

# **PHILIPPINE BIDDING DOCUMENTS**

## **Service Provider for the Management and Maintenance of the Website and the Virtual Event Platform of the 9<sup>th</sup> and 10<sup>th</sup> Regional Travel Fair (TPB ITB: 2022-001)**



**Sixth Edition  
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## ***Glossary of Acronyms, Terms, and Abbreviations***

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract

Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

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

**EXW** – Ex works.

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

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

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

**INVITATION TO BID  
(ITB) No. 2022-001**

**Service Provider for the Management and Maintenance of  
the Website and the Virtual Event Platform of the 9<sup>th</sup> and  
10<sup>th</sup> Regional Travel Fair**

1. The **Tourism Promotions Board**, through the **Approved 2022 Corporate Operating Budget** intends to apply the sum of **Two Million Seven Hundred Thousand Pesos Only (Php2,700,000.00)** being the ABC to payments under the contract for **Service Provider for the Management and Maintenance of the Website and the Virtual Event Platform of the 9<sup>th</sup> and 10<sup>th</sup> Regional Travel Fair/TPB ITB: 2022-001**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Tourism Promotions Board** now invites bids for the above Procurement Project. Delivery of the Goods is required by **April 2022**. Bidders should have completed, within **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 BAC Secretariat of the **Tourism Promotions Board** through emails: ***bac\_sec@tpb.gov.ph*** and/or ***janet\_villafranca@tpb.gov.ph***. during the office hours from **9:30 AM – 6:30 PM**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **14 February – 07 March 2022** by sending your request to ***bac\_sec@tpb.gov.ph*** and/or ***janet\_villafranca@tpb.gov.ph*** or **by downloading through the PhilGEPS and/or TPB website** and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos**

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

Payment can be made through the TPB Landbank Account or the TPB Cashier. Please email the BAC Secretariat a copy of the **bank transmittal slip or the official receipt** on or before the deadline for the submission of bids.

Bank Details:  
Land Bank of the Philippines  
Sheraton Century Park Branch  
Tourism Promotions Board  
A/C No. 1772-1034-13

6. The **Tourism Promotions Board** will hold a **Pre-Bid Conference** on **22 February 2022 at 10:30 AM** through video conferencing or webcasting *via the Zoom virtual platform*, which shall be open to prospective bidders.

Interested bidders may obtain the **Zoom** link of the **Pre-Bid Conference** from the **BAC Secretariat** through emails: ***bac\_sec@tpb.gov.ph*** and/or ***janet\_villafranca@tpb.gov.ph***.

7. Bids must be duly received by the BAC Secretariat through online or electronic submission as indicated below, on or before **07 March 2022 at 10:00 AM**. Late bids shall not be accepted.

The **Technical and Financial Documents** must be submitted separately in a compressed archive folder, the link/compressed folders shall be sent by email to the ***bac\_sec@tpb.gov.ph*** on or before **07 March 2022 at 10:00 AM**.

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

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

**Technical Documents\_<Company Name>\_2022 RTF Web and VEP**  
**Financial Documents\_<Company Name>\_ 2022 RTF Web and VEP**

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

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



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

1. Financial Bid
  2. Price Schedule
  3. Other Documentary Requirements (if applicable)
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **07 March 2022 at 10:30 AM** via the **Zoom** virtual platform. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The address for submission of bids is via E-mail, send to the BAC Secretariat's official email address: ***bac\_sec@tpb.gov.ph***

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

The address for the opening of bids is via **Zoom** virtual platform, the link will be provided to prospective bidders who submitted the bid on or before **07 March 2022 at 10:30 AM**.

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

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

11. The **Tourism Promotions Board** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

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

13. You may visit the following websites:

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

*14 February 2022*

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

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

## 1. Scope of Bid

The Procuring Entity, **Tourism Promotions Board** wishes to receive Bids for the **Service Provider for the Management and Maintenance of the Website and the Virtual Event Platform of the 9<sup>th</sup> and 10<sup>th</sup> Regional Travel Fair**, with identification number **TPB ITB No. 2022-001**.

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

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **2021 Corporate Operating Budget** in the amount of **Two Million Seven Hundred Thousand Pesos Only (Php2,700,00.00)**.

2.2. The source of funding is: GOCC and GFIs, the Corporate Operating Budget.

## 3. Bidding Requirements

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

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

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

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

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

## 5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
- ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
- iii. When the Goods sought to be procured are not available from local suppliers; or
- iv. When there is a need to prevent situations that defeat competition or restrain trade.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

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

## 7. Subcontracts

The 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: **Subcontracting is not allowed.**

## 8. Pre-Bid Conference

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

## 9. Clarification and Amendment of Bidding Documents

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

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

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within ***the last three (3) years*** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

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

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

## 12. Bid Prices

Prices indicated on the Price Schedule shall be entered separately in the following manner:

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

## 13. Bid and Payment Currencies

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

## 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **05 July 2022**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## 15. Sealing and Marking of Bids

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

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

## 16. Deadline for Submission of Bids

The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in **paragraph 7** of the **IB**.

## 17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in **paragraph 9** of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

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



## 18. Domestic Preference

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

## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as : **One Project having several items that shall be awarded as one contract.**
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## 20. Post-Qualification

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

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

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

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

## Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li>a. <i>Web development and Web and Virtual Event Platform content management and maintenance</i></li> <li>b. completed <b>within the last three (3) years</b> prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	<i>Subcontracting is not allowed.</i>
12	The price of the Goods shall be quoted DDP <b><i>within the Philippines</i></b> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>a. The amount of not less than <b><i>two percent (2%) of ABC</i></b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b><i>five percent (5%) of ABC</i></b> if bid security is in Surety Bond.</li> </ul>
19.3	<i>Project will be awarded as <b>One (1) Lot</b></i>
20.2	<i>No additional licenses required</i>
21.2	<i>No additional contract documents required.</i>

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

## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

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

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

## 3. Performance Security

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

## 4. Inspection and Tests

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

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

## **5. Warranty**

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

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

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

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

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

## ***Section V. Special Conditions of Contract***



## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered to <b>Tourism Promotions Board</b>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <b>Cesar Villanueva or Marivic M. Sevilla</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:</p> <ul 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 that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ul>
	<ul style="list-style-type: none"> <li>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.</li> </ul>

	<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>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	<p>The terms of payment shall be as follows:</p> <table border="1" data-bbox="384 730 1359 1453"> <tr> <td data-bbox="384 730 1029 1043"> <ol style="list-style-type: none"> <li>1. Approved Timeline and Gantt Chart (approved by TPB)</li> <li>2. Approved Mock-up (based on the approved theme) for               <ol style="list-style-type: none"> <li>a. Virtual Event Platform</li> <li>b. Website</li> </ol> </li> <li>3. Approved proposed virtual event platform and website</li> </ol> </td> <td data-bbox="1029 730 1359 1043">15% of the total contract price</td> </tr> <tr> <td data-bbox="384 1043 1029 1200"> <ol style="list-style-type: none"> <li>4. Full completion of deliverables for with corresponding terminal reports with analytics and Project Completion of Bicol Region Leg</li> </ol> </td> <td data-bbox="1029 1043 1359 1200">35% of the total contract price</td> </tr> <tr> <td data-bbox="384 1200 1029 1294"> <ol style="list-style-type: none"> <li>5. Approved proposed virtual event platform and website for CALABARZON Region Leg</li> </ol> </td> <td data-bbox="1029 1200 1359 1294">40% of the total contract price</td> </tr> <tr> <td data-bbox="384 1294 1029 1453"> <ol style="list-style-type: none"> <li>6. Full completion of deliverables for with corresponding terminal reports with analytics and Project Completion CALABARZON Region Leg</li> </ol> </td> <td data-bbox="1029 1294 1359 1453">10% of the total contract price</td> </tr> </table>	<ol style="list-style-type: none"> <li>1. Approved Timeline and Gantt Chart (approved by TPB)</li> <li>2. Approved Mock-up (based on the approved theme) for               <ol style="list-style-type: none"> <li>a. Virtual Event Platform</li> <li>b. Website</li> </ol> </li> <li>3. Approved proposed virtual event platform and website</li> </ol>	15% of the total contract price	<ol style="list-style-type: none"> <li>4. Full completion of deliverables for with corresponding terminal reports with analytics and Project Completion of Bicol Region Leg</li> </ol>	35% of the total contract price	<ol style="list-style-type: none"> <li>5. Approved proposed virtual event platform and website for CALABARZON Region Leg</li> </ol>	40% of the total contract price	<ol style="list-style-type: none"> <li>6. Full completion of deliverables for with corresponding terminal reports with analytics and Project Completion CALABARZON Region Leg</li> </ol>	10% of the total contract price
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4	<p>The inspections and tests that will be conducted are:</p> <ol style="list-style-type: none"> <li>1. Website content and functionality</li> <li>2. Virtual Event Platform content and functionality</li> <li>3. Generation of the Business Appointment Schedule</li> <li>4. Website Traffic and Lead Generation report</li> </ol>								

## ***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.

### **Schedule of Activities:**

<b>COMPONENTS</b>	<b>BICOL REGION</b>	<b>CALABARZON</b>
Tourism Webinar Half-day	28 April 2022	27 October 2022
Onsite Business to Business Session (B2B) Whole-day	29 April 2022	28 October 2022
Hybrid Business to Consumer Session (B2C) Two-day	30 April -1 May 2022	29-30 October 2022
Sellers Post Tour	2 May 2022	31 October 2022

### **Schedule of Requirements:**

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
1	RTF Website: 1. The website layout and pages are in accordance with the agreed content structure. 2. Online Registration System of participants Send Email Blast	2	2	7 days before the event
2	Seamless Virtual Platform Log-in on the following activities 1. Tourism Webinar 2. Business to Business Session (B2B) Business to Consumer (B2C)	2	2	7 days before the event
3	Technical rehearsal and walkthrough	2	2	7 days before the event
4	Business Appointment Matching Buyers and Sellers	2	2	7 days before the event
5	Website Traffic and Lead Generation Report	2	2	During and after the Event
6	Terminal Report of 4-day Activities	2	2	Within 5 days after the event

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

# Technical Specifications

*Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.*

Item	Specification	Statement of Compliance (Comply/Not Comply)
1	<b>RTF Wesbite</b>	
	A. Update and maintain pages of existing website in accordance with the agreed content structure for the following: <ol style="list-style-type: none"> <li>1. News, articles, pictures, and infomercials.</li> <li>2. Schedule of activities</li> <li>3. List of Registered Sellers (exhibitors) and their profile including a maximum of three (3) tour packages or offerings per sellers to be posted on the web page</li> <li>4. List of Approved Buyers</li> </ol>	
	B. Provide the on-line Registration System of the following : <ol style="list-style-type: none"> <li>1. Tourism Webinar Participants</li> <li>2. Buyer and Seller delegates</li> <li>3. Business to Consumer (B2C)</li> </ol>	
	C. Provide easy access customer feedback with QR code. Template will be provided by RTF Secretariat: <ol style="list-style-type: none"> <li>1. Tourism Webinar Evaluation</li> <li>2. Buyer Evaluation</li> </ol>	

	<p>3. Sellers Evaluation</p> <p>4. Pre and Post Tour Activities</p>			
	D. Manage automatic email reminders and send invites and registration forms one (1) week prior to the schedule of the event.			
	E. Manage sending of email blasts to participants to inform the participants for an announcement of the event.			
2	<b>WEB HOSTING</b>			
	A. Free value-added services for one (1) year of web hosting and maintenance.			
	<p>B. The Web site and database must be hosted on a dedicated stand-alone high-capacity server with the following minimum specifications:</p> <table border="1" data-bbox="359 896 1050 1422"> <thead> <tr> <th>Specifications of Dedicated Server</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>● ON A CDN (Content Delivery Network)</li> <li>● 2 CPU CORES @ 3.1 GHZ</li> <li>● 8 GB MEMORY</li> <li>● 5 TB STORAGE</li> <li>● 3 DEDICATED IPS</li> <li>● UNMETERED BANDWIDTH</li> <li>● FREE 3-YEAR SSL CERTIFICATE</li> <li>● APPROPRIATE DATA SECURITY</li> <li>● Stack for Virtual Platform</li> <li>● Guaranteed 99.99% uptime</li> <li>● 90% Pagespeed Insight result</li> </ul> </td> </tr> </tbody> </table>	Specifications of Dedicated Server	<ul style="list-style-type: none"> <li>● ON A CDN (Content Delivery Network)</li> <li>● 2 CPU CORES @ 3.1 GHZ</li> <li>● 8 GB MEMORY</li> <li>● 5 TB STORAGE</li> <li>● 3 DEDICATED IPS</li> <li>● UNMETERED BANDWIDTH</li> <li>● FREE 3-YEAR SSL CERTIFICATE</li> <li>● APPROPRIATE DATA SECURITY</li> <li>● Stack for Virtual Platform</li> <li>● Guaranteed 99.99% uptime</li> <li>● 90% Pagespeed Insight result</li> </ul>	
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	C. RTF website and its database must be regularly backed-up.			
	D. Provide appropriate security measures to secure the web host against unauthorized intrusion and ensure minimal downtime of the web site.			
	E. Provide 24/7 technical support			
	F. Documentation – appropriate system documents to quickly guide users through specific tasks			
	G. TPB personnel training on how to upload / update / revise content information			

	H. The RTF Website and its source codes are owned by TPB. Source codes, applications, and databases must be turned over to TPB and installed in the TPB server on or before the end of the contract.	
	I. Creation of Three (3) G suite accounts with a 1-year validity	
	J. Coordination with the existing website provider on the transfer of the credentials and domain website and hosting.	
3.	<b>REGIONAL TRAVEL FAIR VIRTUAL PLATFORM</b>	
	Provide a virtual platform that can host and manage the online version of an event at which goods and services for a specific industry are exhibited and demonstrated. The format can be as simple as a basic online directory or as complex as a virtual 3D world that includes the following virtual space. <b>To submit proof of license or ownership for the virtual platform to be used.</b>	
	1. Home Plaza/ Web Landing Page link to the RTF website	
	2.A custom lobby with a show greeting and navigation to other show locations and enables easy navigation for attendees on the following activities: <ul style="list-style-type: none"> <li>a. Business to Consumer (B2C) RTF Show</li> <li>b. Business to Business (B2B)</li> <li>c. Tourism Forum Webinar</li> <li>d. Virtual space to promote sponsors with banners as needed</li> </ul>	
	3.Auditorium Page/Virtual Conference Hall <ul style="list-style-type: none"> <li>a. Attendees can view the scheduled live and on-demand presentations within the virtual show. No downloads. No pop-ups. It comes with tools to search and bookmark</li> <li>b. To show and record the Tourism Forum (Webinar) and other activities of the event.</li> <li>c. Easy-to-use Webinar Portal</li> <li>d. Monitor the entire event, registration, attendees, send automated follow-up emails, distribute recordings, and easily accessible demand.</li> </ul>	

	<ul style="list-style-type: none"> <li>e. Large-capacity webinar room with at least 500 attendees, content and screen sharing, polls and surveys, live chat, and interactive Q&amp;A.</li> <li>f. Analytics and reports on email, registration, attendance, and engagement.</li> <li>g. E-Certificate of Exhibitors shall be provided once they fill-out the survey questionnaire. The design will be provided by TPB.</li> <li>h. The Tourism Webinar shall be broadcasted on any available social media platform. The recorded webinar shall be played or link via zoom.</li> </ul>	
	<p>4.Exhibit Hall/Virtual Travel Fair (Business to Consumer (B2C) - Duration: Two (2) days</p> <ul style="list-style-type: none"> <li>a. Custom exhibitor booths can accommodate at least 50 to 70 Sellers exhibitors inclusive of TPB, DOT and artisans.</li> <li>b. Custom booth or identified corner at the lobby of local artisans (weavers) for two (2) BICOL and two (2) CALABARZON.</li> <li>c. Booths can be chosen from the template library or designed from existing sketches. Booths can offer white papers, product collateral, demos, rich media content, surveys, polls, and giveaways to visitors. Group and individual live chats are available for engaging with booth visitors.</li> <li>d. Visit exhibitor booths, chat with representatives, download literature, watch videos, take a survey, register for a prize, etc.</li> <li>e. Provide access and upload documents for the virtual booth design</li> <li>f. Direct on-line selling in the Platform (c/o banking system of the Exhibitors)</li> <li>g. Exhibitors, in this case, can receive notifications of booth visits, queries, and purchases while organizers can continue to promote the event using emails and social media in order to continue its activity.</li> <li>h. Exhibit Hall can be shown on FB Live and other social media account.</li> <li>i. Provide “<b>Virtual Booth Designers</b>” to assist, design and upload the booth of TPB, DOT, RTF Sellers and artisans</li> </ul>	



	5.Resource Center - central repository of all show content –presentations, demos, documents, and presentations with search and bookmark tools	
	6.Provide a networking/ Communications Center to find best matches for attendees, message board forums, message center to send/receive messages, and individual or group chat area.	
	7.To enhance and manage 2-3 interactive games for the engagement of consumers and attendees.	
	8.	
4	<b>ONSITE : BUSINESS TO BUSINESS (B2B) NETWORKING FEATURES</b>	
	<ol style="list-style-type: none"> <li>1. Provide the pre-scheduled appointments wherein the Buyers and Sellers Meet for the B2B component</li> <li>2. Provide a minimum of 15 Business Appointments from 9:00 a.m. to 6:00 p.m.</li> </ol>	
5	<b>SOCIAL MEDIA PROMOTIONS OF TOURISM WEBINAR AND BUSINESS TO CONSUMER (B2C)</b>	
	<p>Campaign a social media campaign for three (3) platforms (Facebook, Twitter and Instagram) to participate/attend, log-in online and visit virtually the RTF events.</p> <ul style="list-style-type: none"> <li>• Tourism Webinar attendees thru virtual platform</li> <li>• 2-day Business to Consumer (B2C)</li> </ul>	
6	<b>MONITORING AND REPORTING</b>	
	<ol style="list-style-type: none"> <li>1. Generate performance reports for all components;</li> <li>2. Prepare analysis performance reports for all components;</li> <li>3. Generate report on final reach, values, and mileage earned for all components for the duration of the engagement.</li> </ol>	
7	<b>OTHER REQUIREMENTS</b>	
	<ol style="list-style-type: none"> <li>1. Provide website user guidelines and documentation;</li> <li>2. Provide content and source codes of the website to the project officer upon project completion</li> <li>3. Bidder must undertake a technical dry-run at least 10 calendar days prior to the implementation of the Event.</li> <li>4. Bidder shall coordinate with the RTF Virtual Technical Team Committee.</li> </ol>	

	<p>5. The bidder shall shoulder all necessary travel expenses, required health protocol and other logistic requirements needed for the said event.</p> <p>6. All assigned personnel shall follow the health protocol provided by IATF and respective LGUs rules and regulations. The winning bidder shall bear their RT PCR expense for assigned personnel in each leg.</p> <p>7. Assign key personnel with relevant experience to the position. <b>To submit CV using the TPF6 Form.</b></p> <ul style="list-style-type: none"><li>● Project Manager (1) at least 3 years</li><li>● Content Manager (1) at least 1 year</li><li>● Graphic Designer (1) at least 1 year</li><li>● Platform Developer (2) at least 1 year</li><li>● Technical Support Team (2) at least 1 year</li></ul>	
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## ***Section VIII. Checklist of Technical and Financial Documents***

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

#### Technical Documents

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

#### Financial Documents

- (g) The 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**
- (h) 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**

- (i) 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**

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

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

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

