	
	<ul style="list-style-type: none"> • Assist in the dissemination and collection of feedback forms and provide a summary of the feedback result. 	

c. Collateral/Creative Design of the Collaterals	
<ul style="list-style-type: none"> Stage Backdrop/Standee Tarpaulins, Registration counters, and other displays <p>Submit proposed design</p>	
<ul style="list-style-type: none"> The concept for the execution of Invocation and National Anthem (If needed) 	
<ul style="list-style-type: none"> Concept, Design, produce, and Layout Publishing materials for the promotion of the workshop <p>Submit proposed design</p>	
<ul style="list-style-type: none"> Provide Virtual Background for Virtual Resource Speakers <p>Submit proposed design</p>	
d. Talents and Professional Fees / Honorarium	
<p>Emcee/host/Moderate</p> <ul style="list-style-type: none"> professional track record as Emcee/Host/Moderator for the last 3 years Experience in Moderating/Facilitating at least 3 hybrid/virtual events <p>Submit Curriculum Vitae</p>	
<p>Resource Speakers</p> <ul style="list-style-type: none"> professional track record as Subject Matter Expert based on topic of the workshop Experience in providing talks or workshop in the last 3 years Experience providing talks or workshop virtually/ hybrid once in the last 3 years <p>Submit Curriculum Vitae</p>	
<p>On Site Workshop Facilitators</p> <ul style="list-style-type: none"> professional track record as Emcee/Host/Moderator for the last 3 years Experience in Moderating/ Facilitating at least 3 hybrid/virtual events <p>Submit Curriculum Vitae</p>	

	<p>e. Documentation Photo Documentation and Recording of workshop proceedings</p>	
	<p>f. Technical Requirements (Per Community Workshop)</p>	
	<ol style="list-style-type: none"> 1. Production Equipment <ul style="list-style-type: none"> ▪ High Spec production machine ▪ Must have multiple Video Capture Capability (At Least 3) ▪ Licensed Video Production Software ▪ Audio Capture Interface ▪ HD Video Switcher ▪ Secondary capture laptops and presentations 2. Audio System <ul style="list-style-type: none"> ▪ Basic PA System ▪ 4 Wireless Microphones ▪ Accessories ▪ Must have dedicated mics issued to speakers/ host. 3. Light System (If needed) 4. Mobile Broadband Connection (100 mbps) 5. Video LED Wall (12' x 9') <ul style="list-style-type: none"> ▪ Must be complete with dedicated video switcher and video playback ▪ Complete set with accessories ▪ LED Wall Riser 	
	<p>g. Logistics Technical Logistics c/o EMC</p>	
	<p>h. Publicity and Promotions</p>	
	<ul style="list-style-type: none"> ▪ Produce a 30 second infomercial about the workshop to be broadcast in TPB Social Media Platforms 	
	<ul style="list-style-type: none"> ▪ Produce publishing materials for posting in TPB Social media accounts and for sharing with the DOT Regional Offices 	

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

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

Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding

calendar year which should not be earlier than two (2) years from the date of bid submission; **and**

- (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

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

II. FINANCIAL COMPONENT ENVELOPE

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

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

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

