

# **PHILIPPINE BIDDING DOCUMENTS**



## **Procurement of GOODS**

Government of the Republic of the Philippines

### **INVITATION TO BID FOR THE SERVICES OF A TOUR OPERATOR FOR THE IMPLEMENTATION OF TPB MEMBERS' FAMILIARIZATION TOUR 2022**

**ITB-TPB-2021-026**

**Six 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** – BangkoSentral 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 FOR  
(ITB NO. 2021-026)**

**SERVICES OF A TOUR OPERATOR FOR THE IMPLEMENTATION OF TPB MEMBERS`  
FAMILIARIZATION TOUR 2022**

1. The **Tourism Promotions Board (TPB)**, through **2021 Corporate Operating Budget (COB)** intends to apply the sum of **Three Million Nine Hundred Twenty Thousand Pesos Only (PhP3,920,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Services of a Tour Operator for the Implementation of TPB Members` Familiarization Tour 2022** broken down into lots as follows:

<b>Lots</b>	<b>Particulars</b>	<b>Approved Budget for the Contract</b>
1	<b>Camarines Sur-Albay-Sorsogon</b> - Site Validation on 10-13 January 2022; and - Actual Implementation on 24-27 January 2022	One Million Four Hundred Seventy Thousand Pesos Only (PhP1,470,000.00)
2	<b>Coron, Palawan</b> - Site Validation on 7-10 February 2022; and - Actual Implementation on 21-24 February 2022	One Million Four Hundred Seventy Thousand Pesos Only (PhP1,470,000.00)
3	<b>Quarantine Arrangement</b> <b>CAMARINES SUR-ALBAY-SORSOGON</b> - Site Validation on 13-16 January 2022; and - Actual Implementation on 27-30 January 2022 <b>CORON, PALAWAN</b> - Site Validation on 10-13 February 2022; and - Actual Implementation on 24-27 February 2022	Nine Hundred Eighty Thousand Pesos Only (PhP980,000.00)

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

2. The **Tourism Promotions Board (PB)** now invites bids for **Services of a Tour Operator for the Implementation of TPB Members` Familiarization Tour 2022**. Delivery of the Goods is required **based on the provided Schedule of Delivery upon receipt of the signed and approved Notice to Proceed (NTP)**.

Bidders should have completed, **at least Three (3) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible

bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from ***Tourism Promotions Board – Bids and Awards Committee (TPB – BAC) Secretariat*** and inspect the Bidding Documents at the address given below during office hours from ***08:00 A.M. – 05:00 P.M.*** from Monday – Friday (or during the weekdays).
5. A complete set of Bidding Documents may be acquired by interested Bidders on ***23 November-13 December 2021*** herein stated *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) for all lots and One Thousand Six Hundred Sixty-Six Pesos and 66/100 Only (PhP1,666.66) per lot.* The ***Tourism Promotions Board (TPB)*** shall allow the bidder to present its proof of payment for the fees: ***copy of the payment receipt from the Cash Division and the acknowledgement receipt duly accomplished and signed by the bidder/s.*** Bidder may participate provided that the Financial Proposal do not exceed in the ABC.

Note: Bidders who have tend to pay the bidding documents via fund/bank transfer, please 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.

It may also be downloaded free of charge from the website of the ***Philippine Government Electronic Procurement System (PhilGEPS)*** and the corporate website of the ***Tourism Promotions Board (TPB)***, provided that Bidders shall pay the applicable fee for the Bidding Documents ***a day before*** the submission of their bids.

6. The ***Tourism Promotions Board (TPB)*** will hold a Pre-Bid Conference<sup>1</sup> on ***1 December 2021, 10:30 A.M.*** through video conferencing or webcasting *via Zoom platform* <https://us02web.zoom.us/j/84247458667?pwd=bkNoMEFwdFBIQzFrL21rM2xlSitpdz09>, which shall be open to prospective bidders.

(Note: The venue for the Pre-Bid Conference may be subject to change in compliance with GPPB Resolution No. 09-2020, dated 7 May 2020, and other relevant issuances which will be posted through a Supplemental Bid Bulletin, if any.)

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

7. Bids must be duly received by the BAC Secretariat through digital/electronic submission to the email provided below, on or before **13 December 2021 at 09:30 A.M., send to [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph), copy furnished [farhan\\_ambiong@tpb.gov.ph](mailto:farhan_ambiong@tpb.gov.ph)**. 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 **13 December 2021 at 10:00 A.M.** via **Zoom** virtual platform <https://us02web.zoom.us/j/84275953344?pwd=ZVJiYkFzMj9uM0JWRXFKNENoZmROQT09>. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. Late bids shall not be accepted.

(Note: The manner of submission may be subject to change in compliance with GPPB Resolution No. 09-2020, dated 7 May 2020, and other relevant issuances which will be posted through a Supplemental Bid Bulletin, if any.

10. The **Tourism Promotions Board (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.
11. For further information, please refer to:

*Eloisa A. Romero/Farhan M. Ambiong  
BAC Secretariat, Tourism Promotions Board  
4<sup>th</sup> Floor Legaspi Towers 300, Roxas Boulevard, Manila  
Tel. No. (8) 525-9318 local 268  
E-mail: [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph)/[farhan\\_ambiong@tpb.gov.ph](mailto:farhan_ambiong@tpb.gov.ph)  
Fax No. (02) 526-5971*

12. You may visit the **Tourism Promotions Board (TPB)** and other websites:

For downloading of Bidding Documents: [www.tpb.gov.ph](http://www.tpb.gov.ph).

For the actual posting of the requirement: [www.philgeps.gov.ph](http://www.philgeps.gov.ph).

23 November 2021

Sgd.

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**ATTY. VENANCIO C. MANUEL III**  
Chairperson  
Bids and Awards 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, *[indicate name]* wishes to receive Bids for the *[insert Procurement Project]**{[insert, if applicable:]* under a Framework Agreement*}*, with identification number *[indicate number]*.

*[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]*

The Procurement Project (referred to herein as “Project”) is composed of*[indicate number of lots or items]*, 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 *[indicate funding year]* in the amount of *[indicate amount]*.

2.2. The source of funding is:

*[If an early procurement activity, select one and delete others:]*

- a. NGA, the National Expenditure Program.
- b. GOCC and GFIs, the proposed Corporate Operating Budget.
- c. LGUs, the proposed Local Expenditure Program.

*[If not an early procurement activity, select one and delete others:]*

- a. NGA, the General Appropriations Act or Special Appropriations.
- b. GOCC and GFIs, the Corporate Operating Budget.
- c. LGUs, the Annual or Supplemental Budget, as approved by the Sanggunian.

## 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 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. *[Select one, delete other/s]*

a. 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.

b. 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:

*[Select one, delete the other/s]*

- 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.
- b. 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.
- c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: *[Select either failure or monopoly of bidding based on market research conducted]*
  - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies* of the ABC for this Project; and
  - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

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:

*[Select one, delete other/s]*

- a. Subcontracting is allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed twenty percent (20%) of the contracted Goods.
  - b. 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 the specified date and time and either at its physical address *{[insert if applicable]}* and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

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

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

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



- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *[state relevant period as provided in paragraph 2 of the IB]* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

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

## **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)**.

12.2. *[Include if Framework Agreement will be used:]* For Framework Agreement, the following should also apply in addition to Clause 12.1:

- a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.
- b. For a multi-year Framework Agreement, the prices quoted by the Bidder during submission of eligibility documents shall be the ceiling and the price quoted during mini-competition must not exceed the initial price offer. The price quoted during call for mini-competition shall be fixed during the Bidder's performance of that Call-off and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

### 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:

*[Select one, delete the other/s]*

- a. Philippine Pesos.
- b. *[indicate currency if procurement involves a foreign-denominated bid as allowed by the Procuring Entity, which shall be tradeable or acceptable by the BSP].*

## 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</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 *[indicate date]*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 14.3. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

## 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.

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<sup>2</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.

## **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.
- 16.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, the submission of bids shall be for the initial evaluation of their technical and financial eligibility. Thereafter, those declared eligible during the said initial eligibility evaluation and entered into a Framework Agreement with the Procuring Entity shall submit anew their best financial offer at the address and on or before the date and time indicated in the Call for each mini-competition.

## **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.
- 18.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

## **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.

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

- a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;
  - b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.
- 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:
- [Select one, delete the other/s]*
- Option 1 – One Project having several items that shall be awarded as one contract.
- Option 2 – One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.
- Option 3 - One Project having several items, which shall be awarded as separate contracts per item.
- [Delete Options 2 and 3 if Framework Agreement will be used.]*
- 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:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then

recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.

- 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, *{[Include if Framework Agreement will be used:]}* or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant,}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**. *{[Include if Framework Agreement will be used:]}* For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.}

## **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**.

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

- 21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.
- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.

21.5. The following documents shall form part of the Framework Agreement:

- a. Framework Agreement Form;
- b. Bidding Documents;
- c. Call-offs;
- d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
- e. Performance Security or Performance Securing Declaration, as the case may be;
- f. Notice to Execute Framework Agreement; and
- g. Other contract documents that may be required by existing laws and/or specified 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 shall be:</p> <ol style="list-style-type: none"> <li>1. Must show proof that the bidder had handled three (3) or more group tours in the lot being bid for the past three (3) years from the date of the opening of bids;</li> <li>2. Must have previously completed a minimum of 3 projects for the past 3 years' in providing/ servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, Institutions or Organizations. Required to submit a list of completed projects from 2019 – 2021;</li> <li>3. Must be DOT-accredited tourism establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate; Preferably TPB member also;</li> <li>4. Must allow rebooking, transfers or refunds</li> <li>5. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB <b>based on the actual cost per pax</b>; and</li> <li>6. List of completed tours conducted in the past three (3) years.</li> </ol>
5.4	<p>For the procurement of Non-Expendable Supplies (under Section 23.4.1.3): The Bidder must have completed, within the period specified in the Invitation to Bid and <b>ITB Clause 12.1(a)(ii)</b>, a single contract that is similar to this Project, equivalent to <b>at least TWENTY – FIVE PERCENT (25%) of the ABC per lot or all lots.</b></p> <p>No further Instructions.</p>
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP <b>of the Republic of the Philippines</b> or the applicable International Commercial Terms (INCOTERMS) for this Project.
12.1	<p>Other Terms and Conditions:</p> <ol style="list-style-type: none"> <li>1. Assistance in preparing/ securing entry documents, as necessary.</li> <li>2. Willingness to respond to immediate/unforeseen changes in specifications.</li> <li>3. Willing to provide services on a “send-bill” arrangement. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with</li> </ol>

	<p>prevailing accounting and auditing rules and regulations.</p> <p>4. Bidders must adhere to the DOT Guidelines from the Memorandum Circular No. 2020-008 and 2020-011, as well as the IATF Safety Guidelines and Protocols.</p> <p>5. Bidders must adhere to the DOT Guidelines from the Memorandum Circular No. 2020-008 and 2020-011, as well as the IATF Safety Guidelines and Protocols.</p> <p>6. <b><i>Tour activities and/or schedules/dates may still be changed</i></b> based on recommendations on the DOT Regional Office and IATF orders on local travel restrictions.</p>										
13.1	<p>Qualifications of Bidders:</p> <ol style="list-style-type: none"> <li>1. Must show proof that the bidder had handled three (3) or more group tours in the lot being bid for the past three (3) years from the date of the opening of bids;</li> <li>2. Must have previously completed a minimum of 3 projects for the past 3 years' in providing/ servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, Institutions or Organizations. Required to submit a list of completed projects from 2019 – 2021;</li> <li>3. Must be DOT-accredited tourism establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate; Preferably TPB member also;</li> <li>4. Must allow rebooking, transfers or refunds</li> <li>5. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB <b><i>based on the actual cost per pax</i></b>; and</li> <li>6. List of completed tours conducted in the past three (3) years.</li> </ol>										
13.2	<p>Deliverables upon receipt of the signed and approved Notice to Proceed:</p> <table border="1"> <thead> <tr> <th>Lots &amp;Particulars</th><th>Deliverables</th></tr> </thead> <tbody> <tr> <td rowspan="2">1 – Camarines Sur-Albay-Sorsogon</td><td>Completion of Site Validation and submission of proof of reservation of accommodation of actual trip (35% of the total contract price).</td></tr> <tr> <td>Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion (65% of the total contract price).</td></tr> <tr> <td rowspan="2">2 – Coron, Palawan</td><td>Completion of Site Validation and submission of proof of reservation of accommodation of actual trip (35% of the total contract price).</td></tr> <tr> <td>Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion (65% of the total contract price).</td></tr> <tr> <td></td><td><b>CAMARINES SUR- ALBAY- SORSOGON</b></td></tr> </tbody> </table>	Lots &Particulars	Deliverables	1 – Camarines Sur-Albay-Sorsogon	Completion of Site Validation and submission of proof of reservation of accommodation of actual trip (35% of the total contract price).	Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion (65% of the total contract price).	2 – Coron, Palawan	Completion of Site Validation and submission of proof of reservation of accommodation of actual trip (35% of the total contract price).	Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion (65% of the total contract price).		<b>CAMARINES SUR- ALBAY- SORSOGON</b>
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2 – Coron, Palawan	Completion of Site Validation and submission of proof of reservation of accommodation of actual trip (35% of the total contract price).										
	Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion (65% of the total contract price).										
	<b>CAMARINES SUR- ALBAY- SORSOGON</b>										

	3 – Quarantine Requirements	<p>Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion (50% of the total contract price).</p> <p><b>CORON</b></p> <p>Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion (50% of the total contract price).</p>
13.3	<p>The ABC is <b>Three Million Nine Hundred Twenty Thousand Pesos Only (Php3,920,000.00)</b>. Any bid with a financial component exceeding this amount shall not be accepted.</p> <p><b>Note:</b> In the event that two or more bidders submit the same financial proposal and have been post-qualified as the Lowest Calculated Responsive Bid (LCRB), the <b>Tourism Promotions Board (TPB)</b> shall use “draw lots” to break a tie.</p>	
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts as follows:</p> <p>a. The amount of not less than <b>Twenty-Nine Thousand Four Hundred Pesos Only (Php29,400.00)</b> for Lot 1, <b>Twenty-Nine Thousand Four Hundred Pesos Only (Php29,400.00)</b> for Lot 2; and <b>Nineteen Thousand Six Hundred Pesos Only (Php19,600.00)</b> for Lot 3 or <b>Seventy-Eight Thousand Four Hundred Pesos Only (Php78,400.00)</b> for all Lots or <i>equivalent to two percent (2%) of ABC</i>, 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>Seventy-Three Thousand Five Hundred Pesos Only (Php73,500.00)</b> for Lot 1, <b>Seventy-Three Thousand Five Hundred Pesos Only (Php73,500.00)</b> for Lot 2; and <b>Forty-Nine Thousand Pesos Only (Php49,000.00)</b> for Lot 3 or <b>One Hundred Ninety-Six Thousand Pesos Only (Php196,000.00)</b> for all Lots or <i>equivalent to five percent (5%) of ABC</i> if bid security is in Surety Bond.</p>	
16.1	<p>The Bid prices for Goods supplied from outside of the Philippines shall be quoted in <b>Philippine Pesos</b>.</p>	
17.1	<p>Bids will be valid <b>One Twenty (120) Days or on 13 April 2022 from the date of the opening of bids</b>.</p>	
17.1 (a)	<p>Performance Security Bond should be valid for <b>one (1) year from the date of the opening of bids</b>.</p>	
19.3	<p>Not applicable.</p>	
20.2	<p>Not applicable.</p>	

20.3	<p>The <b>Technical and Financial Documents</b> must be submitted separately in compressed archive folders, with the link/compressed folders send to e-mail: <a href="mailto:bac_sec@tpb.gov.ph">bac_sec@tpb.gov.ph</a>, copy furnished <a href="mailto:farhan_ambiong@tpb.gov.ph">farhan_ambiong@tpb.gov.ph</a>, <b>on or before 13 December 2021, 09:30 A.M.</b></p> <p>The <b>folders must be password-protected</b>, passwords will only be sent to the above-mentioned e-mail address only upon the request of the presiding BAC representative during the Bid Opening.</p> <p>The subject title of the e-mail must be in this format:</p> <p><b>Technical Documents_(Company)_(Project Title_Lot)</b>  <b>Financial Documents_(Company)_(Project Title_Lot)</b></p> <p>Note: Interested bidders may participate per lot or all provided that the Technical and Financial Documents shall be on a "per lot basis" submission and must be completed as prescribed in the bidding documents which shall be submitted on the deadline of submission of bids.</p> <p>The bidder shall submit <b>one (1) original</b> and <b>two (2) copies</b> of the Technical and Financial Documents with all section separated by dividers and properly labeled/tabs.</p> <p><b>MAIN ENVELOPE</b></p> <p><b><u>1<sup>st</sup> Envelope (marked as "ORIGINAL")</u></b>  Technical Envelope (marked as "Original")  Financial Envelope (marked as "Original")</p> <p><b><u>2<sup>nd</sup> Envelope (marked as "COPY 1")</u></b>  Technical Envelope (marked as "Copy 1")  Financial Envelope (marked as "Copy 1")</p> <p><b><u>3<sup>rd</sup> Envelope (marked as "COPY 2")</u></b>  Technical Envelope (marked as "Copy 2")  Financial Envelope (marked as "Copy 2")</p>
21	<p>The address for submission of bids is:</p> <p>via E-mail, send to the BAC Secretariat's official e-mail address at <a href="mailto:bac_sec@tpb.gov.ph">bac_sec@tpb.gov.ph</a>, copy furnished <a href="mailto:farhan_ambiong@tpb.gov.ph">farhan_ambiong@tpb.gov.ph</a>.</p> <p>The timestamp as reflected on the BAC Secretariat's official e-mail shall serve and the basis of the official time the link/document is received. The BAC Secretariat shall generate an e-mail response confirming the time and date of receipt of the link to the financial and technical proposals.</p> <p>The link will be provided to bidders who submitted the bids on or before <b>13 December 2021, 09:30 A.M.</b></p>

	<p>E-mail the BAC Secretariat for the name and e-mail addresses of your representatives once the bid submission is duly acknowledged. As much as practicable a maximum of four (4) representatives per company is recommended.</p> <p>For proper identification and to be acknowledged in the meeting, the name of the representatives shall follow this format: <b>(Company Name)_(Name of the Representatives)</b>.</p> <p>The deadline for submission of bids is:</p> <p><b>13 December 2021, 09:30 A.M</b></p> <p>(Note: The manner of submission may be subject to change in compliance with GPPB Resolution No. 09-2020, dated 7 May 2020, and other relevant issuances which will be posted through a Supplemental Bid Bulletin, if any.</p>
21.2	<p>Additional Documents to be submitted during the Post-Qualification stage:</p> <ul style="list-style-type: none"> <li>- Adherence to the DOT Guidelines from the Memorandum Circular No. 2020-008 and 2020-011, as well as the IATF Safety Guidelines and Protocols.</li> <li>- Adherence to the DOT Guidelines from the Memorandum Circular No. 2020-008 and 2020-011, as well as the IATF Safety Guidelines and Protocols.</li> <li>- Valid Department of Tourism (DOT) Certificate of Accreditation or Provisional Certificate of Accreditation (TPB to consider if their DOT certification is subject to renewal).</li> </ul>
24.1	<p>The place of bid opening is:</p> <p><b>via virtual platform, Zoom.</b></p> <p>The date and time of bid opening is:</p> <p><b>13 December 2021, 10:00 A.M.</b></p> <p>(Note: The manner of submission may be subject to change in compliance with GPPB Resolution No. 09-2020, dated 7 May 2020, and other relevant issuances which will be posted through a Supplemental Bid Bulletin, if any.</p>

29.2	<p>Additional documents to be submitted upon <b>Post – Qualification Stage:</b></p> <p>Documentary requirement that shall be submitted by the Lowest Calculated Bidder within three (3) calendar days from the receipt by the Bidder of Notice/advice from the concerned officers/authorities. The Bidder may opt to submit the documents on the date of the bidding the following:</p> <ul style="list-style-type: none"> <li>a) Latest income and business tax returns, as finally reviewed and approved by the BIR (Most recent and applicable);</li> <li>b) Current and valid Certificate of the PhilGEPS Registration;</li> <li>c) BIR Registration Certificate, which contain the Taxpayers` Identification Number;</li> <li>d) List of completed tours conducted in the past three (3) years.</li> </ul> <p>Note: Failure of the bidder declared as the Lowest Calculated Bid (LCB) duly submitted the requirements under this Clause of a finding against the veracity of such shall be ground for forfeiture of the Bid Security and Disqualification by the Bidder for Award.</p>
<b>Error! Reference source not found.</b>	<ul style="list-style-type: none"> <li>1. Engaged in the travel and tour operator business for at least three (3) years at the date and time of the opening of bids with experience in hosting similar tours; and</li> <li>2. Must have a minimum of 3 years` experience in providing logistical requirements and tour operator services such as small-medium-large scale tours, events, and the likes.</li> </ul>
34.1	<p>The effective date of the Contract is <b><i>based on the provided Schedule of Delivery upon receipt of the signed and approved Notice to Proceed (NTP).</i></b></p>

**\*\*\* Nothing Follows \*\*\***

## ***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**

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***

### **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	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</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 <b>Tourism Promotions Board (TPB)</b> 's Representatives at the Project Site are <b>Ms. Marivic Sevilla as End-user unit and Ms. Edessa Delegiro as Project Officer from the Domestic Promotions Department.</b></p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:  <i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided</li> </ol>

	<p>that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</p>
	<p>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> <p>f. <i>[Specify additional incidental service requirements, as needed.]</i></p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <p>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</p> <p>b. in the event of termination of production of the spare parts:</p> <p>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</p> <p>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</p> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>

	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></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	<i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.”											
4	The inspections and tests that will be conducted is: <b>Tourism Promotions Board (TPB).</b>											
10.1	<p>Payment method shall be based on the below timeline vis-à-vis deliverables as follows:</p> <table><tr><th>Lots &amp; Destinations</th><th>Deliverables</th><th>% of Payment</th></tr><tr><td rowspan="2">1 – Camarines Sur-Albay-Sorsogon</td><td>Completion of Site Validation and submission of proof of reservation of accommodation of actual trip.</td><td>35% of the total contract price</td></tr><tr><td>Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion.</td><td>65% of the total contract price</td></tr><tr><td>2 – Coron,</td><td>Completion of Site Validation and submission of proof of reservation of accommodation of actual trip.</td><td>35% of the total contract price</td></tr></table>	Lots & Destinations	Deliverables	% of Payment	1 – Camarines Sur-Albay-Sorsogon	Completion of Site Validation and submission of proof of reservation of accommodation of actual trip.	35% of the total contract price	Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion.	65% of the total contract price	2 – Coron,	Completion of Site Validation and submission of proof of reservation of accommodation of actual trip.	35% of the total contract price
Lots & Destinations	Deliverables	% of Payment										
1 – Camarines Sur-Albay-Sorsogon	Completion of Site Validation and submission of proof of reservation of accommodation of actual trip.	35% of the total contract price										
	Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion.	65% of the total contract price										
2 – Coron,	Completion of Site Validation and submission of proof of reservation of accommodation of actual trip.	35% of the total contract price										

	Palawan	Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion.	65% of the total contract price						
	3 – Quarantine Requirements	<b>CAMARINES SUR- ALBAY-SORSOGON</b> Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion.	50% of the total contract price						
		<b>CORON</b> Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion.	50% of the total contract price						
<p><i>Note:</i></p> <p>1) Please send billing statement to TOURISM PROMOTIONS BOARD PHILIPPINES, 4/F Legaspi Towers 300, Roxas Blvd., cor. P. Ocampo St., Malate, Manila 1104.</p> <p>2) The bidder should have a Landbank account. Payment will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the service provider.</p> <p>3) Payment will be on send-bill arrangement. Full payment upon completion of the requirements stipulated in the scope of services.</p>									
17.4	Duration of the Project:								
	<table><tr><th>Lots</th><th>Particulars&amp; Periods</th></tr><tr><td>1</td><td>Camarines Sur-Albay-Sorsogon - Site Validation on 10-13 January 2022; and - Actual Implementation on 24-27 January 2022</td></tr><tr><td>2</td><td>Coron, Palawan - Site Validation on 7-10 February 2022; and - Actual Implementation on 21-24 February 2022</td></tr><tr><td>3</td><td>Quarantine Requirements: <b><u>CAMARINES SUR-ALBAY-SORSOGON</u></b> - Site Validation on 13-16 January 2022; and - Actual Implementation on 27-30 January 2022 <b><u>CORON, PALAWAN</u></b> - Site Validation on 10-13 February 2022; and</td></tr></table>	Lots	Particulars& Periods	1	Camarines Sur-Albay-Sorsogon - Site Validation on 10-13 January 2022; and - Actual Implementation on 24-27 January 2022	2	Coron, Palawan - Site Validation on 7-10 February 2022; and - Actual Implementation on 21-24 February 2022	3	Quarantine Requirements: <b><u>CAMARINES SUR-ALBAY-SORSOGON</u></b> - Site Validation on 13-16 January 2022; and - Actual Implementation on 27-30 January 2022 <b><u>CORON, PALAWAN</u></b> - Site Validation on 10-13 February 2022; and
Lots	Particulars& Periods								
1	Camarines Sur-Albay-Sorsogon - Site Validation on 10-13 January 2022; and - Actual Implementation on 24-27 January 2022								
2	Coron, Palawan - Site Validation on 7-10 February 2022; and - Actual Implementation on 21-24 February 2022								
3	Quarantine Requirements: <b><u>CAMARINES SUR-ALBAY-SORSOGON</u></b> - Site Validation on 13-16 January 2022; and - Actual Implementation on 27-30 January 2022 <b><u>CORON, PALAWAN</u></b> - Site Validation on 10-13 February 2022; and								

	<table border="1"> <tr> <td></td><td>- Actual Implementation on 24-27 February 2022</td></tr> </table>		- Actual Implementation on 24-27 February 2022
	- Actual Implementation on 24-27 February 2022		
	Please refer to the attached “ <b>Annex A - Scope of Services</b> ”		
21.1	If the Service Provider for Virtual Event Platform is a Joint Venture (JV), all partners to the JV shall be jointly and severely liable to the Procuring Entity.		

**\*\*\* Nothing Follows \*\*\***



## ***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.

Lots	Particulars	Date of Delivery
1	Camarines Sur-Albay-Sorsogon	<ul style="list-style-type: none"> <li>- Site Validation on 10-13 January 2022; and</li> <li>- Actual Implementation on 24-27 January 2022</li> </ul>
2	Coron, Palawan	<ul style="list-style-type: none"> <li>- Site Validation on 7-10 February 2022; and</li> <li>- Actual Implementation on 21-24 February 2022</li> </ul>
3	Quarantine Requirements: <u><b>CAMARINES SUR-ALBAY-SORSOGON</b></u>   <u><b>CORON, PALAWAN</b></u>	<ul style="list-style-type: none"> <li>- Site Validation on 13-16 January 2022; and</li> <li>- Actual Implementation on 27-30 January 2022</li> <li>- Site Validation on 10-13 February 2022; and</li> <li>- Actual Implementation on 24-27 February 2022</li> </ul>

**\*\*\* Nothing Follows \*\*\***

[Use this form for Framework Agreement:]

## **Framework Agreement List**

Limited to repeatedly required goods and services that are identified to be necessary and desirable, but, by its nature, use or characteristic, the quantity and/ or exact time of need cannot be accurately pre-determined and are not advisable to be carried in stock.

Prepared by the End-User, attached to the APP and submitted to the BAC for the approval of the HOPE.

<b>FRAMEWORK AGREEMENT LIST (AGENCY)</b>				
	<b><i>Item / Service Type and nature of each item/service</i></b>	<b><i>Cost per item or service</i></b>	<b><i>Maximum Quantity</i></b>	<b><i>Total Cost per Item</i></b>
	<b><i>TOTAL (Approved Budget for the Contract)</i></b>			
	<i>Expected delivery timeframe after receipt of a Call-Off.</i>	<i>Within [no. of days] calendar days upon issuance of Call-off .</i>		
	<i>Remarks</i>	<i>Indicate here any other appropriate information as may be necessary.</i>		
	<b><i>SIGNATURE OVER PRINTED NAME</i></b>	<b><i>POSITION</i></b>	<b><i>DEPARTMENT/DIVISION</i></b>	

## ***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

Lot 1	Services of a Tour Operator for TPB Members` Familiarization Tour - Camarines Sur-Albay-Sorsogon	Approved Budget for the Contract (ABC)  One Million Four Hundred Seventy Thousand Pesos Only (PhP1,470,000.00)	
Scope of Services		Statement of Compliance	
CAMARINES SUR-ALBAY-SORSOGON		Comply	Not Comply
<b>Site Validation</b> <b>10-13 January 2022</b> Number of participants: 3 pax  <u>Accommodation</u> Room accommodation for 3 pax at Business category (if applicable/available) or its equivalent for four (4) days (with breakfast) based on single occupancy			
<u>Airline Tickets</u> Roundtrip domestic air tickets for 2 pax Route: MNL-WNP// LGP MNL - 20 kilograms' baggage allowance - Must be rebookable, refundable or can be converted into travel fund			
<u>Land Transportation</u> One (1) van (2018 model or newer) with driver (inclusive of gas, parking fees and overtime fees) - Transfer in and out - Pick up at residence of TPB personnel - Tour proper/ Site ocular  Note: Drivers must undergo an RT-PCR (Covid 19) test with a negative result			
<u>RT-PCR Tests/ Travel/ COVID19 Insurance</u> Provision of Antigen Tests and/ or RTPCR Test in entering the borders (if applicable)			
Travel with COVID 19 medical coverage			
<b>Actual Tour</b> <b>24-27 January 2022</b> Number of participants: 25 pax (inclusive of DOT and TPB representatives)  <u>Accommodation</u> Room accommodation for 25 pax at Deluxe category (if applicable/available) or its equivalent for four (4) days (with breakfast) based on single occupancy			

<u>Airline Tickets</u> Roundtrip domestic air tickets for 23 pax Route: MNL-WNP// LGP-MNL - 20 kilograms' baggage allowance roundtrip - additional 32 kilograms for at least 2 TPB personnel for bringing of give aways - Must be rebookable, refundable or can be converted into travel fund		
<u>Land Transportation</u> Five (5) vans (2018 model or newer) or minibus with driver (inclusive of gas, parking fees and overtime fees) - Transfer in and out with pick up at TPB Office - Tour proper		
Additional van for luggage (inclusive of driver and gas)  Note: Drivers must undergo an RT-PCR (Covid 19) test with a negative result		
<u>Tours and Activities</u> Incentivized, interactive and experiential tour offerings in the identified destination and product circuits with a focus on Habi (weaving), Halal, Hilot and Hilom to align with the TPB Banner Program		
<u>Meals</u> Incentivized lunch and dinner with cultural and musical entertainment, especially for welcome dinner and farewell dinner.  AM Snacks x 25 pax for 4 days PM Snacks x 25 pax for 4 days Lunch x 25 pax for 4 days Dinner x 25 pax for 3 nights  *Menu: subject to approval of the TPB.		
<u>RT-PCR Tests/ Travel/ COVID19 Insurance</u> Provision of Antigen Tests and/ or RTPCR Test in entering the borders (if applicable)		
Travel with COVID 19 medical coverage		
Other Requirements:  Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae)		
Services of a licensed DOT- accredited local English- speaking tour guide (can also act as tour coordinator if Regional Tour Guide)		
Provision of itinerary booklet and Directory of Participants and TPB Officials (Content and design subject to approval of TPB)		
Provision of incentivized tour kit/ travel necessities (tissue, wipes, 70ml refillable sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel, acrylic face shield,		

wearable purifier and folded umbrella)			
First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)			
Stand-by paramedics			
Provision of (3) color coded luggage tags per participants			
Provision of at least 1 token which should be destination based giveaways for each guest without showing tour operator's logo and subject to TPB's approval			
Provision of banners (for group picture) and appropriate bus signage, design/ specs subject to TPB's approval			
Provision of cold towels/ wet tissue and water in tumbler			
Entrance fees/ Environmental fees			
Airport terminal fees			
Porter fees			
Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.)			
<b>Lot 2</b>	<b>Services of a Tour Operator for TPB Members` Familiarization Tour – Coron, Palawan</b>	<b>Approved Budget for the Contract (ABC)</b>  <b>One Million Four Hundred Seventy Thousand Pesos Only (PhP1,470,000.00)</b>	
<b>Scope of Services</b>		<b>Statement of Compliance</b>	
<b>CORON, PALAWAN</b>		<b>Comply</b>	<b>Not Comply</b>
<b>Site Validation</b> <b>07-10 February 2022</b> Number of participants: 3 pax  <u>Accommodation</u> Room accommodation for 3 pax at Business category (if applicable/available) or its equivalent for four (4) days (with breakfast) based on single occupancy			
<u>Airline Tickets</u> Roundtrip domestic air tickets for 2 pax Route: MNL-USU-MNL - 20 kilograms' baggage allowance - Must be rebookable, refundable or can be converted into travel fund			
<u>Land Transportation</u> One (1) van (2018 model or newer) with driver (inclusive of gas, parking fees and overtime fees) - Transfer in and out - Pick up at residence of TPB personnel - Tour proper/ Site ocular  Note: Drivers must undergo an RT-PCR (Covid 19) test with a negative			

result		
<u>RT-PCR Tests/ Travel/ COVID19 Insurance</u> Provision of Antigen Tests and/ or RTPCR Test in entering the borders (if applicable)		
Travel with COVID 19 medical coverage		
<b>Actual Tour</b> <b>21-24 February 2022</b> Number of participants: 25 pax (inclusive of DOT and TPB representatives)  <u>Accommodation</u> Room accommodation for 25 pax at Deluxe category (if applicable/available) or its equivalent for four (4) days (with breakfast) based on single occupancy		
<u>Airline Tickets</u> Roundtrip domestic air tickets for 23 pax Route: MNL-USU-MNL - 20 kilograms' baggage allowance roundtrip - additional 32 kilograms for at least 2 TPB personnel for bringing of give aways - Must be rebookable, refundable or can be converted into travel fund		
<u>Land Transportation</u> Five (5) vans (2018 model or newer) or minibus with driver (inclusive of gas, parking fees and overtime fees) - Transfer in and out - Pick up at TPB Office - Tour proper		
Additional van for luggage (inclusive of driver and gas)  Note: Drivers must undergo an RT-PCR (Covid 19) test with a negative result		
<u>Tours and Activities</u> Incentivized, interactive and experiential tour offerings in the identified destination and product circuits with a focus on Habi (weaving), Halal, Hilot and Hilom to align with the TPB Banner Program		
<u>Meals</u> Incentivized lunch and dinner with cultural and musical entertainment, especially for welcome dinner and farewell dinner.  AM Snacks x 25 pax for 4 days PM Snacks x 25 pax for 4 days Lunch x 25 pax for 4 days Dinner x 25 pax for 3 nights  *Meals are subject to approval of the TPB.		



RT-PCR Tests/ Travel/ COVID19 Insurance			
Provision of Antigen Tests and/ or RTPCR Test in entering the borders (if applicable)			
Travel with COVID 19 medical coverage			
<u>Others Requirements:</u>			
Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae)			
Services of a licensed DOT- accredited local English- speaking tour guide (can also act as tour coordinator if Regional Tour Guide)			
Provision of itinerary booklet and Directory of Participants and TPB Officials (Content and design subject to approval of TPB)			
Provision of incentivized tour kit/ travel necessities (tissue, wipes, 70ml refillable sanitizer/alcohol, mints, mosquito repellant, disposable hooded emergency raincoat, towel, acrylic face shield, wearable purifier and folded umbrella)			
First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)			
Stand-by paramedics			
Provision of (3) color coded luggage tags per participants			
Provision of at least 1 token which should be destination based giveaways for each guest without showing tour operator's logo and subject to TPB's approval			
Provision of banners (for group picture) and appropriate bus signage, design/ specs subject to TPB's approval			
Provision of cold towels/ wet tissue and water in tumbler			
Entrance fees/ Environmental fees			
Airport terminal fees			
Porter fees			
Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.)			
<b>Lot 3</b>	<b>Services of a Tour Operator for TPB Members` Familiarization Tour – Quarantine Arrangement</b>	<b>Approved Budget for the Contract (ABC)</b>  <b>Nine Hundred Eighty Thousand Pesos Only (PhP980,000.00)</b>	
<b>Scope of Services</b>		<b>Statement of Compliance</b>	
<b>QUARANTINE ARRANGEMENT</b>		<b>Comply</b>	<b>Not Comply</b>
<b>FROM CAMARINES SUR- ALBAY- SORSOGON</b> <b>From Site Validation: 13-16 Jan 2022</b> <ul style="list-style-type: none"> <li>- Quarantine accommodation in Metro Manila, two (2) rooms with a full board meal arrangement for four days and three nights (4D3N) or until a negative RT-PCR result is released</li> <li>- Pick up at airport and drop off at residence (TPB personnel)</li> </ul>			

- Exit RT-PCR Test		
<b>From Actual Tour: 27-30 Jan 2022</b> - Quarantine accommodation in Metro Manila, twenty-three (23) rooms with a full board meal arrangement for four days and three nights (4D3N) or until a negative RT-PCR result is released - <b>Minimum guarantee:10 rooms</b> - Pick up at airport and drop off at residence of TPB personnel and participants (within Manila) - Exit RT-PCR Test		
<b>FROM CORON</b> <b>From Site Validation: 10-13 Feb 2022</b> - Quarantine accommodation in Metro Manila, two (2) rooms with a full board meal arrangement for four days and three nights (4D3N) or until a negative RT-PCR result is released - Pick up at airport and drop off at residence (TPB personnel) - Exit RT-PCR Test		
<b>From Actual Tour: 24 -27 Feb 2022</b> - Quarantine accommodation in Metro Manila, twenty-three (23) rooms with a full board meal arrangement for four days and three nights (4D3N) or until a negative RT-PCR result is released - <b>Minimum guarantee:10 rooms</b> - Pick up at airport and drop off at residence of TPB personnel and participants (within Manila) - Exit RT-PCR Test		

***I hereby certify to comply and deliver all of the above requirements provided on pages 45 – 50 of these bidding documents.***

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

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

\_\_\_\_\_  
Date

Authorized Representative

**\*\*\* Nothing Follows \*\*\***

**TPB MEMBERS' FAMILIARIZATION TOUR**

**Scope of Services/ Technical Specifications**

**Tour Operator Services**

*As of 18 November 2021*

**I. BACKGROUND**

Mandated by Republic Act 9593, the TPB Membership Program aims to provide marketing services and benefits to its members through various activities that promote, advocate, and represent its members' interests for the benefit and sustainable development of their business, tourism industry as a whole. The three (3) primary areas where TPB assists its members are promotional assistance, targeted market intelligence, and sustainable business generation.

One of the membership program benefits is the activities that target business leads, eventually creating business generations, specifically priority access to familiarization trips, industry site inspections, product presentations, market briefings, etc.

Philippine Travel and Tourism Update

Since then, a gradual re-opening of destinations has helped by the relaxation of quarantine status, standardization of protocols, and easing of restrictions. The Department of Tourism (DOT) has expressed hope that the resulting gradual re-opening of several establishments now allowed to operate in areas under general community quarantine (GCQ) would help the tourism industry recover from its slump.

As an approach to recovery, the TPB Membership Program shall conduct a familiarization tour with several modules for its members this year. The program aims to provide a first-hand experience for our industry partners with the end view of adding these identified destination and product circuits to the Philippine travel offerings. Moreover, this program provides a chance for the TPB members to experience the recalibration and enhancement done in these destination and product circuits under the new normal, thereby help in rebuilding the confidence of the public to travel domestically as front liners.

Based on the foregoing premises, the Tourism Promotions Board (TPB) Philippines is in need of the services of a tour operator/ travel agent in connection with the conduct of familiarization tour of TPB members.

**II. SCOPE OF SERVICES**

<b>LOT 1</b>	<b>CAMARINES SUR- ALBAY- SORSOGON</b>	<b>PhP1,470,000.00</b>
<b>Site Validation</b> <b>10-13 January</b> <b>2022</b> Number of participants: 3 pax	<b><u>Site Validation</u></b>  <b><u>Accommodation</u></b> Room accommodation for 3 pax at Business category (if applicable/available) or its equivalent for four (4) days (with breakfast) based on single occupancy	

<p><b>Actual Tour 24-27 January 2022</b> Number of participants: 25 pax (inclusive of DOT and TPB representatives)</p>	<p><u>Airline Tickets</u> Roundtrip domestic air tickets for 2 pax Route: MNL-WNP// LGP MNL - 20 kilograms' baggage allowance - Must be rebookable, refundable or can be converted into travel fund</p> <p><u>Land Transportation</u> One (1) van (2018 model or newer) with driver (inclusive of gas, parking fees and overtime fees) - Transfer in and out - Pick up at residence of TPB personnel - Tour proper/ Site ocular</p> <p>Note: Drivers must undergo an RT-PCR (Covid 19) test with a negative result</p> <p><u>RT-PCR Tests/ Travel/ COVID19 Insurance</u> Provision of Antigen Tests and/ or RTPCR Test in entering the borders (if applicable)</p> <p>Travel with COVID 19 medical coverage</p> <p>*****</p> <p><b><u>Actual Tour</u></b></p> <p><u>Accommodation</u> Room accommodation for 25 pax at Deluxe category (if applicable/available) or its equivalent for four (4) days (with breakfast) based on single occupancy</p> <p><u>Airline Tickets</u> Roundtrip domestic air tickets for 23 pax Route: MNL-WNP// LGP-MNL - 20 kilograms' baggage allowance roundtrip - additional 32 kilograms for at least 2 TPB personnel for bringing of give aways - Must be rebookable, refundable or can be converted into travel fund</p> <p><u>Land Transportation</u> Five (5) vans (2018 model or newer) or minibus with driver (inclusive of gas, parking fees and overtime fees)</p>	
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	<ul style="list-style-type: none"> <li>- Transfer in and out with pick up at TPB Office</li> <li>- Tour proper</li> </ul> <p>Additional van for luggage (inclusive of driver and gas)</p> <p>Note: Drivers must undergo an RT-PCR (Covid 19) test with a negative result</p> <p><u>Tours and Activities</u> Incentivized, interactive and experiential tour offerings in the identified destination and product circuits with a focus on Habi (weaving), Halal, Hilot and Hilom to align with the TPB Banner Program</p> <p><u>Meals</u> Incentivized lunch and dinner with cultural and musical entertainment, especially for welcome dinner and farewell dinner.</p> <p>AM Snacks x 25 pax for 4 days PM Snacks x 25 pax for 4 days Lunch x 25 pax for 4 days Dinner x 25 pax for 3 nights</p> <p>*Menu: subject to approval of the TPB.</p> <p><u>RT-PCR Tests/ Travel/ COVID19 Insurance</u> Provision of Antigen Tests and/ or RTPCR Test in entering the borders (if applicable)</p> <p>Travel with COVID 19 medical coverage</p> <p><u>Others Requirements:</u></p> <ul style="list-style-type: none"> <li>• Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae)</li> <li>• Services of a licensed DOT- accredited local English- speaking tour guide (can also act as tour coordinator if Regional Tour Guide)</li> <li>• Provision of itinerary booklet and Directory of Participants and TPB Officials (Content and design subject to</li> </ul>	
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	<p>approval of TPB)</p> <ul style="list-style-type: none"> <li>• Provision of incentivized tour kit/ travel necessities (tissue, wipes, 70ml refillable sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel, acrylic face shield, wearable purifier and folded umbrella)</li> <li>• First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</li> <li>• Stand-by paramedics</li> <li>• Provision of (3) color coded luggage tags per participants</li> <li>• Provision of at least 1 token which should be destination based giveaways for each guest without showing tour operator's logo and subject to TPB's approval</li> <li>• Provision of banners (for group picture) and appropriate bus signage, design/ specs subject to TPB's approval</li> <li>• Provision of cold towels/ wet tissue and water in tumbler</li> <li>• Entrance fees/ Environmental fees</li> <li>• Airport terminal fees</li> <li>• Porter fees</li> <li>• Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.)</li> </ul>	
<b>LOT 2</b>	<b>CORON</b>	<b>Php1,470,000.00</b>
<p><b>Site Validation</b>  <b>07-10 February</b>  <b>2022</b>  Number of participants: 3 pax</p>	<p><b><u>Site Validation</u></b></p> <p><b><u>Accommodation</u></b>  Room accommodation for 3 pax at Business category (if applicable/available) or its equivalent for four (4) days (with breakfast) based on single occupancy</p> <p><b><u>Airline Tickets</u></b>  Roundtrip domestic air tickets for 2 pax  Route: MNL-USU-MNL  - 20 kilograms' baggage allowance  - Must be rebookable, refundable or can be converted into travel fund</p>	

<p><b>Actual Tour 21-24 February 2022</b></p> <p>Number of participants: 25 pax (inclusive of DOT and TPB representatives)</p>	<p><u>Land Transportation</u> One (1) van (2018 model or newer) with driver (inclusive of gas, parking fees and overtime fees)</p> <ul style="list-style-type: none"> <li>- Transfer in and out</li> <li>- Pick up at residence of TPB personnel</li> <li>- Tour proper/ Site ocular</li> </ul> <p>Note: Drivers must undergo an RT-PCR (Covid 19) test with a negative result</p> <p><u>RT-PCR Tests/ Travel/ COVID19 Insurance</u> Provision of Antigen Tests and/ or RTPCR Test in entering the borders (if applicable)</p> <p>Travel with COVID 19 medical coverage</p> <p>*****</p> <p><b><u>Actual Tour</u></b></p> <p><u>Accommodation</u> Room accommodation for 25 pax at Deluxe category (if applicable/available) or its equivalent for four (4) days (with breakfast) based on single occupancy</p> <p><u>Airline Tickets</u> Roundtrip domestic air tickets for 23 pax Route: MNL-USU-MNL</p> <ul style="list-style-type: none"> <li>- 20 kilograms' baggage allowance roundtrip</li> <li>- additional 32 kilograms for at least 2 TPB personnel for bringing of give aways</li> <li>- Must be rebookable, refundable or can be converted into travel fund</li> </ul> <p><u>Land Transportation</u> Five (5) vans (2018 model or newer) or minibus with driver (inclusive of gas, parking fees and overtime fees)</p> <ul style="list-style-type: none"> <li>- Transfer in and out</li> <li>- Pick up at TPB Office</li> <li>- Tour proper</li> </ul> <p>Additional van for luggage (inclusive of driver and gas)</p>	
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	<p>Note: Drivers must undergo an RT-PCR (Covid 19) test with a negative result</p> <p><u>Tours and Activities</u> Incentivized, interactive and experiential tour offerings in the identified destination and product circuits with a focus on Habi (weaving), Halal, Hilot and Hilom to align with the TPB Banner Program</p> <p><u>Meals</u> Incentivized lunch and dinner with cultural and musical entertainment, especially for welcome dinner and farewell dinner.</p> <p>AM Snacks x 25 pax for 4 days PM Snacks x 25 pax for 4 days Lunch x 25 pax for 4 days Dinner x 25 pax for 3 nights</p> <p>*Meals are subject to approval of the TPB.</p> <p><u>RT-PCR Tests/ Travel/ COVID19 Insurance</u> Provision of Antigen Tests and/ or RTPCR Test in entering the borders (if applicable)</p> <p>Travel with COVID 19 medical coverage</p> <p><u>Others Requirements:</u></p> <ul style="list-style-type: none"> <li>• Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae)</li> <li>• Services of a licensed DOT- accredited local English- speaking tour guide (can also act as tour coordinator if Regional Tour Guide)</li> <li>• Provision of itinerary booklet and Directory of Participants and TPB Officials (Content and design subject to approval of TPB)</li> <li>• Provision of incentivized tour kit/ travel necessities (tissue, wipes, 70ml refillable sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel, acrylic face shield, wearable purifier and folded umbrella)</li> </ul>	
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	<ul style="list-style-type: none"> <li>• First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</li> <li>• Stand-by paramedics</li> <li>• Provision of (3) color coded luggage tags per participants</li> <li>• Provision of at least 1 token which should be destination based giveaways for each guest without showing tour operator's logo and subject to TPB's approval</li> <li>• Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB's approval</li> <li>• Provision of cold towels/ wet tissue and water in tumbler</li> <li>• Entrance fees/ Environmental fees</li> <li>• Airport terminal fees</li> <li>• Porter fees</li> <li>• Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.)</li> </ul>	
<b>LOT 3</b>	<b>Quarantine Arrangement</b>	<b>Php980,000.00</b>
<b>Quarantine Requirement</b>	<p><b>FROM CAMARINES SUR- ALBAY- SORSOGON</b></p> <p><b>From Site Validation: 13-16 Jan 2022</b></p> <ul style="list-style-type: none"> <li>○ Quarantine accommodation in Metro Manila, two (2) rooms with a full board meal arrangement for four days and three nights (4D3N) or until a negative RT-PCR result is released</li> <li>○ Pick up at airport and drop off at residence (TPB personnel)</li> <li>○ Exit RT-PCR Test</li> </ul> <p><b>From Actual Tour: 27-30 Jan 2022</b></p> <ul style="list-style-type: none"> <li>○ Quarantine accommodation in Metro Manila, twenty-three (23) rooms with a full board meal arrangement for four days and three nights (4D3N) or until a negative RT-PCR result is released</li> <li>○ <b>Minimum guarantee:10 rooms</b></li> <li>○ Pick up at airport and drop off at residence of TPB personnel and participants (within Manila)</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Exit RT-PCR Test</li> </ul> <p><b>FROM CORON</b></p> <p><b>From Site Validation: 10-13 Feb 2022</b></p> <ul style="list-style-type: none"> <li>○ Quarantine accommodation in Metro Manila, two (2) rooms with a full board meal arrangement for four days and three nights (4D3N) or until a negative RT-PCR result is released</li> <li>○ Pick up at airport and drop off at residence (TPB personnel)</li> <li>○ Exit RT-PCR Test</li> </ul> <p><b>From Actual Tour: 24 -27 Feb 2022</b></p> <ul style="list-style-type: none"> <li>○ Quarantine accommodation in Metro Manila, twenty-three (23) rooms with a full board meal arrangement for four days and three nights (4D3N) or until a negative RT-PCR result is released</li> <li>○ <b>Minimum guarantee:10 rooms</b></li> <li>○ Pick up at airport and drop off at residence of TPB personnel and participants (within Manila)</li> <li>○ Exit RT-PCR Test</li> </ul>	
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### III. OTHER TERMS AND CONDITIONS

1. Assistance in preparing/ securing entry documents, as necessary.
2. Willingness to respond to immediate/unforeseen changes in specifications.
3. Willing to provide services on a “send-bill” arrangement. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations
4. The requirement for the RT-PCR Test is a mandatory part of the proposal whether the LGUs require or no longer require a negative RT-PCR test in their borders. However, bidders are required to provide a detailed budget breakdown and billing based on the actual expense of the tour.
5. Bidders must adhere to the DOT Guidelines from the Memorandum Circular No. 2020-008 and 2020-011, as well as the IATF Safety Guidelines and Protocols.
6. Tour activities and/or schedules/dates may still be changed according to the recommendations of the DOT Regional Office involved.

### IV. QUALIFICATION OF BIDDERS

1. Must be Filipino owned, operated, and legally registered tour services company under Philippine laws;

2. Must show proof that the bidder had handled three (3) or more group tours in the lot being bid for the past three (3) years from the date of the opening of bids
3. Must have previously completed a minimum of 3 projects for the past 3 years' in providing/ servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, Institutions or Organizations. Required to submit a list of completed projects from 2019 – 2021;
4. Must be DOT-accredited tourism establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate; Preferably TPB member also.
5. Must allow rebooking, transfers or refunds.

#### **V. TERMS OF PAYMENT**

<b>LOT No.</b>	<b>PARTICULARS</b>	<b>AMOUNT</b>
<b>1</b>	<b>CAMARINES SUR- ALBAY- SORSOGON</b>	<b>Php 1,470,000.00</b>
1 <sup>st</sup> tranche	Completion of Site Validation and submission of proof of reservation of accommodation of actual trip	35% of the total contract price
2 <sup>nd</sup> tranche	Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion	65% of the total contract price
<b>2</b>	<b>CORON</b>	<b>Php 1,470,000.00</b>
1 <sup>st</sup> tranche	Completion of Site Validation and submission of proof of reservation of accommodation of actual trip	35% of the total contract price
2 <sup>nd</sup> tranche	Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion	65% of the total contract price
<b>3</b>	<b>Quarantine Requirements</b>	<b>Php980,000.00</b>
1 <sup>st</sup> tranche	<b>CAMARINES SUR- ALBAY- SORSOGON</b> Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion	50% of the total contract price
2 <sup>nd</sup> tranche	<b>CORON</b> Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion	50% of the total contract price

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

*Note: The bidder should have a Landbank account. Payment will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the travel agency/ tour operator company.*

**VI. APPROVED BUDGET FOR THE CONTRACT**

**LOT 1: ONE MILLION FOUR HUNDRED SEVENTY THOUSAND PESOS (Php 1,470,000.00)** inclusive of applicable taxes and fees

**LOT 2: ONE MILLION FOUR HUNDRED SEVENTY THOUSAND PESOS (Php 1,470,000.00)** inclusive of applicable taxes and fees

**LOT 3: NINE HUNDRED EIGHTY THOUSAND PESOS (Php 980,000.00)** inclusive of applicable taxes and fees

**VII. CONTACT PERSON**

**JAIME A. SY**

Acting Chief, Industry Relations & Services Division

Domestic Promotions Department

[jaime\\_sy@tpb.gov.ph](mailto:jaime_sy@tpb.gov.ph)

**EDESSA JOY L. DELEGIRO**

Project Officer

Domestic Promotions Department

[edessa\\_delegiro@tpb.gov.ph](mailto:edessa_delegiro@tpb.gov.ph)

09272938975

**\*\*\* Nothing Follows \*\*\***

**ITINERARY OF TRAVEL**

**Project Name:** TPB Members' Familiarization Tour  
**Date:** 24-27 January 2021  
**Venue:** Camarines Sur- Albay- Sorsogon

<b>Date / Time</b>	<b>Activity</b>	<b>Remarks</b>
<b>Day 1</b>		
24 January		
11:00 AM	Check –in at NAIA Terminal	
1:15 PM	ETD Manila to Naga DG 6117	
2:45 PM	ETA Naga	
3:00 PM	Proceed to Cam Sur Water Sports Complex Facility Tour at CWC Sports	
4:20PM	Heritage Tour in Naga	
6:00PM	Dinner at Que Pasa Restaurant	
7:30PM	Back to Hotel	
<b>Day 2</b>		
25 January		
6:30 AM	Breakfast at Hotel	
7:30 AM	Hotel Check-out Proceed to Bidi-Bidi Cafe	
8:30 AM	ETA Bidi-Bidi Café / Café des Artes	
9:30 AM	Proceed to Socorro's, Camalig, Albay	
11:00 AM – 12:40 PM	AR Socorro's Restaurant <ul style="list-style-type: none"><li>• Pinangat Demo</li><li>• Abaca Stripping Demo</li></ul>	

	Lunch	
1:00 – 2:00 PM	Cagsawa Ruins Park Shopping of Souvenir Proceed to Tribal Village	
2:30 – 4:30 PM	Tribal Village for ATV Tour	
5:20 PM	Check-in at Marison Hotel Freshen-Up	
6:00PM	Proceed to Casa Simeon	
6:45PM	Dinner at Casa Simeon	
8:30PM	Back to Hotel	
Day 3		
26 January		
7:00 AM	Breakfast at Hotel	
8:30 AM	Hotel check-out Travel to Sorsogon City	
9:40 AM	Sorsogon City Museum	
10:00 AM	Proceed to BalayBuhaysa Uma, Bulusan Stop over: Barcelona Church, Barcelona Ruins and Barcelona Heritage Town Hall	
12:00NN	Lunch at BalayBuhaysa Uma	
1:20 PM	Proceed to Siama Surf	
2:30 PM	Facility Tour at Siama Surf	
3:20 PM	Proceed to Siama Hotel Freshen-Up	
4:00 PM	Check-In at Siama Hotel	

5:20 PM	Buhatan Firefly Watching and River Cruise Dinner at Floating Restaurant	
7:30 – 8:30 PM	Sorsogon City Rolling Tour -Rompeolas, etc. (Optional)	
Day 4		
27 January		
7:00 AM	Breakfast at Hotel	
8:30 AM	Hotel check-out Travel to Sorsogon City	
9:40 AM	Sorsogon City Museum	
10:55 am	ETD DG 6194 12:15 pm	

As of: 18 November 2021

*Note:*

*\*The itinerary as reflected is based on the assumption that all destinations are open and are thus subject to change and/or adjustment in consonance to the LGU ordinance imposed at the time of the trip.*

*\*Flight schedule varies without prior notice.*

**\*\*\* Nothing Follows \*\*\***

**ITINERARY OF TRAVEL**

**Project Name:** TPB Members' Familiarization Tour  
**Date:** 21-24 February 2021  
**Venue:** Coron, Palawan

<b>Date / Time</b>	<b>Activity</b>	<b>Remarks</b>
<b>Day 1</b>		
21 February		
10:20 AM	ETD Manila DG 6043	
11:55 AM	ETA Busuanga Airport	
01:00 PM	Lunch	
04:20PM	Busuanga Town	
06:00 PM	Busuanga Bay Lodge Inspection	
	Courtesy call (LGU)	
7:30PM	Check in. Estancia Busuanga Inspection Dinner at Resort	
<b>Day 2</b>		
22 February		
06:00 AM	Breakfast at Hotel. Check out.	
08:00 AM	ETD Estancia (boat ride)	
08:45 AM	ETA Calauit Safari Registration Orientation	
10:15 AM	ETD Calauit	
10:30 AM	ETA Putod Wharf	
10:45 AM	ETD Putod Wharf	
12:15 PM	ETA Degalachao Wharf	
12:30 PM	ETD Degalachao Wharf	
01:00 PM	ETA Club Paradise Lunch Check –in. Inspection	
06:00 PM	Dinner	
<b>Day 3</b>		
23 February		
	Breakfast at Hotel.	
06:00 AM	Hotel check-out	
08:00 AM	ETD Club Paradise	



08:30 AM	ETA Degalachao Wharf	
08:45 AM	ETD Degalachao Wharf	
10:15 AM	ETA TAG Resort Check in.	
10:45 AM	ETDTAG Resort	
11:00 AM	ETA Lualhati Park Island Hopping Siete Picados, Barracuda Lake, Kayangan Lake, Twin Lagoon	Lunch onboard
04:30 PM	Proceed to Maquinit Hot Spring by land or sea	
05:30 PM	ETD Maquinit Hot Spring	
06:00 PM	ETA TAG Resort	
Day 4		
24 February		
06:00 AM	Breakfast at Hotel	
08:30 AM	30 mins hike to Mt. Tapyas- optional	
	Lunch (Lobster King, Sharky's or Santino's Grill	
	Check out	
04:50 PM	ETD Busuanga Airport PR 2966	
05:55 PM	ETA Manila	

As of: 18 November 2021

*Note:*

*\*The itinerary as reflected is based on the assumption that all destinations are open and are thus subject to change and/or adjustment in consonance to the LGU ordinance imposed at the time of the trip.*

*\*Flight schedule varies without prior notice.*

*\*Tour activities and/or schedules/dates may still be changed according to the recommendations of the DOT Regional Office involved.*

**\*\*\* Nothing Follows \*\*\***

[Use this form for Framework Agreement:]

## Technical Specifications

TECHNICAL SPECIFICATIONS			
Item / Service	Maximum Quantity	Technical Specifications / Scope of Work	Statement of Compliance
			<p>[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.]</p>

## ***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

- ☐ (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.

**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant

to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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



