# PHILIPPINE BIDDING DOCUMENTS

# SUPPLY AND DELIVERY OF LOGISTICAL REQUIREMENTS FOR THE 360° VIRTUAL REALITY EXPERIENTIAL REGIONAL TOUR DESTINATIONS' SHOOTS (ITB 2022-042)

TOURISM PROMOTIONS BOARD PHILIPPINES

Government of the Republic of the Philippines

**Sixth Edition**
**July 2020**

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# *Glossary of Acronyms, Terms, and Abbreviations*

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA -** Cooperative Development Authority.

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

**CIF –** Cost Insurance and Freight.

**CIP –** Carriage and Insurance Paid.

**CPI –** Consumer Price Index.

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

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

**EXW** – Ex works.

**FCA** – "Free Carrier" shipping point.

**FOB** – "Free on Board" shipping point.

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS –** International Commercial Terms.

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

**LGUs –** Local Government Units.

**NFCC –** Net Financial Contracting Capacity.

**NGA –** National Government Agency.

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

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

**PSA –** Philippine Statistics Authority.

**SEC –** Securities and Exchange Commission.

**SLCC –** Single Largest Completed Contract.

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

**UN –** United Nations.

# *Section I. Invitation to Bid*

# INVITATION TO BID
# (ITB) NO. 2022-042

## SUPPLY AND DELIVERY OF LOGISTICAL REQUIREMENTS FOR THE 360° VIRTUAL REALITY EXPERIENTIAL REGIONAL TOUR DESTINATIONS' SHOOTS

1. The ***Tourism Promotions Board***, through the ***2022 Approved Corporate Operating Budget*** intends to apply the sum of ***Three Million Six Hundred Fifty Thousand Pesos Only (PhP3,650,000.00)*** being the ABC to payments under the contract for **Supply and Delivery of Logistical Requirements for the 360° Virtual Reality Experiential Regional Tour Destinations' Shoots /ITB 2022-042. The procurement project is divided into five (5) lots, the ABC for each lot is broken down as follows:**

| Lot No. | Procurement Project/identification number | Approved Budget for the Contract (PhP) |
|---|---|---|
| 1 | Negros Occidental, Iloilo, Guimaras, Antique, Aklan and Capiz (16D/15N) | 730,000.00 |
| 2 | CARAGA Region (17D/16N) | 530,000.00 |
| 3 | BARMM Region (17D/16N) | 930,000.00 |
| 4 | Central Visayas Region (13D/14N) | 730,000.00 |
| 5 | Southern Mindanao / Davao Region (13D /14N) | 730,000.00 |
| **TOTAL** | | **3,650,000.00** |

Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

2. The ***Tourism Promotions Board*** now invites bids for the above Procurement Project. Delivery of the Goods is provided in the **Schedule of Deliverables**, particularly in **Section VI. Schedule of Requirements** of the Bidding Documents. Bidders should have completed, within the last **three (3) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

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

   Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock

belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from **Tourism Promotions Board** through its Bids and Awards Committee Secretariat via emails: ***bac_sec@tpb.gov.ph and/or janet_villafranca@tpb.gov.ph*** during the office hours from **9:30am – 6:30pm**

5. A complete set of Bidding Documents may be acquired by interested Bidders on ***15 November – 05 December 2022*** by sending your request *to* ***bac_sec@tpb.gov.ph*** *and/or* ***janet_villafranca@tpb.gov.ph*** *or* ***by downloading*** *through the* ***PhilGEPS and TPB website*** *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB.* The fee for the Bidding Documents for each lot is as follows:

| Lot No. | Procurement Project/identification number | Fee for the Bidding Documents (PhP) |
|---|---|---|
| 1 | Negros Occidental, Iloilo, Guimaras, Antique, Aklan and Capiz (16D/15N) | 1,000.00 |
| 2 | CARAGA Region (17D/16N) | 1,000.00 |
| 3 | BARMM Region (17D/16N) | 1,000.00 |
| 4 | Central Visayas Region (13D/14N) | 1,000.00 |
| 5 | Southern Mindanao / Davao Region (13D /14N) | 1,000.00 |

The fee for the Bidding Documents for five (5) lots or any combination of the lots is Five Thousand Pesos Only (PhP5,000,000.00).

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

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

The Procuring Entity allows the bidder to present its proof of payment for the fees ***through electronic means***.

6. The ***Tourism Promotions Board*** will hold a Pre-Bid Conference on ***23 November 2022 at 4:00PM*** through video conferencing or webcasting *via the* ***Zoom Virtual Platform,*** which shall be open to prospective bidders.

Interested bidders may obtain the **Zoom** link of the **Pre-Bid Conference** from the **BAC Secretariat** through emails: ***bac_sec@tpb.gov.ph*** **and/or** ***janet_villafranca@tpb.gov.ph.***

7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below on or before ***05 December 2022 at 4:30 PM.*** Late bids shall not be accepted:

**Procurement and General Services Division**
**Tourism Promotions Board**
**4/F, Legaspi Towers 300, Roxas Boulevard, Manila**

Each prospective bidder shall submit **one (1) original** and **two (2) copies** of its **Technical** and **Financial** documents.

The **Main Envelope** shall be labelled as follows:

**Technical and Financial Documents**
**<Title of the Project>**
**<Company Name>**
**<Date of the Deadline of Submission>**

The **Main Envelope** shall contain **two (2) envelopes,** each envelope shall be labeled as follows:

**TECHNICAL DOCUMENTS**
**Technical Documents**
**<Title of the Project/Lot No.>**
**<Company Name>**
**< Deadline of Submission>**

**FINANCIAL DOCUMENTS**
**Financial Documents**
**<Title of the Project/Lot No.>**
**<Company Name>**
**< Deadline of Submission>**

The **Technical Envelope** shall contain **three (3) Envelopes** labeled as follows:

**ORIGINAL**
**Technical Documents**
**<Title of the Project/Lot No.>**
**<Company Name>**
**< Deadline of Submission>**

**COPY 1**
**Technical Documents**
**<Title of the Project/Lot No.>**
**<Company Name>**
**< Deadline of Submission>**

**COPY 2**

**Technical Documents**
**<Title of the Project/Lot No.>**
**<Company Name>**
**< Deadline of Submission>**

The **Technical Envelope** shall contain the following technical documents, **labeled/separated with tabs** as follows:

1. PhilGEPS Platinum Certificate
2. Statement of Ongoing Gov't and Private Contracts
3. Statement of Bidder's SLCC
4. Bid Security
5. Conformity with the Technical Specifications
6. Omnibus Sworn Statement
7. Audited Financial Statement
8. Computation of the NFCC or Line of Credit
9. Joint Venture Agreements (if applicable)

The **Financial Envelope** shall contain **three (3) Envelopes** labeled as follows:

**ORIGINAL**

**Financial Envelope**
**<Title of the Project/Lot No.>**
**<Company Name>**
**<Deadline of Submission>**

**COPY 1**

**Financial Envelope**
**<Title of the Project/Lot No.>**
**<Company Name>**
**<Deadline of Submission>**

**COPY 2**

**Financial Envelope**
**<Title of the Project/Lot No.>**
**<Company Name>**
**<Deadline of Submission>**

The **Financial Envelope** shall contain the following financial documents, **labeled/separated with tabs** for easy identification of documents as follows:

1. Financial Bid
2. Price Schedule
3. Other Documentary Requirements (if applicable)

***See Annex A: Diagram of Sealing and Marking of Bid Envelopes***

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

9. Bid opening shall be on ***05 December 2022 at 5:00 PM*** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

   **BAC Meeting Room**
   **Tourism Promotions Board**
   **4/F, Legaspi Towers 300, Roxas Boulevard, Manila**

10. The Bidder with the Lowest Calculated Responsive Bid (LCRB) shall submit a copy of the **Technical and Financial Documents** in **pdf format** to email address ***bac_sec@tpb.gov.ph and/or janet_villafranca@tpb.gov.ph, upon request.***

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

12. For further information, please refer to:

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

13. You may visit the following websites:

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

*15 November 2022*

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

# *Section II. Instructions to Bidders*

## 1. Scope of Bid

The Procuring Entity, ***Tourism Promotions Board*** wishes to receive Bids for the **Supply and Delivery of Logistical Requirements for the 360° Virtual Reality Experiential Regional Tour Destinations' Shoots** with identification number **TPB ITB 2022-042.**

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 ***2022 Corporate Operating Budget*** in the amount of ***Three Million Six Hundred Fifty Thousand Pesos Only (PhP3,650,000.00).***

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

## 3. Bidding Requirements

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

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

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

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

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

## 5. Eligible Bidders

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

5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least twenty-five percent (25%) of the ABC.

*For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.*

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

## 6. Origin of Goods

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

## 7. Subcontracts

The Procuring Entity has prescribed that: Subcontracting is not allowed.

## 8. Pre-Bid Conference

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

## 9. Clarification and Amendment of Bidding Documents

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

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

10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within the last **five (5) years** prior to the deadline for the submission and receipt of bids.

10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.

11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

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

## 12. Bid Prices

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 the **BDS.**

b. For Goods offered from abroad:

i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

ii. The price of other (incidental) services, if any, as listed in the **BDS.**

## 13. Bid and Payment Currencies

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

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

## 14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration[1] 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 ***04 April 2023.*** 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 Bidders shall follow the sealing and marking of the Bid Envelopes as indicated in paragraph 7 of the **IB.**

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

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

## 16. Deadline for Submission of Bids

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

## 17. Opening and Preliminary Examination of Bids

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

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

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

## 18. Domestic Preference

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

## 19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall

consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.

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

19.4. The Project shall be awarded as follows:

One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

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

## 20. Post-Qualification

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

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

# *Section III. Bid Data Sheet*

# Bid Data Sheet

<table>
<tr><th>ITB Clause</th><th></th></tr>
<tr><td>5.3</td><td>For this purpose, contracts similar to the Project shall be:<br><br>a. Provision of entertainment, technical and logistics requirements, events management.<br><br>b. All ongoing and completed government and private contracts within the last three (3) years prior to the deadline for the submission and receipt of bids.<br><br><u>Attach Certificate of Completion, in case of completed contracts</u><br><br><u>Attach any of the following: Notice of Award, Notice to Proceed (for government agencies), or Contract, in case of ongoing contracts</u><br><br><u>Failure to attach the applicable documents shall be a ground for non-inclusion in the shortlist</u></td></tr>
<tr><td>7.1</td><td>Not Applicable</td></tr>
<tr><td>12</td><td>The price of the Goods shall be quoted DDP within the Philippines or the applicable International Commercial Terms (INCOTERMS) for this Project.</td></tr>
<tr><td>14.1</td><td>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:<br><br>a. The amount of not less than two percent (2%) of ABC, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or<br><br>b. The amount of not less than five percent (5%) of ABC if bid security is in Surety Bond.</td></tr>
<tr><td>19.3</td><td>The project will be awarded by lot as follows:<br><br>
<table>
<tr><th>Lot No.</th><th>Quality</th><th>Procurement Project/identification number</th><th>Approved Budget for the Contract (PhP)</th></tr>
<tr><td>1</td><td></td><td>Negros Occidental, Iloilo, Guimaras, Antique, Aklan and Capiz (16D/15N)</td><td>730,000.00</td></tr>
<tr><td>2</td><td></td><td>CARAGA Region (17D/16N)</td><td>530,000.00</td></tr>
<tr><td>3</td><td></td><td>BARMM Region (17D/16N)</td><td>930,000.00</td></tr>
<tr><td>4</td><td></td><td>Central Visayas Region (13D/14N)</td><td>730,000.00</td></tr>
<tr><td>5</td><td></td><td>Southern Mindanao / Davao Region</td><td>730,000.00</td></tr>
</table></td></tr>
</table>

| | | | |
|---|---|---|---|
| | | (13D /14N) | |
| | **TOTAL** | | **3,650,000.00** |

*Not applicable*

| | |
|---|---|
| 20.2 | *The certified true copy of the current and updated documents identified below shall be submitted within five (5) Calendar Days from the conduct of the post-qualification:*<br><br>1. *SEC Registration Certificate*<br>2. *Articles of Incorporation*<br>3. *Mayor's Permit*<br>4. *Tax Clearance*<br>5. *Audited Financial Statement* |
| 21.2 | *None* |

# *Section IV. General Conditions of Contract*

## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

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

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

## 3. Performance Security

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

## 4. Inspection and Tests

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

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

## 5. Warranty

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

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

## 6. Liability of the Supplier

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

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

# *Section V. Special Conditions of Contract*

# Special Conditions of Contract

| GCC Clause | |
|---|---|
| 1 | **Delivery and Documents –**<br><br>For purposes of the Contract, "EXW," "FOB," "FCA," "CIF," "CIP," "DDP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:<br><br>The delivery terms applicable to this Contract are delivered to the destination as specified in Section VI. Schedule of Requirements**.** Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination<br><br>For purposes of this Clause the Procuring Entity's Representative at the Project Site is: **Edmon Loza/Mark Nicole Evangelista**<br><br>**Incidental Services –**<br><br>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements and Section VII. Technical Specifications.<br><br>**Spare Parts –**<br><br>Not applicable |
| | **Packaging –**<br><br>Not applicable.<br><br>**Transportation –**<br><br>Not applicable<br><br>**Intellectual Property Rights –**<br><br>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof. |

| | |
|---|---|
| 2.2 | The terms of payment for Lots 1-5 shall be as follows: |

| | PARTICULARS | TERMS OF PAYMENT |
|---|---|---|
| 1st Tranche | Acceptance of final itinerary | 15% |
| 2nd Tranche | Completion of booking of domestic air tickets and accommodation during the trip | 40% |
| 3rd Tranche | Full completion of deliverables with corresponding Terminal Report, trip tickets, and certification of project completion | 45 % |
| | Total | 100% |

| | |
|---|---|
| 4 | The inspections and tests that will be conducted are: *not applicable* |

# *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. See Annex B: Itineraries

| Item Number | Description | Quantity | Total | Delivered, Weeks/Months |
|---|---|---|---|---|
| Lot 1 | Airfare, accommodation, transportation, ground fees, meals, coordination meeting, miscellaneous expenses, communication, comprehensive travel insurance with COVID-19 coverage, RT-PCR Test/Antigen Tests | 1 Lot | PhP530,000.00 | 1st Quarter 2023 Negros Occidental, Iloilo,Guimaras, Antique, Aklan, and Capiz |
| Lot 2 | Airfare, accommodation, transportation, ground fees, meals, coordination meeting, miscellaneous expenses, communication, comprehensive travel insurance with COVID-19 coverage, RT-PCR Test/Antigen Tests | 1 Lot | PhP530,000.00 | 2nd Quarter 2023 Butuan City, Bislig City, Surigao City, Dinagat Island, Siargao |
| Lot 3 | Airfare, accommodation, transportation, ground fees, meals, coordination meeting, miscellaneous expenses, communication, comprehensive travel insurance with COVID-19 coverage, RT-PCR Test/Antigen Tests | 1 Lot | PhP930,000.00 | 3rd Quarter 2023 Lanao Del Sur, Maguindanao, Basilan, Sulu, Tawi-Tawi, |
| Lot 4 | Airfare, accommodation, transportation, ground fees, meals, coordination meeting, miscellaneous expenses, communication, comprehensive travel insurance with COVID-19 coverage, RT-PCR Test/Antigen Tests | 1 Lot | PhP730,000.00 | 4th Quarter 2023 Cebu, Bohol, Negros Oriental , Syquijor |

| | | | | |
|---|---|---|---|---|
| Lot 5 | Airfare, accommodation, transportation, ground fees, meals, coordination meeting, miscellaneous expenses, communication, comprehensive travel insurance with COVID-19 coverage, RT-PCR Test/Antigen Tests | 1 Lot | PhP730,000.00 | 4th Quarter 2023 Davao De Oro, Davao Del Norte, Davao Del Sur, Davao Oriental, Davao Occidental, |
| ***nothing follows*** | | | | |
| | | | | |

# *Section VII. Technical Specifications*

# Technical Specifications

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

<table>
<tr><th>Item</th><th>Specification<br>Reference - Annex C: Technical Specifications</th><th>Statement of Compliance (Comply/Not Comply)</th></tr>
<tr><td>Lot 1</td><td>Negros Occidental, Iloilo, Guimaras, Antique,<br>Aklan and Capiz (16D/15N)<br><br>Participants: 7 pax (TPB, DOT, LGUs and Multi-Media Staff)</td><td></td></tr>
<tr><td rowspan="2"></td><td>• Airfare<br>Manila- Bacolod (5pax)<br>Roxas- Manila (5pax)<br><br>*airline tickets should be refundable if the passenger is unable to travel due to COVID19 Disease with confirmed positive RTPCR tests, upon due advice to the ticket issuer prior to departure</td><td></td></tr>
<tr><td>• Room Accommodation<br>For 6 pax Business category (if applicable/ available) or its equivalent for three (3) nights (with breakfast) based on Twin/Single occupancy<br><br>
<table>
<tr><th>Should be located within:</th><th>No. of rooms</th></tr>
<tr><td>Negros Occidental:<br>Escalante - 1 night<br>Mambucal – 1 night<br>Bacolod – 1 night</td><td>4</td></tr>
</table></td><td></td></tr>
</table>

For 6 pax Business category (if applicable/ available) or its equivalent for five (5) nights(with breakfast) based on Twin/Single occupancy

| Should be located within: | No. of rooms |
|---|---|
| Iloilo-Guimaras:<br>Iloilo - 3 nights<br>Guimaras - 2 nights | 4 |

- For 6 pax Business category (if applicable/ available) or its equivalent for seven (7) nights (with breakfast) based on Twin/Single occupancy

| Should be located within: | No. of rooms |
|---|---|
| Antique,Aklan & Capiz:<br>Antique - 1 night<br>Aklan - 1 night<br>Boracay - 2 nights<br>Capiz - 3 nights | 4 |

**Should be within the proximity of the itinerary*

- **Transportation (Negros Occidental, Iloilo-Guimaras, Antique-Aklan-Capiz)**
  - 1 unit of van (2018 model or newer) inclusive of gas, parking fees and overtime, driver fees equipped with Waze or GPS
  - Itinerary to be sent (subject to change with prior notice)
  - First Aid Kit, umbrella on board. With daily provision of wet tissues, alcohol, mineralwater, mint

**Note:** Drivers must undergo an RT-PCR (COVID-19) test with a negative result

**Ground Fees** to cover tours, land and water activities, entrance fees, boat rides, tour guides, environmental fees, terminal fees and other miscellaneous fees

**Meals** amounting to **PhP 134,400.00** for 7 pax x 16 days x ₱1,200/day

| | | |
|---|---|---|
| | **Coordination Meeting** amounting to **PhP 20,000.00** | |
| | **Miscellaneous Expenses** amounting to **PhP 20,000.00** | |
| | **Communication** amounting to **PhP 3,000.00** | |
| | **Comprehensive Travel Insurance with COVID-19 coverage** for TPB representatives | |
| | **RT PCR Tests/Antigen Tests** *(for TPB and Multi Media (5pax)* | |
| Lot 2 | CARAGA Region (17D/16N)<br>P**articipants**: 7 pax (TPB, DOT, LGUs and Multi-media Staff) | |
| | • **Airfare**<br>Manila- Butuan (5pax)<br>Siargao - Manila (5pax)<br><br>**airline tickets should be refundable if the passenger is unable to travel due to COVID19 Disease with confirmed positive RTPCR tests, upon due advice to the ticket issuer prior to departure* | |

<table>
<tr>
<td></td>
<td>

- **Room Accommodation**
  - For 6 pax based on Single/Twin Occupancy in a Business category hotel (if applicable/ available) orits equivalent (with breakfast) based on the ff:

<table>
<tr><th>Should be located within:</th><th>No. of rooms</th></tr>
<tr><td>Butuan City – 2 nights</td><td>4</td></tr>
<tr><td>Prosperidad – 1 night</td><td>4</td></tr>
<tr><td>San Francisco – 1 night</td><td>4</td></tr>
<tr><td>Bislig – 2 nights</td><td>4</td></tr>
<tr><td>San Agustin – 1 night</td><td>4</td></tr>
<tr><td>Cortes – 1 night</td><td>4</td></tr>
<tr><td>Cantilan – 1 night</td><td>4</td></tr>
<tr><td>Surigao City – 2 nights</td><td>4</td></tr>
<tr><td>Tubajon, Dinagat – 1 night</td><td>4</td></tr>
<tr><td>San Jose, Dinagat – 1 night</td><td>4</td></tr>
<tr><td>General Luna, Siargao- 3 nights</td><td>4</td></tr>
</table>

**Should be within the proximity of the itinerary*

</td>
<td></td>
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<tr>
<td></td>
<td>

- **Transportation (Butuan City/Bislig City/Surigao Del Sur/Surigao City/Dinagat Island/Siargao Island)**
  - 1 unit of van (2018 model or newer) or minibus with driver (inclusive of gas, parkingfees and overtime, driver fees.). Equipped with Waze or GPS
  - Additional van for pick-up and/or drop off of representative of DOT (Iloilo City) and LGU per province, if necessary
  - Pick-up and drop off of TPB, DOT and LGU to/from airport/hotel/residence; separate vanif necessary
  - Provision/replacement of jeepney or 4x4 ride for mountainous areas limiting the van to mobilize
  - Itinerary to be sent (subject to change without prior notice)
  - First Aid Kit, umbrella on board. With daily provision of wet tissues, alcohol, mineralwater, mint

**Note:** Drivers must undergo an RT-PCR (COVID-19) test with a negative result

</td>
<td></td>
</tr>
<tr>
<td></td>
<td>

- **Ground Fees** to cover tours, land and water activities, entrance fees, boat rides, tour guides, environmental fees, terminal fees and other miscellaneous fees

</td>
<td></td>
</tr>
</table>

| | | |
|---|---|---|
| | **Meals** amounting to **PhP 142, 800.00** for 7 pax x 17 days x ₱1,200/day | |
| | Coordination Meeting amounting to PhP 20,000.00 | |
| | Miscellaneous Expenses amounting to PhP 20,000.00 | |
| | Communication amounting to PhP3,000.00 | |
| | Comprehensive Travel Insurance with COVID-19 coverage for TPB representatives | |
| | RT PCR Tests/Antigen Tests *(for TPB and Multi Media (5pax)* | |
| Lot 3 | BARMM Region (17D/16N)<br>**Participants**: 8 pax (TPB, DOT, BARMM, LGUs and Multi-media Staff) | |
| | • **Airfare**<br>Manila-Cagayan De Oro (5pax)<br>Zamboanga - Manila (5pax)<br><br>**airline tickets should be refundable if the passenger is unable to travel due to COVID19 Disease with confirmed positive RTPCR tests, upon due advice to the ticket issuer prior to departure* | |
| | • **Room Accommodation**<br>- For 6 pax Business category (if applicable/ available) or its equivalent for three (3) nights (with breakfast) based on Twin/Single occupancy<br><br>**Should be located within:** — **No. of rooms**<br>Lanao Del Sur: Marawi - 3 nights — 4<br><br>- For 6 pax Business category (if applicable/ available) or its equivalent for five (5) nights (with breakfast) based on Twin/Single occupancy<br><br>**Should be located within:** — **No. of rooms**<br>Maguindanao: Marawi - 5 nights — 4 | |

- For 6 pax Business category (if applicable/ available) or its equivalent for four (4) nights (with breakfast) based on Twin/Single occupancy

| Should be located within: | No. of rooms |
|---|---|
| Basilan:<br>Lamitan - 4 nights | 4 |

- For 6 pax Business category (if applicable/ available) or its equivalent for six (6) nights (with breakfast) based on Twin/Single occupancy

| Should be located within: | No. of rooms |
|---|---|
| Basilan:<br>Jolo - 5 nights | 4 |

- For 8 pax Business category (if applicable/ available) or its equivalent for six (6) nights (with breakfast) based on Twin/Single occupancy

| Should be located within: | No. of rooms |
|---|---|
| Basilan:<br>Bongao- 5 nights | 5 |

**Should be within the proximity of the itinerary*

- **Transportation (Lanao Del Sur/Maguindanao/Basilan/Sulu/Tawi-Tawi)**
  - 1 unit of van (2018 model or newer) inclusive of gas, parking fees and overtime, driver fees equipped with Waze or GPS
  - Itinerary to be sent (subject to change with prior notice)
  - First Aid Kit, umbrella on board. With daily provision of wet tissues, alcohol, mineralwater, mint

**Note:** Drivers must undergo an RT-PCR (COVID-19) test with a negative result

Ground Fees to cover tours, land and water activities, entrance fees, boat rides, tour guides, environmental

| | | |
|---|---|---|
| | fees, terminal fees and other miscellaneous fees | |
| | Meals amounting to PhP 211,200.00 for 8 pax x 17 days x ₱1,200/day | |
| | Coordination Meeting amounting to PhP 25,000.00 | |
| | Miscellaneous Expenses amounting to PhP 25,000.00 | |
| | Communication amounting to PhP 5,000.00 | |
| | Comprehensive Travel Insurance with COVID-19 coverage for TPB representatives | |
| | RT PCR Tests/Antigen Tests *(for TPB and Multi Media (5pax)* | |
| Lot 4 | Central Visayas Region (13D/14N)<br>**Participants**: 7 pax (TPB, DOT, LGUs and Multi-media Staff) | |
| | • **Airfare**<br>Manila **to *identified destination/s*** requiring air transfers then back to Manila (5pax)<br>**airline tickets should be refundable if the passenger is unable to travel due to COVID19 Disease with confirmed positive RTPCR tests, upon due advice to the ticket issuer prior to departure* | |
| | • **Room Accommodation**<br>- For 6 pax Business category (if applicable/ available) or its equivalent for three (3) nights (with breakfast) based on Twin/Single occupancy<br><br>**Should be located within:** — **No. of rooms**<br>Cebu, Bohol, Negros Oriental, Siquijor — 4 per destination<br><br>**Should be within the proximity of the itinerary. Proposed hotel/accommodation must be presented to the concerned TPB staff for approval and confirmation.* | |

| | | |
|---|---|---|
| | • **Land Transfers/Van Rental for 13D/14N**<br>- 1 unit of van (2018 model or newer) inclusive of gas, parking fees and overtime, driver fees equipped with Waze or GPS<br>- Itinerary to be sent (subject to change with prior notice)<br>- First Aid Kit, umbrella on board. With daily provision of wet tissues, alcohol, mineralwater, mint<br>**Note:** Drivers must undergo an RT-PCR (COVID-19) test with a negative result | |
| | Ground Fees to cover tours, land and water activities, entrance fees, boat rides, tour guides, environmental fees, terminal fees and other miscellaneous fees | |
| | Comprehensive Travel Insurance with COVID-19 coverage for TPB representatives | |
| | Full Board Meals for 7 pax | |
| | Coordination Meeting expenses | |
| | Miscellaneous Expenses<br>Communication expenses for TPB staff | |
| | Sea Transfers, if applicable based on the itinerary | |
| | Cost of land and water activities, if applicable based on the itinerary | |
| | *Other Terms and Conditions*<br>**Detailed breakdown of cost/expenses to be submitted to TPB for approval.*<br>**Detailed itinerary which includes the proposed sites and activities to be submitted to TPB for approval.*<br>**Proposed sites and activities may change depending on the recommendation of the Department of Tourism (DOT) Regional Office involved.* | |
| Lot 5 | Southern Mindanao / Davao Region (13D /14N)<br>**Participants**: 7 pax (TPB, DOT, LGUs and Multi-media Staff) | |
| | • **Airfare**<br>Manila **to *identified destination/s*** requiring air transfers then back to Manila (5pax)<br>**airline tickets should be* | |

<table>
<tr><td></td><td>refundable if the passenger is unable to travel due to COVID19 Disease with confirmed positive RTPCR tests, upon due advice to the ticket issuer prior to departure</td><td></td></tr>
<tr><td></td><td>- For 6 pax Business category (if applicable/ available) or its equivalent for 14 nights (with breakfast) based on Twin/Single occupancy
<table>
<tr><th>Should be located within:</th><th>No. of rooms</th></tr>
<tr><td>Davao De Oro<br>Davao Del Norte<br>Davao Del Sur<br>Davao Oriental<br>Davao Occidental</td><td>4 per destination</td></tr>
</table>
*Should be within the proximity of the itinerary. Proposed hotel/accommodation must be presented to the concerned TPB staff for approval and confirmation.</td><td></td></tr>
<tr><td></td><td>• Land Transfers/Van Rental for 13D/14N<br>- 1 unit of van (2018 model or newer) inclusive of gas, parking fees and overtime, driver fees equipped with Waze or GPS<br>- Itinerary to be sent (subject to change with prior notice)<br>- First Aid Kit, umbrella on board. With daily provision of wet tissues, alcohol, mineralwater, mint<br>Note: Drivers must undergo an RT-PCR (COVID-19) test with a negative result</td><td></td></tr>
<tr><td></td><td>Ground Fees to cover tours, land and water activities, entrance fees, boat rides, tour guides, environmental fees, terminal fees and other miscellaneous fees</td><td></td></tr>
<tr><td></td><td>Comprehensive Travel Insurance with COVID-19 coverage for TPB representatives</td><td></td></tr>
<tr><td></td><td>Full Board Meals for 7 pax</td><td></td></tr>
<tr><td></td><td>Coordination Meeting expenses</td><td></td></tr>
<tr><td></td><td>Miscellaneous Expenses</td><td></td></tr>
<tr><td></td><td>Communication expenses for TPB staff</td><td></td></tr>
</table>

| | | |
|---|---|---|
| | *Other Terms and Conditions*<br><br>**Detailed breakdown of cost/expenses to be submitted to TPB for approval.*<br><br>**Detailed itinerary which includes the proposed sites and activities to be submitted to TPB for approval.*<br><br>**Proposed sites and activities may change depending on the recommendation of the Department of Tourism (DOT) Regional Office involved.* | |

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

***Class "A" Documents***

*Legal Documents*

☐ Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages)

☐

*Technical Documents*

☐ (a) 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**

☐ (b) 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**

☐ (c) 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**

☐ (d) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**

☐ (e) 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*

☐ (f) 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**

☐ (g) 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***

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

**or**

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

**II. FINANCIAL COMPONENT ENVELOPE**

☐ (i) Original of duly signed and accomplished Financial Bid Form; **and**

☐ (j) Original of duly signed and accomplished Price Schedule(s).

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

☐ (k) *[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.

☐ (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Republic of the Philippines

gppb

Government Procurement Policy Board