



# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **SERVICES OF AN INFORMATION COMMUNICATION TECHNOLOGY COMPANY FOR PHILIPPINE TRAVEL EXCHANGE 2022**

**TPB-ITB No. 2022-015**

Government of the Republic of the Philippines

**Sixth Edition  
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# Preface

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

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

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

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

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

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

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# *Glossary of Acronyms, Terms, and Abbreviations*

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

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

**EXW** – Ex works.

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

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

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

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

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

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

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

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



**Invitation to BID**  
**SERVICES OF AN INFORMATION COMMUNICATION**  
**TECHNOLOGY (ICT) COMPANY FOR PHILIPPINE TRAVEL**  
**EXCHANGE (PHILTEX) 2022**  
*(TPB-ITB No. 2022-015)*

1. The **Tourism Promotions Board (TPB)**, through the Corporate Budget FY 2022, intends to apply the sum of **Five Million Seven Hundred Ninety-Five Thousand Pesos (Php5,795,000.00)**, inclusive of all applicable taxes, being the ABC to payments under the contract for the **Services of Information and Communication Technology (ICT) Company for Philippine Travel Exchange (PHITEX) 2022**.

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 TPB now invites bids for the above Procurement Project. **Delivery of the Items/Services commence one (1) day after the issuance of Notice to Process**. Bidders should have completed, within the last **four (4) years** from the date of submission and receipt of bids, a contract similar to the project, contract should at least be **fifty percent (50%) of the ABC**. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

**Attach the Certificate of Satisfactory Completion for all completed projects.**

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

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

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 **TPB – Bids and Awards Committee Secretariat** and inspect the Bidding Documents at the address given below from 8:00 a.m. to 5:00 p.m. Monday to Friday excluding holidays.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **August 5, 2022 to August 30, 2022 (9:30 a.m.)** from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB.*

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

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00

Bidding Document Amount: PhP10,000.00 (excluding bank and other charges)

Mode of Payment of Bidding Document

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

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

- b) Cash Payment: Pay in cash at the TPB Office Cash Unit.

6. The TPB will hold a Pre-Bid Conference on **August 15, 2022, 2:00 p.m. (Monday)** through video conferencing or webcasting via Zoom Link which shall be open to prospective bidders.

Meeting ID: 929 5609 5829      Passcode: 059136

7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below, on or before **August 30, 2022, 10:00 a.m.** Late bids shall not be accepted.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening (manual opening) shall be on **August 30, 2022, 3:30 p.m.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The TPB reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:  
*Ms. Eloisa A. Romero / Mr. Socrates G. Torres*  
*BAC Secretariat, Administrative Department*  
***Tourism Promotions Board***  
*4th Floor Legaspi Towers 300, Roxas Boulevard, Manila*  
*Tel. Nos. 8 525-9318 loc. 261*  
*Email at [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph), [soc\\_torres@tpb.gov.ph](mailto:soc_torres@tpb.gov.ph)*

*August 4, 2022*

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***Atty. Venancio C. Manuel III***  
*Chairperson*  
*Bids and Award Committee*

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

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

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## 1. Scope of Bid

The Procuring Entity, **Tourism Promotions Board (TPB)** wishes to receive Bids for the **Services of an Information Communication Technology (ICT) Company for Philippine Travel Exchange (PHITEX) 2022** with identification number **ITB No. 2022-015**.

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

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **FY 2022** in the amount of **Five Million Seven Hundred Ninety-five Thousand Pesos (Php5,795,000.00)**.

2.2. The source of funding is:

**Corporate Operating Budget CY 2022.**

## 3. Bidding Requirements

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

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

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

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

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

## 5. Eligible Bidders

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

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

## 6. Origin of Goods

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

## 7. Subcontracts

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

The Procuring Entity has prescribed that:

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

- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria

stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.

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

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

The Procuring Entity will hold a pre-bid conference for this Project on **August 13, 2022 2:00 p.m. (Saturday)** through video conference or webcasting which shall be open to prospective bidder.

Meeting ID: 929 5609 5829 Passcode: 059136

## **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 **four (4) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be

authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

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

## 12. Bid Prices

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



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

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

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

13.2. Payment of the contract price shall be made in: **Philippine Pesos**.

### **14. Bid Security**

14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until, **120 days from the date of the opening of bids**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### **15. Sealing and Marking of Bids**

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

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

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

### **16. Deadline for Submission of Bids**

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

### **17. Opening and Preliminary Examination of Bids**

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

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

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

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

## **18. Domestic Preference**

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

## **19. Detailed Evaluation and Comparison of Bids**

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

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

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

- 19.4. The Project shall be awarded as follows:

One Project having several items/services 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**

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

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

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

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

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

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

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

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

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

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Services of an Information Communication Technology (ICT) Company specializing in System Integration, that implement and manage the Event application Platform by delivering the Technical and Digital Requirements.</p>
7.1	<i>Subcontracting is not allowed.</i>
12	<i>The price of the Items/Goods shall be quoted DDP,TPB Office, 4<sup>th</sup> Floor Legaspi Towers 300 Roxas Boulevard Malate, Manila or the applicable International Commercial Terms (INCOTERMS) for this project.</i>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p><b>ABC: Php5,795,000.00</b></p> <p>a. The amount of not less than <b>Php115,900.00</b> [amount equivalent to two percent (2%) of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <b>Php289,750.00</b> [amount equivalent to five percent (5%) of ABC] if bid security is in Surety Bond.</p>
15	<p><b>Documents comprising the Bid: Eligibility and Technical Components</b> The first envelope shall contain the eligibility and technical documents of the Bid as specified in <b>Bidding Document Section VIII (Checklist of Technical and Financial Documents)</b>.</p> <p><b>Documents comprising the Bid: Financial Component</b> The second bid envelope shall contain the financial documents for the Bid as specified in <b>Bidding Document Section VIII (Checklist of Technical and Financial Documents)</b>.</p> <p>Bidders shall submit their bids through their duly authorized representative using the appropriate forms before the deadline specified in the <b>ITB No. 2022-015</b> in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid,</p>

including the eligibility requirements and the second shall contain the financial component of the bid. This shall also be observed for each lot in the case of lot procurement

The Bidder shall prepare and submit an original of the first and second envelopes. In addition, the Bidder shall **submit 2 copies** of the first and second envelopes. In the event of any discrepancy between the original and the copies, the original shall prevail.

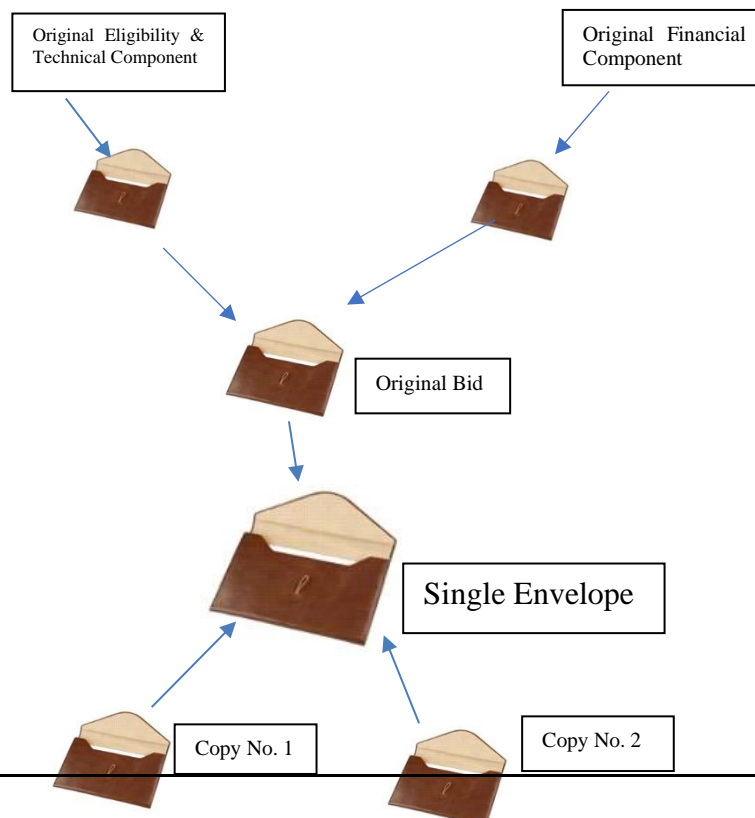
Each and every page of the Bid Proposal, including the Schedule of Prices, shall be signed by the duly authorized representative/s of the Bidder.

### Sealing and Marking of Bids

Bidders shall enclose their original eligibility and technical documents in one sealed envelope marked “ORIGINAL - TECHNICAL COMPONENT”, and the original of their financial component in another sealed envelope marked “ORIGINAL - FINANCIAL COMPONENT”, sealing them all in an outer envelope marked “ORIGINAL BID”.

Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “COPY NO. \_\_\_ - TECHNICAL COMPONENT” and “COPY NO. \_\_\_ – FINANCIAL COMPONENT” and the outer envelope as “COPY NO. \_\_\_”, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.

15.1



	<p>The diagram illustrates two separate lot structures. On the left, two boxes are shown: 'Copy 1 Eligibility &amp; Technical Component' and 'Copy 1 Financial Component'. Blue arrows point from each box to one of two lot icons (represented as brown blocks with a tan top). On the right, two boxes are shown: 'Copy 2 Eligibility &amp; Technical Component' and 'Copy 2 Financial Component'. Blue arrows point from each box to one of two lot icons.</p>
19.3	The descriptions of the lots or items shall be indicated in Section VII (Technical Specifications)
20.2	<i>Not Applicable</i>
21.2	<i>Not Applicable</i>

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

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

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

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

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.



## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

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

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

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

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

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

## 3. Performance Security

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

#### **4. Inspection and Tests**

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

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

#### **5. Warranty**

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

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

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

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

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

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

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

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

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

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

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

## Special Conditions of Contract

GCC Clause																
1	Delivery of the Goods/Services shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).															
2.2	<p>The terms of payment shall be as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">DELIVERABLES/MILESTONE</th> <th style="text-align: center;">PAYMENT TERMS</th> <th style="text-align: center;">% OF PAYMENT</th> </tr> </thead> <tbody> <tr> <td>1. Submit TPB-approved Timeline, Gantt Chart, and Event Application Platform Concept within three (3) calendar days upon receipt of the NTP.</td> <td style="text-align: center;">1<sup>st</sup> tranche</td> <td style="text-align: center;">15% of the total contract price</td> </tr> <tr> <td>2. Submission of Approved customized Event Application Platform within seven (7) CDs upon receipt of the NTP.</td> <td style="text-align: center;">2<sup>nd</sup> tranche</td> <td style="text-align: center;">35% of the total contract price</td> </tr> <tr> <td>3. User Acceptance Test (UAT) of the Event Application Platform check and Delivery of equipment within 14 days upon receipt of the NTP.</td> <td style="text-align: center;">3<sup>rd</sup> tranche</td> <td style="text-align: center;">40% of the total contract price</td> </tr> <tr> <td>4. Upon completion, delivery, and performance of the required services</td> <td style="text-align: center;">4<sup>th</sup> tranche</td> <td style="text-align: center;">10% of the total contract price</td> </tr> </tbody> </table>	DELIVERABLES/MILESTONE	PAYMENT TERMS	% OF PAYMENT	1. Submit TPB-approved Timeline, Gantt Chart, and Event Application Platform Concept within three (3) calendar days upon receipt of the NTP.	1 <sup>st</sup> tranche	15% of the total contract price	2. Submission of Approved customized Event Application Platform within seven (7) CDs upon receipt of the NTP.	2 <sup>nd</sup> tranche	35% of the total contract price	3. User Acceptance Test (UAT) of the Event Application Platform check and Delivery of equipment within 14 days upon receipt of the NTP.	3 <sup>rd</sup> tranche	40% of the total contract price	4. Upon completion, delivery, and performance of the required services	4 <sup>th</sup> tranche	10% of the total contract price
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4	The inspections and tests that will be conducted shall be in accordance with Section VII. Technical Specifications.															

## *Section VI. Schedule of Requirements*

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

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
1	Closing of Buyers and Sellers Registration			02 September 2022 (Indicative Date)
2	Review of the submitted timeline and Event Application Platform Concept			07 September 2022 (Indicative Date)
3	Finalization, integration, and tech-run of the platform and equipment			11-17 September 2022 (Indicative Date)
4	User Acceptance Test (UAT) of the Event Application Platform check and delivery of equipment			18 September 2022 (Indicative Date)
5	Registration of confirmed Buyers and Sellers on the official platform and virtual booth setup			19-30 September 2022 (Indicative Date)
6	Appointment Selection			3-7 October 2022

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

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

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

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

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

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

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

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

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

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

# Technical Specifications

**SERVICES OF AN INFORMATION COMMUNICATION TECHNOLOGY (ICT)  
COMPANY FOR PHILIPPINE TRAVEL EXCHANGE (PHILTEX) 2022  
(TPB-ITB No. 2022-015)**

Item	Specification	Statement of Compliance
		<p><i>[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.]</i></p>
1	TPB needs the services of an Information Communications Technology (ICT) company	



	<p>specializing in System Integration. It will implement and manage the Event Application Platform and ensure the successful conduct of the event by delivering the technical and digital requirements.</p>									
2	<p><b>OBJECTIVES</b></p> <p>The Implementation of the fully customized Event Application Platform (EAP) (i.e., Jublia, Eventtia, Hubilo, Whova) aims to use the following major functionalities:</p> <ol style="list-style-type: none"> <li>1. Virtual Event Platform</li> <li>2. Onsite Event Platform</li> <li>3. Hybrid Event Platform</li> <li>4. Mobile App</li> <li>5. Website</li> <li>6. Business Matching System</li> <li>7. Registration System <ol style="list-style-type: none"> <li>a. Online</li> <li>b. Onsite - full-service onsite attendance management solution</li> </ol> </li> <li>8. Payment System</li> <li>9. Analytics Report</li> </ol>									
3	<p><b>SCOPE OF SERVICES</b></p> <p>A. SYSTEM FEATURES AND FUNCTIONALITIES</p> <table border="1" data-bbox="343 1355 858 2045"> <thead> <tr> <th data-bbox="343 1355 422 1512">CATEGORIES</th> <th data-bbox="422 1355 555 1512">FEATURES</th> <th data-bbox="555 1355 858 1512">DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td data-bbox="343 1512 422 2045" rowspan="2">FORMAT</td> <td data-bbox="422 1512 555 1803">Virtual</td> <td data-bbox="555 1512 858 1803">Create easy-to-navigate virtual events with high production value, seamless content delivery, audience interactivity, and community-building opportunities. Attendees can easily manage the schedules, access event content, stay updated, network with one another, engage with sessions and speakers, and more.</td> </tr> <tr> <td data-bbox="422 1803 555 2045">In-person (face-to-face)</td> <td data-bbox="555 1803 858 2045"> <p>The Attendee Hub gives onsite attendees the flexibility to engage right from the palm of their hand, with the option to access the event online too.</p> <ul style="list-style-type: none"> <li>• Before the event: Attendees can build their plan, schedule appointments, network with</li> </ul> </td> </tr> </tbody> </table>	CATEGORIES	FEATURES	DESCRIPTION	FORMAT	Virtual	Create easy-to-navigate virtual events with high production value, seamless content delivery, audience interactivity, and community-building opportunities. Attendees can easily manage the schedules, access event content, stay updated, network with one another, engage with sessions and speakers, and more.	In-person (face-to-face)	<p>The Attendee Hub gives onsite attendees the flexibility to engage right from the palm of their hand, with the option to access the event online too.</p> <ul style="list-style-type: none"> <li>• Before the event: Attendees can build their plan, schedule appointments, network with</li> </ul>	
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		<p>attendees before arriving onsite, learn about exhibitors and sponsors, and more</p> <ul style="list-style-type: none"> <li>• During the event: Attendees can join sessions, engage with sessions and speakers, learn about and meet with exhibitors and sponsors, network with attendees, and more</li> <li>• After the event: Attendees can watch on-demand recordings, access session content, take feedback surveys, message attendees they met onsite, and more</li> </ul>
	Hybrid	Combine the strengths of a virtual event with the impact of an in-person event. Whether your hybrid event is produced live, pre-recorded, or anything in between, the Attendee Hub delivers always-on engagement to help you drive event content discovery and consumption. It also brings all attendees together, creating shared experiences no matter how they choose to attend your event
<p><b>PLAT FOR M</b></p> <p>Available only for the following *</p> <p><b>Web-Base d*</b></p> <p><b>**</b></p> <p><b>Mobile App</b></p>	Seamless Experience	As an integral part of our Event Marketing and Management Platform, the Attendee Hub drives attendee engagement and delivers a consistent and fully branded event experience.
	Secure Login	Keep your event and attendee data safe with password-protected events, two-factor authentication, and built-in privacy controls. You can also enable Single Sign-On for a seamless login experience.
	Personalized Home Screen	Give attendees access to critical details, live and upcoming sessions, and surveys with a personalized and dynamic home screen. From this view, attendees can submit any event or session feedback, manage and modify their Registration, and learn more about featured exhibitors.
	**Agenda Building	The event app also provides the entire event schedule following any rules you have set up for attendee scheduling in Registration. It notifies attendees when session fees need to be collected or prompts them to join a waitlist if a session is full. Attendees

		can also schedule appointments straight from the app and sync their schedules with external calendars.
<b>Insights &amp; Incentive</b>  Available only for the following <b>*Web-Based**Mobile App</b>	Web Analytics	Get page-by-page analytics with clicks and views to understand what content is engaged with the most, so you can continue to improve. Virtual Attendance Tracking: Capture event and session attendance for tracking purposes and accurately provide continuing education credits.
	Engagement Scoring	Score attendees' unique set of event activities to understand engagement levels. Use these scores to give your sales and marketing teams a simple, actionable view of attendee activity for follow-up.
	*Virtual Attendance Tracking	Capture event and session attendance for tracking purposes and to accurately provide continuing education credits.
	**Exhibitor/Sponsor Reporting	Give your exhibitors and sponsors information on who is viewing their in-app profile, links, and documents.
	**Attendee Feedback	Allow attendees to give feedback about your event, speakers, and sessions to help improve their event experience.
<b>Content &amp; Engagement</b>  <b>*Web-Based**Mobile App Sponsorship</b>	*Embedded Video	Display Embedded Video live streams or recorded videos within your virtual sessions for a seamless attendee experience. Embedded videos will also be used for attendee appointments.
	Event Schedule	Attendees can stay in the know by viewing the session schedule, including dates and times, speakers, descriptions, and appointment schedule. Attendees can filter sessions to find the ones of interest to them and can easily add sessions to their personal agendas.
	Live Q&A	During sessions, attendees can submit questions to presenters within the live Q&A chat box for an additional layer of interactivity. The questions can be approved automatically or by a moderator and answered verbally or with written responses.

	*Session Chat	Event participants can connect directly within sessions, providing an interactive experience for attendees. The chat can be moderated as needed
	Gamification	Encourage specific attendee behaviors by awarding points for completing actions, such as networking with exhibitors, attending sessions, and asking questions during the event. You can also follow attendee progress in real-time.
	*Polling	During your sessions, you can add another level of engagement using polling to ask questions and get immediate feedback.
	Video Discussions	Attendees can meet and collaborate about a particular topic or interest in small Video conferencing rooms.
	*On-Demand Catalog	Display sessions for post-session consumption using the On-Demand Catalog
	Notifications	Keep your attendees informed and up-to-date with notifications. You can share essential event updates, share featured sessions, send survey reminders, drive attendees to virtual exhibitor booths, use them as sponsorship opportunities, and more.
	Attendee Recommendations	The attendee list will recommend other attendees your attendees should network with. Sessions can also be recommended to attendees based on sessions similar attendees are attending.
	*Session Feedback	Once session surveys are available, attendees will receive a notification reminding them to give feedback about their sessions.
	*Custom Cards	Add custom content to your event using URLs and/or video cards.
	*Page Visibility	Create a more personalized experience for your attendees by limiting visibility to the attendee list, exhibitor list, discussions, and custom pages.
	Attendee List	Allow attendees to see who's who at your event with the attendee list.
	1:1 Attendee Messaging	Allow attendees to send private 1:1 messages to encourage networking.
	*Instant Networking	Randomly match attendees to allow attendees to speak to someone new! They can chat for up to five minutes, then move on to chatting with another attendee.

	**Session Documents	Educate attendees by sharing relevant content that speakers will be presented within each session of the app.
	**Session Surveys	After attending one of your sessions, attendees can take their session surveys directly on the session detail page.
	**Session Search	Attendees can quickly search and filter sessions by track, name, tag, speaker, or bookmarks.
	**Custom Cards	Feature URLs or videos on the homepage to be displayed before, during, and after your event.
	Featured Exhibitors and Sponsors	Prominently feature exhibitors and sponsors on your event homepage and in dedicated areas in your event with searchable lists.
	Exhibitor Search	Attendees can easily find vendors of interest by searching your exhibitor and sponsor list either with text search or by using exhibitor filters.
	*Virtual Exhibitor Booths	Virtual booths with Video conferencing allow exhibitors to display company details, highlight a video, share content, and meet with interested attendees virtually.
	*Exhibitor Chat	Attendees can use the embedded chat within the exhibitor profile to chat directly with booth staff.
	*Inbound Exhibitor Leads	Help exhibitors drive inbound leads by letting attendees submit their interests and instantly share their contact information with exhibitors.
	*Exhibitor Video and Documents	Exhibitors can highlight their offerings by showcasing a video and providing information and promotional content for interested attendees in their virtual exhibitor booth.
	*Sponsored Sessions	Provide additional exposure for your partners and additional revenue for your organization with sponsored sessions
	**Exhibitor Content	Exhibitors can highlight their offerings by providing information, URLs, and documents about themselves.
	**Inbound Leads	Attendees can request information from exhibitors in the app and be added as a lead.
	<b>EVEN T MAN AGE</b>	Fully customizable event website and registration page

<b>MEN T BUIL D FEAT URES</b>	Branded Event Websites	Create professional and branded event websites with detailed information about your event, agenda, venue, speakers, sponsors, and more.
	Mobile Friendly	Design a mobile-friendly website, registration form, and post-event survey so your attendees can conveniently access everything from their phones.
	Dynamic Registration Paths	Customize the registration experience by directing invitees down a unique registration path based on their attendee type <ul style="list-style-type: none"> <li>• Widgets: Create and design interactive widgets to promote your event on an external website.</li> </ul>
	Targeted Email Communications	Send targeted and automated email communications related to your event, like invitations, reminders, confirmations, invoices, cancellations, and more.
	Event Promotion	Increase awareness of and drive Attendance to your event through our marketing tools. <ul style="list-style-type: none"> <li>• Social Media: Make it easy for registrants to promote your event on their social networks.</li> <li>• Search Engine Optimization: Increase the likelihood that your event appears in search engine results by optimizing it with a description and keywords.</li> <li>• Viral Marketing: Let invitees refer their contacts to your event</li> </ul>
	Secure Payment Processing	Have a simple and reliable solution to collect fees, automate refunds, and get easy access to your event payments and financial reports.
	General Ledger Codes	Assign GL Codes to your event fees to track and manage your event finances.
	Guest and Group Registration	Allow registrants to register on behalf of additional attendees through guest or group registration.
	Speaker Profiles	Build a speaker library with detailed profiles for each speaker and have the ability to assign them to events and

			sessions.
		Multilingual Events	Create one event with multiple websites, registration paths, and email lists for each language you need. It has standard translations for Bulgarian, Chinese (China), Chinese (Traditional), Danish, Dutch, English, Finnish, French, French (Canadian), German, Greek, Italian, Japanese, Korean, Norwegian, Polish, Portuguese (Brazil), Portuguese (European), Romanian, Russian, Spanish, Swedish, Thai, Turkish, and Vietnamese.
		Event Surveys	Send pre-event surveys to registrants, post-event surveys to attendees, and regret surveys to invitees unable to attend.
		Contact Management	Maintain your entire contact database with the ability to make updates, search, create contact groups, add notes about contacts, merge records, and more.
		Robust Reporting	Report on and analyze your events by running our default reports or creating custom ones to drill down into your data.
		Access Portal	Publish reports and dashboards to a single portal, so you can share the reporting and analytics that are most important to each of your stakeholders in real time
		Events Calendar	Create a modern, mobile-responsive, customizable event calendar to showcase your upcoming events.
		Registration Rules	Set rules around what an invitee can and cannot do during the event registration process, such as agenda selections and travel requests.
		Exhibitor Management	Allow exhibitors to self-service with a portal to centrally manage their tasks, stand staff registration, appointments, license purchases, device rentals, and more. And have comprehensive reporting to understand the value you're delivering
		Onsite Check-In and Registration	Easily check attendees in onsite, register walk-ins, and collect fees or donations

		n	
		Event Approval	When multiple users are creating events, require each event to meet the proper requirements before launch with an internal approval process.
		Dashboards	Create and email dashboards with different reporting views of key event metrics, including graphs and charts
		Name Badges & Certificates	Use our drag-and-drop tool to design attendee name badges, certificates, and tickets easily.
		Credit Management Track	Continuing education or class credits for attendees at the event and session-level and providing personalized certificates for awarded credits
		Address Book Segmentation	Restrict access to contact groups based on user roles.
		Seating	For events that require table configurations, assign tables and seats to registrants and drop the assignment into follow-up emails and name badges
		10 User Logins	Have access to 10 user logins with the option to control each user's access rights and event visibility
	<b>APP OINT MEN TS Business Matching System (BMS)</b>		Use Appointments to coordinate meetings at in-person, virtual, and hybrid events and both hosted and attended events.
		The Flexibility and Control	<p>Fully customizable business matching system and have the flexibility to manage the event's meetings.</p> <ul style="list-style-type: none"> <li>• Define unique attendee groups, such as employees, customers, prospects, and exhibitors, and set rules and parameters for visibility and permissions between groups</li> <li>• Create appointment types with predefined timeslots and locations for meetings, which is especially helpful for managing capacities and allowing time to sanitize meeting areas between in-person meetings</li> <li>• Schedule meetings on behalf of attendees and have those appointments be automatically accepted</li> </ul>



		<p>Accessibility of appointment</p>	<p>Whether they're onsite at your event or joining you virtually from their desktop, tablet, or mobile device, their event appointments should be accessible and easy to navigate</p> <ul style="list-style-type: none"> <li>Attendees can request and schedule either onsite or virtual meetings with exhibitors, sponsors, staff, or other attendees right within the event</li> <li>For virtual appointments, a virtual meeting link will automatically be populated once an attendee requests the meeting</li> <li>Attendees will be able to see their appointment schedule and meeting details so that they can modify, accept, and decline meetings as needed</li> <li>Allow attendees to manage their meetings directly from their email clients, such as Microsoft Outlook, Gmail, and IBM Notes</li> <li>Automatically trigger calendar email invitations when an appointment is created or modified</li> <li>Collect a private note from the meeting requester that's only visible to specific attendees in the appointment</li> </ul>	
		<p>Integrated Appointment Solution</p>	<p>Create a seamless experience for event attendees and always have an up-to-the-minute view of the information that matters most.</p> <ul style="list-style-type: none"> <li>Understand time and meeting space availability</li> <li>Make new event registrants available for appointments</li> <li>Allow attendees to access their appointment scheduler right from your event</li> <li>Mark attendees as busy for appointment scheduling when they have conflicting meetings or sessions</li> <li>Enable attendees to find like-minded other attendees based on registration questions and custom contact fields</li> </ul>	
	<p><b>REGISTRATION</b></p>	<p><b>4000 registered account</b></p>	<p>The process needs to be user-friendly and personalized to encourage invitees to</p>	

SYSTM	user.	complete Registration while collecting the correct details for event organizers. Registration that allows creating custom registration experiences for the events.
	Build Branded Registratio n Experiences	Centralized command center to manage and design a branded registration experience.  Create and clone previous events templates so your team never starts from scratch.  Account theming ensures that the proper branding, such as your color palette and fonts, is applied across all event assets, including the website, emails, and registration process.  Drag-and-drop site designer to create your registration process without technical experience or use code widgets to further customize with HTML, CSS, or JavaScript.
	Create Custom Experiences with Registratio n Paths	Registration paths allow personalized experiences based on attendee profile, audience type, or audience segment.  Create relevant experiences, drive registration completion, and collect the right details from each invitee.  Flexibility to create paths with different registration questions, pricing, session options, and more.
	Embedded Registratio n	Embed Registration on external sites, like the company website, makes promoting the event easier and connecting with potential attendees.
	Convert Your Audiences into Registrants	Targeted invitation lists to send email invites right from the system. Data tags can help personalize those emails at scale and drive each contact directly to the correct path with their information pre-populated to make Registration even easier. The system knows if a user starts but doesn't complete an abandoned registration. In these instances, the system will trigger a reminder email to be sent to encourage them to go back and finish registering for the event.

		Empower Attendees to Manage their Event Experience	Allow attendees to manage their event registration. After they initially register, they'll be able to modify or transfer their Registration, update the sessions on their agenda, submit payments, and even register their group or guests.
		Report on Your Key Event Data	Access to a set of standard Event, Cross-Event, Admin, and Contact reports and the ability to create custom reports. Depending on your needs, you can use these reports to understand event registration, registration revenue, feedback survey responses, where registrants came from based on your code snippets and Reference IDs, and more
		Integrate with 3 <sup>rd</sup> party Tech Stack	Capability to use out-of-the-box integrations, API and Webhooks options, or through custom integrations to the other system applications.
	<b>Onsite check-in</b>		full-service onsite attendance management solution
		<b>Onsite check-in and badging software</b>	A native app, compatible with iOS 12 and above and Android 7.0 and above, for the onsite attendee management system
		<b>Quick and seamless check-in</b>	<p>Quickly check attendees in by searching their name, email address, company name, confirmation number, and more.</p> <ul style="list-style-type: none"> <li>• Access or modify attendee details via desktop, phone, or tablet</li> <li>• Real-time check-in alerts</li> <li>• Process different guest types or complex event setups</li> <li>• Walk-in registrations or self-serve kiosks</li> <li>• Securely collect payments</li> </ul>

		<p><b>Print badges on-demand</b></p>	<p>Capabilities to make changes in real-time and save time on sorting pre-printed badges.</p> <ul style="list-style-type: none"> <li>• Edit attendee contact details on the fly</li> <li>• Print badges wirelessly and in real-time</li> <li>• Supports a variety of printer and badge types</li> <li>• Design on-brand badges</li> <li>• Go green and make your event more sustainable</li> </ul>	
		<p><b>Track attendance and control session capacity</b></p>	<p>Capture attendance, monitor session capacity, and track continuing education credits with a quick scan of their name badge. If your session requires pre-registration or other attendee verification, the system allows you to easily identify which attendees to let in or turn away.</p> <ul style="list-style-type: none"> <li>• Manage session check-ins and capacity control</li> <li>• Track session attendance</li> <li>• Sync attendee data into your CRM or marketing automation platform</li> <li>• Utilize via kiosks or mobile scanners</li> <li>• Track signatures for CE credits and legal compliance</li> </ul>	

		<p><b>Real-time data and reporting</b></p>	<p>Get complete visibility into the event's performance, and use these insights to make data-driven decisions. Dashboards allow planners to view live check-ins, sessions, and participation reports to understand where attendees engage with your event.</p> <ul style="list-style-type: none"> <li>• Real-time event stats every 15 minutes</li> <li>• Event check-ins vs. registrations</li> <li>• Session attendance</li> <li>• Attendance at social events or receptions</li> <li>• Share data easily via mobile</li> </ul>
	<p><b>Hardware</b></p>	<p><b>Brand new and with two (2) years standard warranty with support services</b></p>	<p>Providing the hardware needs to check attendees in quickly and print name badges on-demand.</p>

		Four (4) units of iPad with Tabletop stands	Check-in kiosks for event check-in. These kiosks can be used as self-check-in stations or admin-level check-in kiosks	
			Dis	10.2-inch (diagonal)

			<table border="1"> <tr> <td rowspan="5">display</td> <td>LED-backlit Multi-Touch display with IPS technology</td> </tr> <tr> <td>2160-by-1620-pixel resolution at 264 pixels per inch (PPI)</td> </tr> <tr> <td>True Tone display</td> </tr> <tr> <td>500 nits brightness</td> </tr> <tr> <td>Fingerprint-resistant oleophobic coating</td> </tr> <tr> <td>Capacity</td> <td>64GB</td> </tr> <tr> <td>Processor</td> <td>64-bit architecture</td> </tr> <tr> <td rowspan="2">Camera</td> <td>8MP Wide</td> </tr> <tr> <td>12MP Ultra-Wide</td> </tr> <tr> <td>Speakers</td> <td>Stereo speakers</td> </tr> <tr> <td>Microphones</td> <td>Dual microphones for calls, video recording, and audio recording</td> </tr> <tr> <td rowspan="2">Connectivity</td> <td>Wi-Fi (802.11a/b/g/n/ac); dual band (2.4GHz and 5GHz); HT80 with MIMO</td> </tr> <tr> <td>Bluetooth 4.2 technology</td> </tr> </table>	display	LED-backlit Multi-Touch display with IPS technology	2160-by-1620-pixel resolution at 264 pixels per inch (PPI)	True Tone display	500 nits brightness	Fingerprint-resistant oleophobic coating	Capacity	64GB	Processor	64-bit architecture	Camera	8MP Wide	12MP Ultra-Wide	Speakers	Stereo speakers	Microphones	Dual microphones for calls, video recording, and audio recording	Connectivity	Wi-Fi (802.11a/b/g/n/ac); dual band (2.4GHz and 5GHz); HT80 with MIMO	Bluetooth 4.2 technology
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	Two (2) units of Direct Thermal Desktop Printer	<p>For badge printing. These printers print on demand and in Black color.</p> <table border="1"> <tr> <td rowspan="10">Standard Features</td> <td>Print methods: Thermal Transfer or Direct Thermal</td> </tr> <tr> <td>5 status icons, 3 button user interface</td> </tr> <tr> <td>USB 2.0, USB Host</td> </tr> <tr> <td>Printer setup mobile app for Android and iOS via BLE (Bluetooth Low Energy 5) connection</td> </tr> <tr> <td>Real-Time Clock (RTC)</td> </tr> <tr> <td>Open Access for easy media loading</td> </tr> <tr> <td>Dual-wall frame construction</td> </tr> <tr> <td>ENERGY STAR® certified</td> </tr> <tr> <td>PDF Direct</td> </tr> <tr> <td></td> </tr> <tr> <td colspan="2">Printer Specs</td> </tr> <tr> <td>Operating System</td> <td>Link-OS</td> </tr> </table>	Standard Features	Print methods: Thermal Transfer or Direct Thermal	5 status icons, 3 button user interface	USB 2.0, USB Host	Printer setup mobile app for Android and iOS via BLE (Bluetooth Low Energy 5) connection	Real-Time Clock (RTC)	Open Access for easy media loading	Dual-wall frame construction	ENERGY STAR® certified	PDF Direct		Printer Specs		Operating System	Link-OS						
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			Resol ution	203 dpi/8 dots per mm 203 dpi/8 dots per mm
			Mem ory	512 MB Flash; 256MB SDRAM 64 MB user available non- volatile memory
			Maxi mum Print Widt h	Maximum Print Width 4.27 in./108 mm for 300 dpi Cartridge: 4.09 in./104 mm for 203 and 300 dpi
			Maxi mum Print Spee d	6 in./152 mm per second (203 dpi) 4 in./102 mm per second (300 dpi)
			Medi a Sens ors	Full width, moveable reflective/black mark sensor; multi- position transmissive/gap sensor
			Media, Ribbon, and Cartridge Characteristics	
			Label Lengt h	Maximum: 39.0 in./991 mm Minimum: 0.25 in./6.4 mm
			Medi a Widt h	Direct Thermal: 0.585 in./15 mm to 4.25 in./108 mm Thermal Transfer Roll: 0.585 in./15 mm to 4.41 in./112 mm Thermal Transfer Cartridge: 0.585 in./15 mm to 4.65 in./118 mm
			Medi a Roll Size	Maximum outer diameter: 5.00 in./127 mm Core inner diameter: 0.5 in. (12.7 mm) and 1.0 in. (25.4 mm) standard, 1.5 in. (38.1), 2.0 in., (50.8 mm) and 3.0 in. (76.2 mm) using optional adapters
			Medi a Thick ness	0.003 in. (0.08 mm) min.; 0.0075 in. (0.19 mm) max.
			Medi a Type s	Roll-fed or fan-fold, die cut or continuous with or without the black mark, tag stock, continuous receipt paper, and wristbands



			Ribbon Outside Diameter	2.6 in./66 mm (300 m); 1.34 in./34 mm (74 m)
			Ribbon Standard Length	Roll: 984 ft. (300 m); 243 ft. (74 m)
			Ribbon Ratio	1:4 ribbon to media (300 m) 1:1 ribbon to media (74 m)
			Ribbon Width	Roll: 1.33 in./33.8 mm — 4.3 in./109.2 mm Cartridge: 4.3 in./109.2 mm
			Ribbon Core I.D.	300-meter ribbon 1 in./25.4 mm 74 meter ribbon 0.5 in./12.7 mm
	1 unit of Router	Networking Equipment		
		Model	4G LTE AC1200 Dual Band WiFi Router	
		DRAM / FLASH	128MB DDR2 / 16M SPI Flash	
		Interface	3 x RJ45 10M/100M LAN Ethernet interfaces	
			1 x RJ45 10M/100M WAN Ethernet interfaces	
			1 x Reset Button	
			1 x WPS Button	
			1 x SIM Slot (Nano)	
		Antenna	2 * WiFi Antennas and 2 * LTE Antennas	
		Gain	5dBi	
		WiFi	2.4GHz	

			Fi Fr eq ue nc y	5GHz			
			LT E Fr eq ue nc y Ba nd s EU Ve rsi on	LTE-FDD: B1/B3/B5/B 7/B8/B20/B 28			
		LTE-TDD: B38/B40/B4 1					
		WCDMA: B1/B5/B8					
		GSM/EDGE: B3/B8					
			LT E Fr eq ue nc y Ba nd s US Ve rsi on	LTE-FDD: B2/B4/B5/B 12/B13/B14 /B66/ B71			
			Wi rel es s Fe at ur es	Wir eles s Sta nda rds	IEE E 80 2.1 1ac /a/ n/ b/g		
				Fre que ncy	2.4 GH z an d 5G Hz		
				Sign al Rat e	86 7M bps (5 GH z), 30 0 Mbps (2. 4 GH z)		

					mp ati ble wit h 80 2.1 1ac /a/ b/g /n Wi -Fi sta nd ard s
				Tra ns mit Po wer	CE: <2 0d Bm
					FC C:< 30 dB m
				Wir eles s Mo des	En abl e/ Dis abl e Wi rel ess Ra dio , W M M
				Wir eles s Sec urit y	WE P, WP A/ WP A2, WP A- PS K/ WP A2- PS K
			So ft w ar e Fe at ur es	Ma nag em ent	Par ent al Co ntr ol
					Gu est Ne t

				ork	
				DH CP Server , DH CP Client List , Ad dre ss Re se rv at ion	
				Dyn ami c DN S Co mp ati ble wit h 15 mo re DD NS pro vid ers	
				NA T Por t For wa rdi ng, Por t Tri gg eri ng, UP nP, D MZ	
				VP N Clie nt PP TP/ L2 TP/ Op en VP N/ Wi re Gu ard VP N clie nt	
		Paper Badge (4000pcs free)	Non-Adhesive Badge Stock Dimensions of the Large EIB: 24 x 21 x 17 41 lbs.		

			<p>Paper Badge - Mono, Singapore, 4x6 Double Sided</p> <p>Artwork 1100 4x6 Double Sided badges with lamination on the back side to make them tear resistant. Invitee details and QR codes can be printed on-demand onsite in black color.</p> <p>Artwork/Logo/Designs in color can be pre-printed on badge stock. The event support staff will work on getting colored artwork pre-printed on the badges.</p>	
	<b>Onsite Support:</b>		<p>One (1) onsite support resource managing the Registration's onsite technology for 4 full event days (up to 10 hours each day), 1 setup day (up to 10 hours) and 2 travel half days</p>	
	<b>Data Privacy and Security</b>		<p>Compliant with the <i>Data Privacy Act of 2012</i> and its Implementing Rules and Regulations and other relevant issuances of the National Privacy Commission.</p> <p>Data, infrastructure, process, and security operations must comply with the minimum ISO standards.</p> <ol style="list-style-type: none"> <li>1. ISO/IEC 27001-2013 CERTIFIED</li> <li>2. ISO/IEC 27701:2019 CERTIFIED</li> </ol>	
4	<p><b>QUALIFICATION OF BIDDERS</b></p> <p>The ICT Company or System Integrator solutions entity must have the following set of qualifications:</p> <ol style="list-style-type: none"> <li>1. The Bidder must be Filipino owned and in the business of doing IT solutions and System integrations; and duly registered under Philippine laws, with at least four (4) years of experience in the industry.</li> <li>2. The Bidder must have deployed ICT solutions for at least three (3)</li> </ol>			

	<p>Offices, both private and government offices in the Philippines, consisting of:</p> <ol style="list-style-type: none"> <li>a. Systems integration/interfacing of an existing system with the new system.</li> <li>b. Design, development, and deployment of ICT solutions in organizations and or agencies</li> <li>c. Delivery installation and testing of hardware, software tools, and network systems.</li> </ol> <p>3. The Bidder should have managed the ICT infrastructure for Data Centre / Cloud services to any other organization or agencies. (must provide a managed data center certification from the agency or organization).</p> <p>4. Must provide updated accreditation certificate of Cyber Security Assessment provider for Vulnerability Assessment / Penetration Testing (VAPT) from the DICT.</p> <p>5. Must be an authorized reseller of an established global leader in Event Application Platforms. Bidder must provide a certificate of reseller of the said Event Application Platform.</p> <p>6. Bidder must present the following certification compliance for the Event Application Platform relative to Data, infrastructure, process, and security operation must be compliant to the following standards</p> <ol style="list-style-type: none"> <li>i. ISO/IEC 27001-2013 CERTIFIED</li> <li>ii. ISO/IEC 27701:2019 CERTIFIED</li> </ol> <p>7. The Bidder's key personnel must have a minimum of three (3) years of relevant experience in system integration.</p>	
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5	<p><b>TIMELINE (Indicative)</b></p> <p>Coordination will commence upon receipt of the Notice to Proceed (NTP) subject to the below PHITEX timeline, as follows:</p> <table border="1" data-bbox="343 459 858 1861"> <thead> <tr> <th data-bbox="343 459 611 495">TIMELINE</th> <th data-bbox="611 459 858 495">PARTICULARS</th> </tr> </thead> <tbody> <tr> <td data-bbox="343 495 611 562">02 September 2022</td> <td data-bbox="611 495 858 562">Closing of Buyers and Sellers Registration</td> </tr> <tr> <td data-bbox="343 562 611 696">07 September 2022</td> <td data-bbox="611 562 858 696">Review of the submitted timeline and Event Application Platform Concept</td> </tr> <tr> <td data-bbox="343 696 611 831">11-17 September 2022</td> <td data-bbox="611 696 858 831">Finalization, integration, and tech-run of the platform and equipment</td> </tr> <tr> <td data-bbox="343 831 611 999">18 September 2022</td> <td data-bbox="611 831 858 999">User Acceptance Test (UAT) of the Event Application Platform check and delivery of equipment</td> </tr> <tr> <td data-bbox="343 999 611 1167">19-30 September 2022</td> <td data-bbox="611 999 858 1167">Registration of confirmed Buyers and Sellers on the official platform and virtual booth setup</td> </tr> <tr> <td data-bbox="343 1167 611 1234">3-7 October 2022</td> <td data-bbox="611 1167 858 1234">Appointment Selection</td> </tr> <tr> <td data-bbox="343 1234 611 1301">16-18 October 2022</td> <td data-bbox="611 1234 858 1301">Arrival of Buyers in Manila</td> </tr> <tr> <td data-bbox="343 1301 611 1749" rowspan="2">18 October 2022</td> <td data-bbox="611 1301 858 1693"> <b>SELLERS</b> <ul style="list-style-type: none"> <li>• Registratio n for PHITEX 2022 Sellers (TBC)</li> <li>• PHITEX Educationa l Program (PEP) Talk</li> </ul> </td> </tr> <tr> <td data-bbox="611 1693 858 1749"> <b>BUYERS</b> Pre-Tour for Buyers         </td> </tr> <tr> <td data-bbox="343 1749 611 1783">19-20 October 2022</td> <td data-bbox="611 1749 858 1783">TRAVEX Proper</td> </tr> <tr> <td data-bbox="343 1783 611 1816">21-24 October 2022</td> <td data-bbox="611 1783 858 1816">Post Tours for Buyers</td> </tr> <tr> <td data-bbox="343 1816 611 1861">25 October 2022</td> <td data-bbox="611 1816 858 1861">Departure of Buyers</td> </tr> </tbody> </table>	TIMELINE	PARTICULARS	02 September 2022	Closing of Buyers and Sellers Registration	07 September 2022	Review of the submitted timeline and Event Application Platform Concept	11-17 September 2022	Finalization, integration, and tech-run of the platform and equipment	18 September 2022	User Acceptance Test (UAT) of the Event Application Platform check and delivery of equipment	19-30 September 2022	Registration of confirmed Buyers and Sellers on the official platform and virtual booth setup	3-7 October 2022	Appointment Selection	16-18 October 2022	Arrival of Buyers in Manila	18 October 2022	<b>SELLERS</b> <ul style="list-style-type: none"> <li>• Registratio n for PHITEX 2022 Sellers (TBC)</li> <li>• PHITEX Educationa l Program (PEP) Talk</li> </ul>	<b>BUYERS</b> Pre-Tour for Buyers	19-20 October 2022	TRAVEX Proper	21-24 October 2022	Post Tours for Buyers	25 October 2022	Departure of Buyers	
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DELIVERABLES/MILESTONE	PAYMENT TERMS	% OF PAYMENT
1. Submit TPB-approved Timeline, Gantt Chart, and Event Application Platform Concept within three (3) Calendar Day (CD) upon receipt of the NTP.	1 <sup>st</sup> tranche	15% of the total contract price
2. Submission of Approved customized Event Application Platform within seven (7) CDs upon receipt of the NTP.	2 <sup>nd</sup> tranche	35% of the total contract price
3. User Acceptance Test (UAT) of the Event Application Platform check and Delivery of equipment within 14 days upon receipt of the NTP.	3 <sup>rd</sup> tranche	40% of the total contract price
5. Upon completion, delivery, and performance of the required services	4 <sup>th</sup> tranche	10% of the total contract price
7	<p><b>OTHER CONDITIONS</b></p> <p><b>a. PROJECT TERMS AND CONDITIONS</b></p> <ul style="list-style-type: none"> <li>▪ The Bidder shall perform the abovementioned tasks and deliverables as defined in the Scope of services based on the functionalities and features of the required system.</li> </ul> <p><b>b. CHANGES / CUSTOMIZATION</b></p> <ul style="list-style-type: none"> <li>▪ Any change beyond the scope stated in the Scope of Work shall be considered a change request. The impact of changes shall be discussed and deliberated upon by TPB.</li> </ul> <p><b>c. CONFIDENTIALITY</b></p> <ul style="list-style-type: none"> <li>▪ Bidder warrants and agrees to ensure that confidential information obtained with this project shall be kept in the strictest confidence. The term "Confidential Information" shall not include information authorized by the CUSTOMER to be publicly disclosed. The Bidder shall see that all bidder personnel assigned to this</li> </ul>	



	<p>project shall observe this confidentiality requirement.</p> <p>d. The privacy and security of any and all confidential, privileged personal information, and/or sensitive personal information that they may have access to, and shall store, use process and dispose the said privileged personal information and/or sensitive personal information in accordance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012 and its Implementing Rules and Regulations This terms and conditions shall survive the termination or expiration of the Contract Agreement.</p>	
8	<p><b>A. DURATION OF USE</b></p> <p>The Bidder warrants the TPB shall be able to use in any related events the Event Application Platform for one (1) year upon receipt of NTP.</p> <p>The Bidder's Event Application Platform allows the registration of 4000 registered users and provision of 4000 badge IDs within the contract period.</p> <p><b>B. DURATION OF CONTRACT :</b> The effectivity of the contract shall commence upon receipt by the bidder of the Notice To Proceed which will not be later than 5 days upon each issuance until the completion of the deliverable/services.</p>	
9	<p><b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b></p> <p>The approved Budget for the Contract (ABC) is FIVE MILLION SEVEN HUNDRED NINETY-FIVE THOUSAND PESOS (PHP 5,795,000.00) inclusive of all applicable fees and taxes.</p>	
10	<p><b>Single Largest Completed Contract (SLCC)</b></p> <p>Attach the Certificate of Satisfactory Completion</p>	

11	For the statement of all ongoing government and private contract attached any of the following: signed Notice of Award, Notice to Proceed, Contract/Purchase Order.	
12	Submission of PhilGEPS Platinum Certification and Membership shall be observed in accordance with "GPPB Resolution No. 15-2021: Lifting the Suspension of the Mandatory Submission of PhilGEPS Platinum Certification and Membership in Competitive Bidding and Limited Source Bidding	

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

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

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

\_\_\_\_\_  
Date

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

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

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

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

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

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

#### Technical Documents

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

#### Financial Documents

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

Capacity (NFCC);

**OR**

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class “B” Documents***

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

**OR**

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

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

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

**25 FINANCIAL COMPONENT ENVELOPE**

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



Name of the Procuring Entity : Tourism Promotions Board

Project : Services of an ICT Company for PHITEX 2022(TPB-ITB No. 2022-015)

Location of the Project :

Single Largest Completed Contract (SLCC) similar to the Contract to be bid within four (4) years, contract should be atleast be fifty percent (50%) of the ABC

Business Name : \_\_\_\_\_

Business Address : \_\_\_\_\_

Name of Contract	a. Owner's Name b. Owner's Name Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount of Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
Government						
Private						

Note: This Statement shall be supported with

1. Contract
2. Notice to Proceed
3. Certificate of Satisfactory Completion

Submitted by:

Name of Representative of Bidder: \_\_\_\_\_

*Position*

: \_\_\_\_\_

Date

: \_\_\_\_\_





**Name of the Procuring Entity : Tourism Promotions Board**

Project : Services of an ICT Company for PHITEX 2022(TPB-ITB No. 2022-015)

Location of the Project :

**List of all Ongoing Government & Private Contracts within 5 years including contracts awarded but not yet started, if any, weather similar or not similar in nature and complexity to the contract to be bid**

Business Name : \_\_\_\_\_

Business Address : \_\_\_\_\_

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
<b>Government</b>								
<b>Private</b>								
						<b>Total Cost</b>		

Note: This statement shall be supported with:

1. Notice of Award and/or Contract
2. Notice to Proceed

Submitted by : \_\_\_\_\_

(Printed Name & Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

# TPBPHL

TOURISM PROMOTIONS BOARD PHILIPPINES

