TOURISM PROMOTIONS BOARD PHILIPPINES
4TH FLR. LEGASPI TOWERS 300, ROXAS BLVD., MANILA.

PHILIPPINE BIDDING DOCUMENTS

PROCUREMENT OF GOODS

Government of the Republic of the Philippines

INVITATION TO BID
SERVICES OF A PRODUCTION MANAGEMENT HOUSE OR EVENTS MANAGEMENT COMPANY FOR THE DIPLOMATIC NIGHT WITH CREATIVE CULTURAL SHOWCASE AND TOURISM AND TRADE MISSION

TPB-ITB 2025-012

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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 containneither 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

INVITATION TO BID
ITB NO. 2025-012

SERVICES OF A PRODUCTION MANAGEMENT HOUSE OR EVENTS MANAGEMENT COMPANY FOR THE DIPLOMATIC NIGHT WITH CREATIVE CULTURAL SHOWCASE AND TOURISM AND TRADE MISSION

1. The ***Tourism Promotions Board Philippines (TPBPHL)***, through the ***2025 Approved Corporate Operating Budget*** intends to apply the sum of ***Twenty-Three Million Pesos Only (PhP23,000,000.00)*** being the ABC to payments under the contract for the **Services of a Production Management House or Events Management Company for the Diplomatic Night with Creative Cultural Showcase and Tourism and Trade Mission/ITB No. 2025-012**. The Procurement project is divided into two (2) lots broken down as follows:

LOT NO.	ITEM/PROJECT DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)
1	Diplomatic Networking Night with Creative Cultural Showcase	PHP15,000,000.00
2	Trade and Tourism Mission	PHP8,000,000.00
	TOTAL AMOUNT:	**PHP23,000,000.00**

The bidder may bid for any or all the lots, the contract shall be awarded on a per lot basis. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

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

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

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

4. Prospective Bidders may obtain further information from ***Tourism Promotions Board*** through its Bids and Awards Committee Secretariat via emails: ***bac_sec@tpb.gov.ph and/or soleil_fajardo@tpb.gov.ph*** and inspect the Bidding Documents at the address given below during office hours from ***08:00 AM to 05:00 PM.***

5. A complete set of Bidding Documents may be acquired by interested Bidders on ***13 February – 05 March 2025, 9:30 AM*** by sending your request to ***bac_sec@tpb.gov.ph*** and/or ***soleil_fajardo@tpb.gov.ph*** or by downloading it 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 cost of the 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 5 Million up to 10 Million	**10,000.00**
More than 10 Million up to 50 Million	**25,000.00**

NOTE: *the maximum fee for the Bidding Documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.*

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:
Bank: Land Bank of the Philippines
Account Name: Tourism Promotions Board
Account Number: 1772-1034-13
Branch Address: G/F, Century Park Hotel, Harrison Plaza, Adriatico St., Malate, Manila

Bidders who intend 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

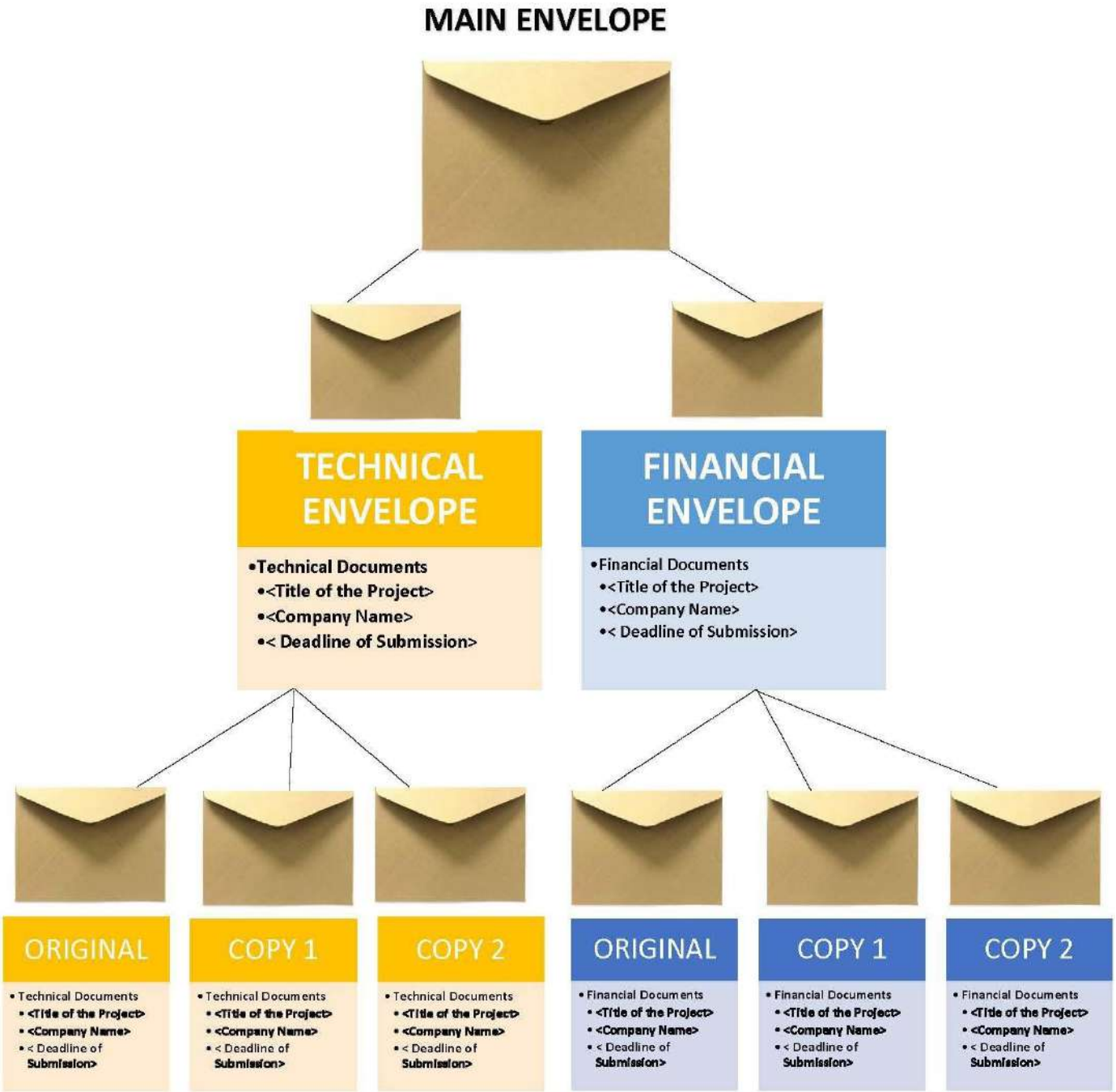
The Procuring Entity allows the bidder to present its proof of payment for the fees through electronic means.

6. The ***Tourism Promotions Board Philippines (TPBPHL)*** will hold a Pre-Bid Conference on ***21 February 2025 at 10:00 AM*** through video conferencing or webcasting *via* ***Zoom platform,*** which shall be open to prospective bidders.

Meeting ID: *976 7849 3275* ***Passcode:*** *761933*

7. Bids must be in a sealed envelope and shall duly received by the BAC Secretariat through ***manual submission*** at theoffice address indicated below on or before ***05 March 2025, 9:30 AM.*** Late bids shall not be accepted:

Procurement Management Division
Tourism Promotions Board
6/F, Five E-Com Center, Harbor Drive,
Mall of Asia Complex, Pasay City



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

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

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

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

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

FINANCIAL ENVELOPE
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 (all pages)
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. Computation of the NFCC or Line of Credit
8. Joint Venture Agreements (not 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)

Note: Interested bidders shall submit separate technical and financial envelopes per lot and shall be opened and evaluated on a "per lot basis" as prescribed in the bidding documents, which shall be submitted on the prescribed deadline of submission of bids.

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 March 2025 at 10:00 AM*** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

TPB BAC Room
Tourism Promotions Board
6/F, Five E-Com Center, Harbor Drive,
Mall of Asia Complex, Pasay City

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

11. The ***Tourism Promotions Board Philippines (TPBPHL)*** 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, withoutthereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

    Janet G. Villafranca / Soleil Moon A. Fajardo
    BAC Secretariat, Tourism Promotions Board
    6/F, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City
    Tel. No. (8) 525-9318 local 278, (8) 525-7312
    E-mail: ***bac_sec@tpb.gov.ph*** ***/*** ***soleil_fajardo@tpb.gov.ph***

13. You may visit the ***Tourism Promotions Board Philippines (TPBPHL)*** *and other websites:*

    For downloading of Bidding Documents: ***www.tpb.gov.ph***
    For the actual posting of the requirement: ***www.philgeps.gov.ph***

13 February 2025

ARNOLD T. GONZALES
Chairperson
Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, ***Tourism Promotions Board Philippines (TPBPHL)***, wishes to receive Bids for the ***Services of a Production Management House or Events Management Company for the Diplomatic Night with Creative Cultural Showcase and Tourism and Trade Mission*** with identification number ***ITB No. 2025-012***

The Procurement Project (referred to herein as "Project") is composed of ***two (2) lots***, 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 ***2024 Corporate Operating Budget*** in the total amount of ***Twenty-Three Pesos Only (PHP23,000,000.00)***.

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 exceeding those allowed under the rules may participate pursuant to:

i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;

ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;

iii. When the Goods sought to be procured are not available from local suppliers; or

iv. When there is a need to prevent situations that defeat competition or restrain trade.

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

For the procurement of ***Expendable Supplies***: 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 theProject.

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

8. Pre-Bid Conference

The ***Tourism Promotions Board Philippines (TPBPHL)*** will hold a pre-bid conference for this Project on ***21 February 2025 at 10:00 AM*** through video conferencing or webcasting via ***Zoom Link***

Meeting ID: *976 7849 3275* ***Passcode:*** *761933*

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 three (3) years*** prior to the deadline for the submission and receipt of bids.

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

11. Documents comprising the Bid: Financial Component

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

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

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

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

12. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately in the followingmanner:

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 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 Tourism Promotions Board (TPB) 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 aground 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

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. ***The evaluation of the eligibility documents shall also implement the GPPB Resolution 15-2021 as of 01 January 2022.***

18. Domestic Preference

18.1. The Procuring Entity will grant a margin of preference for the purpose of comparisonof 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

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

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:

a. Services of a Production Management House or Events Management Company
b. Completed within three (3) years prior to the deadline for the submission and receipt of bids</td></tr>
<tr><td>7.1</td><td>Subcontracting is not allowed.</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:

a. The amount of not less than two percent (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee, or irrevocable letter of credit; or

b. The amount of not less than five percent (5%) of ABC if bid security is in Surety Bond.</td></tr>
<tr><td>19.3</td><td><table>
<tr><th>LOT NO.</th><th>APPROVED BUDGET FOR THE CONTRACT (ABC)</th></tr>
<tr><td>1</td><td>FIFTEEN MILLION PESOS ONLY (PhP15,000,000.00)</td></tr>
<tr><td>2</td><td>EIGHT MILLION PESOS ONLY (PhP8,000,000.00)</td></tr>
<tr><td>TOTAL</td><td>TWENTY-THREE MILLION PESOS ONLY (PhP23,000,000.00)</td></tr>
</table></td></tr>
<tr><td>20.2</td><td>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:

1. SEC/DTI Registration Certificate
2. Articles of Incorporation
3. Mayor's Permit
4. Tax Clearance
5. Audited Financial Statement</td></tr>
<tr><td>21.2</td><td>None.</td></tr>
</table>

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, constitutethe primary source for the terms and conditions of the Contract, and thus, applicablein 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 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.

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 IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

5. Warranty

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

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant tothe 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 –** 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: The delivery terms applicable to this Contract are delivered to ***Tourism Promotions Board (TPB)***. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination. Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements). For purposes of this Clause the Procuring Entity's Representative at the Project Site is **Ms. Teresita Landan** as the End-User and **Ms. Ronileen Rae Bauto and Ms. Gemma Aileen Isic** as the Project Officer. **Incidental Services –** The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods **Spare Parts –** The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the

	Supplier: 1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and 2. in the event of termination of production of the spare parts: i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the costs thereof are included in the contract price. The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period **indicated in the Section VI. Schedule of Requirement**. Spare parts or components shall be supplied as promptly as possible, but in any case, within **Section VI. Schedule of Requirements** months of placing the order. **Packaging –** The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit. The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity. The outer packaging must be clearly marked on at least four (4) sides as follows: Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross Weight

	Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classification A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging. **Transportation –** Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price. Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price. Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure. The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination. **Intellectual Property Rights –** 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

Lot No.	Particulars/ Milestones	Payment Scheme / Percentage of Payment
1	**1st tranche** Upon submission of proposed event scenario, list of proposed line up of artists and sample of giveaways	15% of the total contract price
	2nd tranche Upon receipt of proposed menu, venue (including proof of reservation), proposed layout and setup, finalized list of performers	70% of the total contract price
	3rd tranche Upon the completion of the deliverables and program with certification of project implementation/completion and post-event report other corresponding documentary requirements such as proof of deliverables, etc.	15% of the total contract price
	TOTAL CONTRACT PRICE (inclusive of service charge and all applicable taxes)	**100%**
2	**1st tranche** Upon submission of proposed event scenario, list of proposed line up of artists and sample of giveaways	15% of the total contract price
	2nd tranche Upon receipt of proposed menu, venue (including proof of reservation), proposed layout and setup, finalized list of performers	70% of the total contract price
	3rd tranche Upon the completion of the deliverables and program with certification of project implementation/completion and post-event report other corresponding documentary requirements such as proof of deliverables, etc.	15% of the total contract price
	TOTAL CONTRACT PRICE (inclusive of service charge and all applicable taxes)	**100%**

Willing to provide services on a "send-bill" arrangement. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made following prevailing accounting and auditing rules and regulations. Total cost should be based on actual expense. (ABC)

Please send a billing statement to TOURISM PROMOTIONS BOARD PHILIPPINES, 6F FIVE-ECOM CENTER, MOA COMPLEX, PASAY CITY addressed to:

MARIA MARGARITA MONTEMAYOR NOGRALES
Chief Operating Officer, Tourism Promotions Board

Note: The supplier is encouraged to have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

4 The inspections and tests that will be conducted by the **Tourism Promotions Board Philippines.**

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. All project dates of implementation are indicative and subject to change.

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

LOT 1:
Event: Diplomatic Networking Night with Creative Cultural Showcase
Date of Event: 12 June 2025 (Indicative date)

LOT 2:
Event: Trade and Tourism Mission
Date of Event: 09 June 2025 (Indicative date)

Note: Please see Section VII. Technical Specifications for the complete details

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 theapplicable laws and issuances.

<table>
<tr><th>ITEM NO.</th><th>LOT 1 – DIPLOMATIC NETWORKING NIGHT WITH CREATIVE CULTURAL SHOWCASE</th><th>STATEMENT OF COMPLIANCE</th></tr>
<tr><td>1</td><td>Lease of Venue
• Booking of appropriate venue located not more than 20 km. from the Expo site. The venue should be air-conditioned and able to comfortably accommodate 200 pax and must be conducive for a cultural/tapestry showcase
• Venue should be available for the below schedule:
<table>
<tr><td>11 June 2025
10 pm</td><td>Ingress of heavy equipment and event set-up</td></tr>
<tr><td>12 June 2025
5AM onwards</td><td>Final technical rehearsal
Event proper
Egress</td></tr>
</table>
• Booking of appropriate venue for rehearsals in Manila and Osaka (maximum of 3 days)</td><td></td></tr>
<tr><td>2</td><td>Venue Set-up and Technical Requirements
• Organizing, planning, facilitating the set-up, maintenance and dismantling of the venue and function hall.
• Preferred Stage size: 40 feet (W) x 16 feet (D) and Height is 4 feet. Should have an elevated stage for the designated performers/entertainers including dance floor. Cocktail tables with lounge set-up for 200 pax.
• LED wall screen as backdrop, stage/set design
- Center LED panel/s 32 feet and 10 inches (W) x 11 feet and 6 inches (H)
- Side LED panels 3 feet and 3 inches (W) x 11 feet and 6 inches (H)
Note: If the space cannot accommodate side LED Panels, the minimum LED screen should be that of the Center LED panel/s or the ideal size depending on the stage to be provided by the venue, if any, based on the minimum stage size requirement
• Should include the technical requirements (i.e. professional lights and audio-visual equipment, PA system, microphones/lapels, minimum two (2) close-circuit cameras, teleprompter, special effects like video mapping, smoke/fog machines, wardrobe/costumes and accessories of performers, generator set/genset, podium/rostrum, stage and truss system and other technical/physical requirements, as necessary</td><td></td></tr>
</table>

	• Venue should have at least four (4) dressing/holding rooms for the entertainers and VIPs • Overall venue décor/execution for the event to include, but not limited to: Stage set-up, table decorations and set-up with authentic and elegant floral centerpieces ***Note:*** *TPB reserves the right to own any pre-selected items used to style the venue, as applicable to be used for future events.* • Venue styling should include the following but not limited to material for the ribbon cutting ceremony made of Philippine fabric, exhibitors board/signages, directional signages, photo walls, banners, registration counters	
3	**Food and Beverage (F&B)** • Curate a menu of Filipino-inspired drinks, hearty and heavy canapés, and free-flowing of cocktails and wines to showcase Filipino flavors for VIPs, key officials, exhibitors, sponsors, and other guests (approx. 200 pax) for the networking event • The menu should be subject to TPB approval and accommodate a range of dietary preferences and restrictions, including Halal, gluten-free, vegan, and others. • Offer free-flowing coffee, tea, and water, with an emphasis on featuring locally sourced coffee from the Philippines • Provide cocktail tables adorned with accents inspired by Philippine weaves or textiles to enhance the cultural ambiance. Additionally, ensure there is at least a selection of Filipino-sourced cocktails available. • Include a 10% buffer to accommodate additional guests if needed • VIP tables should have dedicated wait staff • Oversee all necessary permits and registrations as required by the venue.	
4	**Program Requirements** • Conceptualize, organize, manage, direct, and implement the program with an original content in terms of: - Concept - Program scenario - Script - Musical scoring • The production team must include at least two (2) multilingual staff proficient in English, Tagalog, and Nihongo to manage, coordinate, and oversee all aspects of the production. This includes pre-production, live event, and post-production activities, covering audiovisual requirements, stage setup, physical and technical needs, program flow, artistic content, and any additional show elements essential for rehearsals and performances. • Event Management Company shall source the appropriate artists, technical practitioners, etc. required to implement the overall program scenario which should include but not be limited to the following: - Project Manager / Event Coordinator - (Key Personnel) - Show / Event Director - (Key Personnel) - Stage Manager	

- Backstage Manager / Floor Manager
- Script Writer
- Creative Director / Graphic Artist
- Technical Director
- Production Manager
- Sound Engineer
- Lighting Director
- Audio and Video Spinner / Technician
- Video Content Producer
- Video Switcher Operator
- Set / Production Designer
- Graphic Animator / Video Editor
- Health and Safety Officer / Safety Manager
- Ramp models for cultural/tapestry showcase (at least 30 pax)

The number of whom will be based on the requirements of the events.

The key personnel (Project Manager and Event Director) of the Event Management Company must have a minimum of five (5) years of relevant experience in managing events of a similar nature. **CVs must be attached as part of the technical submissions.** List of assigned personnel assuming the roles indicated above to be submitted 20 working days before the actual event.

- Assist TPB in the conceptualization, management, and implementation of the Event Styling and Entertainment Repertoire Plan which consists of the following:
  a. Entertainment
     1. Should be minimum of 3 different entertainment acts to perform in between the program for approximately 5 minutes
     2. Entertainers may include but are not limited to singers, or performers and preferably those who have performed before an international audience as entertainers in keeping with the overall conceptual approach and as approved by TPB. All main performers must have won at least one (1) award in the World Champions of Performing Arts (WCOPA).
     3. Entertainers to be available for rehearsal 1 day before the event
     4. Artists to bring their equipment and during rehearsal and connect with the AV team to set up what is required
     5. Entertainment will be subject to TPB's final approval
  b. MC/Host and Interpreters
     1. At least 2 MC/hosts and at least 2 simultaneous Nihongo interpreters
     2. To introduce guest presenters, announce entertainment and to run the entire program
     3. MC/Host should be one male and female duo who have experience in international/ national events and/or TV presenting experience

4. MC/Host must speak fluent English and Filipino
5. MC/Host should be available for rehearsal 1 day prior to the event

Note: *The list and portfolio of proposed entertainment acts and performers/talents to be submitted together with the technical bid*

c. Ushers/Usherettes
1. The event requires 3-4 ushers/usherettes (male and female) who have experience in events of similar nature
2. Ushers/Usherettes will be required to greet guests at the cocktail reception and assist them
3. Ushers/Usherettes will wear full-length, conservative Formal Filipiniana Attire (dresses, with hair and makeup to be done professionally), subject to the approval of TPB
4. Ushers/Usherettes must be able to speak basic Nihongo
5. Ushers/Usherettes must be available one day before the event for a rehearsal

- All entertainment should include royalty fees and/or copyright fees, management fees and other applicable taxes
- Prepare the script and detailed program scenario based on the overall concept as approved by TPB (should be free from political, cultural, and religious sensitivities).

Initial program scenario as follows:

Arrival of Guests / Registration with pre-event entertainment/activities
On-screen AVPs on loop
Start of program: Opening number (minimum of 2 songs)
Welcome Remarks Ambassador Mylene J. Garcia-Albano (TBC)
Message by TPB COO Maria Margarita Montemayor Nograles Introduction of DOT Secretary by TPB COO Maria Margarita Montemayor Nograles
Video Introduction of DOT Secretary Christina Garcia Frasco
Message by Tourism Secretary Christina Garcia Frasco
Service of cocktails with entertainment and creative cultural showcase
Final Entertainment (minimum of 4 songs)
End of event

**Subject to change*

5 **Logistical Requirements**

- Accommodations (single/twin/triple sharing arrangements) of the entire production team for the duration of the project (preferably same hotel where the TPB delegation is billeted) depending on how many performers and production group will be tapped
- Round-trip international and domestic (if necessary) economy air tickets with travel insurance for performers and all other production personnel based in Manila. Air tickets should be rebookable, reroutable, and refundable.
- Full board meals for the talents and production team for the duration of the project, including rehearsals
- Appropriate allowance/per diem for the talents and production team

	($75/pax/day) • Shipment from and to the Philippines to the venue and /extra baggage allowance for props, costumes, and equipment • Passport processing fees, visas (if necessary), working permit, airport fees/taxes, customs fees, and vans for inland transportation for the duration of the event to include airport transfers • Facilitate all the required permits needed for the performances including talents' work permits and rights to use music (Filipino Society of Composers, Authors, and Publishers – FILSCAP) • All transportation requirements of the performers and production crew to include rental of vans as needed • Facilitate permits for event performers, execution and rehearsals as mandated by the Philippine and Japanese governments • All administrative costs and other miscellaneous expenses • Should develop and execute a logistical plan on the following but not limited to: - Ingress and egress - Resources and technical requirements - Food and beverages - Collateral requirements - Staff requirements - Space allocation/room assignments • Provision of the three (3) units of minibus for VIPs and other guests on 12 June 2025 for the event. All units of vehicle must be available for a maximum of 15 hours per day. Should be inclusive of fuel, driver fees, toll, parking fees, meals, congestion charges and other related expenses. • All transportation requirements of the production team during rehearsals and actual event as needed.	
6	**Documentation Requirements** • Document in photo and video the event for submission to the TPB using the following formats (saved in an external hard drive), and agree to unlimited airing via multi-channels: - Videos HD copy in .MOV and .MP4 - Photos HD copy in .JPG • Provide 30-60 seconds edited video highlights for TPB social media posting (cinematic film) • Provide 1–2-minute Same Day Edit (SDE) video • Submitted raw and edited photos and videos shall be fully owned by the TPB • At least 300 color-enhanced photos	
7	**Program Souvenir** • Provide 200 sets of programs souvenir with maximum amount of PhP1,500.00/set. • The giveaways/souvenirs must be practical and locally made in the Philippines • The design must align with the theme of the event • Packaging must be made from sustainable materials • The final design and packaging are subject to the approval of both the DOT	

	and TPB • Must submit an actual sample of the giveaway/souvenir within seven (7) calendar days upon receipt of the Notice to Proceed (NTP). • DOT and TPB's approval must be secured for both the design and packaging prior to mass production. • Supplier to shoulder the courier/transportation cost from the Philippines, if necessary.	
8	**Onsite-related Expenses** Provide onsite-related expenses (excess baggage allowance, courier fees, office supplies and materials, coordination meetings, bank charges, communication expenses and other onsite-related expenses) up to a maximum total of ONE HUNDRED THOUSAND PESOS ONLY (PHP 100,000.00). Billing must be based on actual cost incurred supported with corresponding receipts.	
9	**Administrative Requirements** • Closely work with the event venue, POC, and Expo 2025 Committee/s for the movements of all involved stakeholders to and from the event venue. This includes, but not limited to: - Closely working with the POC for Protocol Arrangements of VIPs, Government Officials, and other dignitaries attending the event; and - Valet services and coordination with the Expo 2025 Expo Committee and POC on matters related to order, security, and crisis management	
10	**Other Requirements** To cover all charges in the event venue and rehearsal venue (electricity charges, permits, and other fees/surcharges). Oversee, coordinate, and execute rehearsal of performers and present a final dry-run and technical dress rehearsal of the performances for POC's final approval following the (tentative) schedule below: 05 April 2025 — Presentation of production scenario to TPB for critiquing 30 April 2025 — Technical /dress rehearsals with visuals for second critiquing with the TPB Chief Operating Officer Maria Margarita Montemayor Nograles 8-9 June 2025 — Departure and arrival of main contingent to Osaka, Japan (if any) 10 June 2025 — Rest, preparations, production, and technical meetings 11 June 2025 — Technical/dress rehearsal 12 June 2025 — Final technical rehearsal in the venue (AM) Diplomatic Networking Dinner **Subject to change*	

ITEM NO.	LOT 2 – TRADE AND TOURISM MISSION	STATEMENT OF COMPLIANCE
1	**Lease of Venue** • Booking of appropriate venue located not more than 20 km. from the Expo site. Must be in the same venue as the Philippine Business Mission (PBM) Osaka leg. • For the AM sessions - the venue should be air-conditioned and able to comfortably accommodate 200 pax (banquet set-up) • For the PM sessions – the venue should be air-conditioned and able to comfortably accommodate 50 pax (U-shape set-up/tabletop set-up ideal for business-to-business meetings)	

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

- The venue should be available for the below schedule:

<table>
<tr><td>08 June 2025
11PM</td><td>Ingress of heavy equipment and event set-up</td></tr>
<tr><td>09 June 2025
5 AM – 8 PM</td><td>Final technical rehearsal
Event proper
Egress</td></tr>
</table>

</td><td></td></tr>
<tr><td>2</td><td>

Venue Set-up and Technical Requirements

- Organizing, planning, facilitating the set-up, maintenance and dismantling of the venue and function hall.
- Preferred Stage size: 40 feet (W) x 16 feet (D) and Height is 4 feet. Should have an elevated stage for the designated performers/entertainers. Round table set-up for 200 pax.
- LED wall screen as backdrop, stage/set design
  - Center LED panel/s 32 feet and 10 inches (W) x 11 feet and 6 inches (H)
  - Side LED panels 3 feet and 3 inches (W) x 11 feet and 6 inches (H)

  Note: *If the space cannot accommodate side LED Panels, the minimum LED screen should be that of the Center LED panel/s or the ideal size depending on the stage to be provided by the venue, if any, based on the minimum stage size requirement*
- Should include the technical requirements (i.e. professional lights and audio-visual equipment, PA system, microphones/lapels/gooseneck microphones, minimum two (2) close-circuit cameras, teleprompter, special effects like video mapping, smoke/fog machines, wardrobe/costumes and accessories of performers, generator set/genset, podium/rostrum, stage and truss system and other technical/physical requirements for all function rooms, as necessary
- The venue should have at least three (3) dressing/holding rooms that will be for the VIPs and entertainers
- Overall venue décor/execution for the event to include, but not limited to: Stage set-up, table decorations and set-up with authentic and elegant fresh floral centerpiece

  Note: *TPB reserves the right to own any pre-selected items used to style the venue, as applicable to be used for future events.*
- Venue styling should include the following but not limited to material for the ribbon cutting ceremony made of Philippine fabric, exhibitors' board/signages, directional signages, photo walls, banners, registration counters.

</td><td></td></tr>
<tr><td>3</td><td>

Food and Beverage (F&B)

- Curate a menu of Filipino-inspired AM, PM snacks and lunch for 200 pax. All meals should showcase Filipino flavors.
- The menu should be subject to TPB approval and accommodate a range of dietary preferences and restrictions, including Halal, gluten-free, vegan, and others.
- Offer free-flowing coffee, tea, and water, with an emphasis on featuring locally sourced Philippine coffee.
- Provide cocktail tables adorned with accents inspired by Philippine weaves or textiles to enhance the cultural ambiance. Additionally, ensure there is at

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

	least a selection of Filipino-sourced cocktails available. • Include a 10% buffer to accommodate additional guests if needed • VIP tables should have dedicated wait staff • Oversee all necessary permits and registrations as required by the venue.	
4	**Program Requirements** • Conceptualize, organize, manage, direct, and implement the program with original content in terms of: - Concept - Program scenario - Script - Musical scoring • The production team must include at least two (2) multilingual staff proficient in English, Tagalog, and Nihongo to manage, coordinate, and oversee all aspects of the production. This includes pre-production, live event, and post-production activities, covering audiovisual requirements, stage setup, physical and technical needs, program flow, artistic content, and any additional show elements essential for rehearsals and performances. • Event Management Company shall source the appropriate artists, technical practitioners, etc. required to implement the overall program scenario which should include but not be limited to the following: - Project Manager / Event Coordinator - (Key Personnel) - Show / Event Director - (Key Personnel) - Stage Manager - Backstage Manager / Floor Manager - Script Writer - Creative Director / Graphic Artist - Technical Director - Production Manager - Sound Engineer - Lighting Director - Audio and Video Spinner / Technician - Video Content Producer - Video Switcher Operator - Set / Production Designer - Graphic Animator / Video Editor - Health and Safety Officer / Safety Manager The number of whom will be based on the requirements of the events. The key personnel (Project Manager and Event Director) of the Event Management Company must have a minimum of five (5) years of relevant experience in managing events of a similar nature. **CVs must be attached as part of the technical submissions.** List of assigned personnel assuming the roles indicated above to be submitted 20 working days before the actual event. • Assist TPB in the conceptualization, management, and implementation of	

the Event Styling and Entertainment Repertoire Plan which consists of the following:

a. Entertainment
    1. Should have a minimum of 3 different entertainment acts to perform as opening entertainment and during meal service
    2. Entertainers may include but are not limited to singers, or performers and preferably those who have performed before an international audience as entertainers in keeping with the overall conceptual approach and as approved by TPB. All main performers must have won at least one (1) award in the World Champions of Performing Arts (WCOPA).
    3. Entertainers to be available for rehearsal 1 day before the event
    4. Artists to bring their equipment and during rehearsal and connect with the AV team to set up what is required
    5. Entertainment will be subject to TPB's final approval

b. MC/Host and Interpreters
    1. At least 2 MC/hosts and at least 2 simultaneous Nihongo interpreters
    2. To introduce guest presenters and entertainment
    3. MC/Host should be one male and female duo who have experience in international/ national events and/or TV presenting experience
    4. MC/Host must speak fluent English and Filipino
    5. MC/Host should be available for rehearsal 1 day prior to the event

    Note: *The list and portfolio of proposed entertainment acts and performers/talents to be submitted together with the technical bid.*

- All entertainment should include royalty fees and/or copyright fees, management fees and other applicable taxes, permits.
- Prepare the script and detailed program scenario based on the overall concept as approved by TPB (should be free of political, cultural, and religious sensitivities).

Initial program scenario as follows:

Arrival of Guests / Registration
On-screen AVPs on loop
Start of program: Opening number (minimum of 2 songs)
Welcome Remarks (TBC)
Video Introduction of DOT Secretary Christina Garcia Frasco/ Introduction of DOT Secretary by TPB COO Maria Margarita Montemayor Nograles
Message by Tourism Secretary Christina Garcia Frasco
Start of plenary session
Lunch with entertainment
Breakout session 1: Stakeholders meeting/business-to-business meeting (trade) Breakout session 2: Stakeholders meeting/business-to-business meeting(tourism)

**Subject to change. Final program to be provided by the TPB.*

5 **Logistical Requirements**

- Deployment of at least 15 security marshals for Japanese and Philippine

	government officials. Subject to finalization. • Accommodations (single/twin/triple sharing arrangements) of the entire production team for the duration of the project (preferably same hotel where the TPB delegation is billeted) depending on how many entertainers and production group will be tapped • Round-trip international and domestic (if necessary) economy air tickets with travel insurance for performers and all other production personnel based in Manila. Air tickets should be rebookable, reroutable, and refundable. • Full board meals for the talents and production team for the duration of the project, including rehearsals • Appropriate allowance/per diem for the talents and production team ($75/pax/day). • Shipment from and to the Philippines to the venue and extra baggage allowance for props, costumes, and equipment • Passport processing fees, visas (if necessary), working permits, airport fees/taxes, customs fees, and vans for inland transportation for the duration of the event to include airport transfers • Facilitate all necessary permits needed for the performances to include talents' work permits and rights to use music (Filipino Society of Composers, Authors, and Publishers – FILSCAP) • All transportation requirements of the performers and production crew to include rental of vans as needed • Facilitate permits for event performers, execution and rehearsals as mandated by the Philippine and Japanese governments • All administrative costs and other miscellaneous expenses • Should develop and execute a logistical plan on the following but not limited to: - Ingress and egress - Resources and technical requirements - Food and beverages - Collateral requirements - Staff requirements - Space allocation/room assignments	
6	**Documentation Requirements** • Document in photo and video the event for submission to the TPB using the following formats (saved in an external hard drive), and agree to unlimited airing via multi-channels: - Videos HD copy in .MOV and .MP4 - Photos HD copy in .JPG • Provide 30-60 seconds edited video highlights for TPB social media posting (cinematic film) • Provide 1–2-minute Same Day Edit (SDE) video • Submitted raw and edited photos and videos shall be fully owned by the TPB • At least 300 color-enhanced photos	
7	**Program Souvenir** • Provide 200 sets of program souvenir with maximum amount of	

<table>
<tr><td></td><td>PhP1,500.00/set.
• The giveaways/souvenirs must be practical and locally made
• The design must align with the theme of the event
• Packaging must be made from sustainable materials
• The final design and packaging are subject to the approval of both the DOT and TPB
• Must submit an actual sample of the giveaway/souvenir within seven (7) calendar days upon receipt of the Notice to Proceed (NTP).
• DOT and TPB’s approval must be secured for both the design and packaging before mass production.
• Supplier to shoulder the courier/transportation cost from the Philippines, if necessary.</td><td></td></tr>
<tr><td>8</td><td>Onsite-related Expenses
Provide onsite-related expenses (excess baggage allowance, courier fees, office supplies and materials, coordination meetings, bank charges, communication expenses and other onsite-related expenses) up to a maximum total of ONE HUNDRED THOUSAND PESOS ONLY (PHP 100,000.00). Billing must be based on actual cost incurred supported with corresponding receipts.</td><td></td></tr>
<tr><td>9</td><td>Administrative Requirements
• Closely work with the event venue, POC, and Expo 2025 Committee/s for the movements of all involved stakeholders to and from the event venue. This includes, but not limited to:
- Closely working with the POC for Protocol Arrangements of VIPs, Government Officials, and other dignitaries attending the event; and
- Valet services and coordination with the Expo 2025Committee and POC on matters related to order, security, and crisis management</td><td></td></tr>
<tr><td>10</td><td>Other Requirements
To cover all charges in the event venue and rehearsal venue (electricity charges, permits, and other fees/surcharges). Oversee, coordinate, and execute rehearsal of performers and present a final dry-run and technical dress rehearsal of the performances for POC’s final approval following the (tentative) schedule below:
<table>
<tr><td>05 April 2025</td><td>Presentation of production scenario to TPB for critiquing</td></tr>
<tr><td>30 April 2025</td><td>Technical / dress rehearsals with visuals for second critiquing with the TPB Chief Operating Officer Maria Margarita Montemayor Nograles</td></tr>
<tr><td>05-06 June 2025</td><td>Departure and arrival of main contingent to Osaka, Japan (if any)</td></tr>
<tr><td>07 June 2025</td><td>Rest, preparations, production, and technical meetings</td></tr>
<tr><td>08 June 2025</td><td>Technical/dress rehearsal</td></tr>
<tr><td>09 June 2025</td><td>Final technical rehearsal in the venue (AM)
Trade and Tourism Mission event</td></tr>
</table></td><td></td></tr>
</table>

I hereby certify to comply and deliver all of the above requirements provided on the Section VII. Technical Specification of these bidding documents.

Name of the Company	Signature over Printed Name of the Authorized Representative	Date

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

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

Technical Documents

☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, **within three (3) years** prior to the deadline for the submission and receipt of bids, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**

☐ (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, **within three (3) years** prior to the deadline for the submission and receipt of bids, 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 therelevant period as provided in the Bidding Documents; **and**

☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**

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

☐ (f) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authorityto its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

☐ (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 ofits 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 theinstance that the bid is successful.

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

☐ (i) *[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.

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

II. FINANCIAL COMPONENT ENVELOPE

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

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

REQUIRED FORMS TO BE SUBMITTED BY BIDDERS

1. Statement of the Bidder of All Its Ongoing Government and Private Contracts
2. Statement of the Bidder's Single Largest Completed Contract (SLCC)
3. Bid Securing Declaration
4. Omnibus Sworn Statement (Revised)
5. Bid Form for the Procurement of Goods
6. Price Schedule for Goods Offered from Within the Philippines

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY OF_____) S.S.

BID SECURING DECLARATION
Project Identification No.: *[Insert number]*

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.

2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f),of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.

3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:

   a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
   b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
   c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this_____day of *[month] [year]* at *[place of execution]*.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

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

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF_____) S.S.

AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

   a. Carefully examining all of the Bidding Documents;
   b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
   c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
   d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this___day of____, 20__at_____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

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

Bid Form for the Procurement of Goods

[shall be submitted with the Bid]

BID FORM

Date : _____

Project Identification No. : _____

To: [name and address of Procuring Entity]

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers],* the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform] [description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties],* which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);

b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;

c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:
Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of
of agentCurrencyCommission or gratuity

_____
_____
_____
(if none, state "None") *]*

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name:_____
Legal capacity: _____
Signature:_____
Duly authorized to sign the Bid for and behalf of: _____
Date: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder_____Project ID No._____Page____of___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Statement of the Bidder of All Its Ongoing Government and Private Contracts

NAME OF THE PROCURING ENTITY: TOURISM PROMOTIONS BOARD
PROJECT:
LOCATION OF THE PROJECT:

List of all Ongoing Government & Private Contracts within three (3) years prior to the deadline for the submission and receipt of bids, including contracts awarded but not yet started, if any, whether 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 ofCompletion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
Government								
Private								
						Total Cost		

Note: This Statement shall be supported with:

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

Submitted by:

Name of Representative of Bidder : _____
(Printed Name and Signature)
Designation : _____
Date : _____

Statement of the Bidder's Single Largest Completed Contract (SLCC)

NAME OF THE PROCURING ENTITY: TOURISM PROMOTIONS BOARD
PROJECT:
LOCATION OF THE PROJECT:

Single Largest Completed Contract (SLCC) similar to the Contract to be bid within three (3) years prior to the deadline for the submission and receipt of bids, the contract should be at least fifty percent (50%) of the ABC

Business Name : _____
Business Address : _____

Name of Contract	a. Owner's Name b. Owner's NameAddress c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount of Award b. Amount of 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. Certificate of Project Completion which must be Satisfactory as additional supporting document.

Submitted by:

Name of Representative of Bidder ***:*** _____
(Printed Name and Signature)
Position ***:*** _____
Date *:* _____

Republic of the Philippines

gppb

Government Procurement Policy Board

TOURISM PROMOTIONS BOARD PHILIPPINES
4th Floor, Legaspi Towers 300, Roxas Boulevard corner P. Ocampo, Sr. St., Malate, Manila 1004 Philippines
Tel: +63 2 8525.9318 to 27 • Fax: +63 2 8521.6165 / 8525.3314 • Email: info@tpb.gov.ph • Website: www.tpb.gov.ph