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 AN EVENTS MANAGEMENT COMPANY FOR THE MAIN CONFERENCE, EDUCATIONAL SESSIONS, AND ENTERTAINMENT COMPONENTS OF THE CREATIVE TOURISM CONFERENCE

TPB-ITB 2025-022

Sixth Edition
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Preface

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

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

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

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

a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.

b. Specific details, such as the "*name of the Procuring Entity*" and "*address for bid submission*," should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should 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. 2025-022

SERVICES OF AN EVENTS MANAGEMENT COMPANY FOR THE MAIN CONFERENCE, EDUCATIONAL SESSIONS, AND ENTERTAINMENT COMPONENTS OF THE CREATIVE TOURISM CONFERENCE

1. The ***Tourism Promotions Board Philippines (TPBPHL)***, through the ***2025 Approved Corporate Operating Budget*** intends to apply the sum of ***Five Million Pesos Only (PhP5,000,000.00)*** being the ABC to payments under the contract for the ***Services of an Events Management Company for the Main Conference, Educational Sessions, and Entertainment Components of the Creative Tourism Conference/ITB No.2025-022***. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The ***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 five (5) 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 ***TPBPHL*** 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 ***14 March – 08 April 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 1 Million up to 5 Million	5,000.00

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:
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.

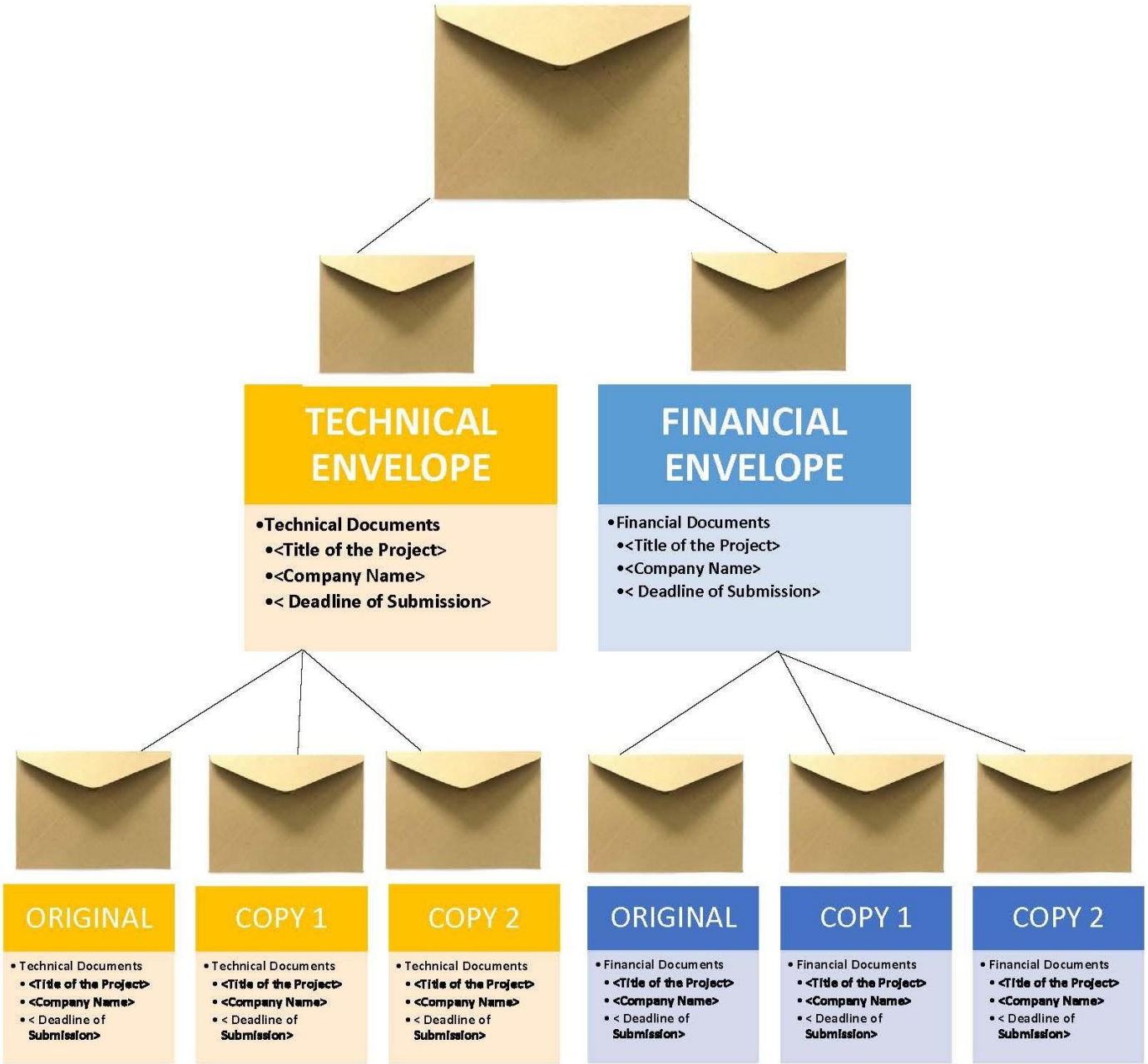
6. The ***TPBPHL*** will hold a Pre-Bid Conference on ***24 March 2025 at 10:00 AM*** through video conferencing or webcasting *via* ***Zoom platform,*** which shall be open to prospective bidders.

   Meeting ID: *978 4972 7914* ***Passcode:*** *468115*

7. Bids must be in a **sealed envelope** and shall be duly received by the BAC Secretariat at the office address indicated below, on or before ***08 April 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

MAIN ENVELOPE



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>
<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
<BAC Secretariat>
<Title of the Project>
<Company Name and Address of the Company>
DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>

FINANCIAL ENVELOPE
<BAC Secretariat>
<Title of the Project>
<Company Name and Address of the Company >
DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>

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

ORIGINAL
Technical Documents
<BAC Secretariat>
<Title of the Project>
<Company Name and Address of the Company >
DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>

COPY 1
Technical Documents
<BAC Secretariat>
<Title of the Project>
<Company Name and Address of the Company >
DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>

COPY 2
Technical Envelope
<BAC Secretariat>
<Title of the Project>
<Company Name and Address of the Company>
DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>

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
<BAC Secretariat>
<Title of the Project>
<Company Name and Address of the Company>
DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>

COPY 1
Financial Envelope
<BAC Secretariat>
<Title of the Project>
<Company Name and Address of the Company>
DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>

COPY 2
Financial Envelope
<BAC Secretariat>
<Title of the Project>
<Company Name and Address of the Company>
DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>

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)

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 ***08 April 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 and 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 of the Secretariat***.

11. The ***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, withouttthereby 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 ***TPBPHL*** *and other websites:*

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

14 March 2025

ARNOLD T. GONZALES
Chairperson
Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, ***Tourism Promotions Board Philippine (TPBPHL)***, wishes to receive Bids for the ***Services of an Events Management Company for the Main Conference, Educational Sessions, and Entertainment Components of the Creative Tourism Conference*** with identification number ***ITB No. 2025-022***.

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 ***2025 Corporate Operating Budget*** in the total amount of ***Five Million Pesos Only (PHP5,000,000.00)***.

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 ***Non-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 ***TPBPHL*** will hold a pre-bid conference for this Project on ***24 March 2025 at 10:00 AM*** through video conferencing or webcasting via **Zoom Link**

Meeting ID: *978 4972 7914* ***Passcode:*** *468115*

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 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 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 ***06 August 2025.*** 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 that shall be awarded as one contract***.

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

20. Post-Qualification

20.2 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

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: a. ***Services of an Events Management Company*** b. Completed ***within five (5) years*** prior to the deadline for thesubmission and receipt of bids
7.1	***Subcontracting is not allowed.***
12	The price of the Goods shall be quoted DDP ***within the Philippines*** or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	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 ***PhP100,000.00 or two percent (2%) of ABC***, if bid security is incash, cashier's/manager's check, bank draft/guarantee, or irrevocable letterof credit; or b. The amount of not less than ***PhP250,000.00 or five percent (5%) of ABC*** if bid security is in Surety Bond.
19.3	***Not applicable.***
20.2	***The original of the following documents shall be presented during the Post-Qualification:*** ***1. PHILGEPS Platinum Certificate (all pages)*** ***2. Business/Mayor's Permit*** ***3. SEC Registration and the Articles of Incorporation*** ***4. Tax Clearance Certificate*** ***5. Latest Audited Financial Statement*** ***6. General Information Sheet*** ***7. Board Resolution (reference to the Omnibus Sworn Statement and Secretary's Certificate)*** ***8. Certificate of Project Completion or its equivalent for Completed Projects (Reference to the List of Completed Projects Submitted).*** ***Submit a certified true copy of documents in item nos. 2 – 8 within five (5) calendar days from the date of the post-qualification, as instructed by the Technical Working Group.***
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, 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 Philippines (TPBPHL)***. 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. Marietta Santillan*** as the End-User and ***Ms. Eunice Marie Monton and Mr. Kyle Randy Robles*** 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 The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

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 –

<table>
<tr><td></td><td>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.</td></tr>
<tr><td>2.2</td><td>
<table>
<tr><th>MILESTONE</th><th>% PAYMENT</th><th>REMARKS</th></tr>
<tr><td>▪ Upon submission and approval of design and events plan that covers renderings of venue designs and enhancement, lineup of speakers, entertainment, etc.</td><td>15%</td><td>All deliverables must be accepted by the Tourism Promotions Board Philippines</td></tr>
<tr><td>▪ Proof of contract with speakers, venue booking, confirmation of all accommodation requirements, food and beverage for the conference, venue with food and beverage for the welcome dinner, and air tickets.</td><td>45%</td><td></td></tr>
<tr><td>▪ Upon completion of the scope of deliverables with the project completion report including all videos and photos of the conference.</td><td>40%</td><td></td></tr>
</table>
Send bill arrangement to the Tourism Promotions Board with Statement of Account / Billing Statement addressed to:
MARIA MARGARITA MONTEMAYOR NOGRALES
Chief Operating Officer, Tourism Promotions Board
6/F Five E-com Center, Harbor Drive, MOA Complex, Pasay City
c/o the MICE DEPARTMENT
Payment will be made through the Land Bank of the Philippines (LBP) account. Should the winning bidder not have an account in LBP, bank charges to a preferred alternate bank will be shouldered by the bidder.
</td></tr>
<tr><td>4</td><td>The inspections and tests that will be conducted by the Tourism Promotions Board Philippines (TPBPHL).</td></tr>
</table>

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 upon receipt of NTP until the completion of the deliverables of the project.

TIMELINE	ACCOMPLISHMENT

Upon the issuance of the Notice to Proceed (NTP)	• Conduct a preliminary meeting to align and discuss on the possible changes/adjustments to the program.
	• Assemble the conference production team
	• Submit an updated design and events plan for approval that includes
	  ○ Key visuals, title cards, and other event layouts
	  ○ Renderings of venue designs and enhancements
	  ○ Lineup of speakers/facilitators/moderators
	  ○ Entertainment production/program
	  ○ Food and Beverage, including welcome dinner
	• Upon approval, lock-in arrangements.

One (1) week after the receipt of the NTP	• Submission and approval of detailed scenario / program flow/ and script • Submission of key visuals (title cards, etc.)
5 days before the conference and during the ingress	• Dress technical rehearsal / dry run of the entertainment program
June 2025	• Rehearsal of talents/performers • Event Proper
July to August 2025	• Post-event Requirements

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.

ITEM NO.	SERVICES OF AN EVENTS MANAGEMENT COMPANY FOR THE MAIN CONFERENCE, EDUCATIONAL SESSIONS, AND ENTERTAINMENT COMPONENTS OF THE CREATIVE TOURISM CONFERENCE	STATEMENT OF COMPLIANCE
PROGRAM MANAGEMENT AND IMPLEMENTATION		
1	Manage and implement the program ensuring cohesiveness with the incorporation of the theme "Crafting Pathways: Synergizing Tourism and Creativity".	
2	Assemble a complete set of experienced and knowledgeable teams (technical director, stage manager, etc.) who will coordinate and oversee the light, sound, special effects, audiovisual, and other physical and technical requirements of the conference. The key personnel must include but not limited to: a. Event Director b. Technical (light and sound) Director c. Stage Manager d. Production Manager e. Script Writer f. Venue/Stage Designer g. Event Coordinator/s / Liaison Officer/s ***Each key personnel must have a minimum of three (3) years of relevant experience. A Curriculum Vitae (CV) must be submitted together with the technical bid proposal.**	
3	Prepare a detailed scenario / script based on indicative program below, subject to changes or updates:	

DATE & TIME	ACTIVITY	REMARKS
17 JUNE 2025		
TBC	Arrival of Speakers	
TBC	Welcome Dinner	
18 JUNE 2025		
TBC	Ingress	Day, Time, and Duration are subject to discussion Physical & Technical Requirements must be in place
TBC	Technical Rehearsals	Coordination must be done prior to the event proper
TBC	Briefing of Speakers	
07:30 – 08:45	Registration	
08:45 – 09:45	Opening Ceremony Welcome Message	
09:45 – 10:00	Break with ambient entertainment	
10:00 – 11:00	Plenary Session 1: Laying the Foundations for a Creative Nation (Republic Act No. 11904 The Philippine Creative Industries Development Act)	
11:00 – 12:00	Plenary Session 2: The Crayon and the Compass (Linkages between Creativity and Tourism)	
12:00 – 13:15	Lunch	
13:15 – 14:45	Breakout Sessions: Track 1: From Screen to Scene: How Philippine Cinema Drives Tourism and the Creative Economy's Growth Track 2: Destination Branding and Storytelling: Telling Compelling Stories to Attract Visitors Track 3: Tech-Driven Tourism: Enhancing Tourism Experiences through Creative Digital Solutions	Participants to transfer to breakout rooms
14:45 – 15:30	Networking Session Creative Collaborations Marketplace Break with Ambient Entertainment	
15:30 – 16:30	Closing Plenary: The Art of Taking Your Business to Heart Creative MICE in the Philippines	
07:30 – 08:45	Registration	
08:45 – 09:45	Plenary Session 3: Welcome to the Alternative Embracing Out-of-the-box Promotions for Tourism and Creative Industries	
09:45 – 10:00	Break with Ambient Entertainment	
10:00 – 11:00	Plenary Session 4: Sustainability Meets Creativity Building a Better Future for Tourism through the Creative Industries	
11:00 – 12:00	Plenary Session 5: Creative Tourism to Creative Placemaking Co-Creating the Experience for Communities and Tourists	
12:00 – 13:15	Lunch	
13:15 – 14:45	Breakout Sessions Track 1: Building Public-Private Partnerships in the Tourism and Creative Industries Track 2: Skills Development for Creative Tourism Track 3: Creative Spaces and Cultural Hubs	Participants to transfer to breakout rooms
14:45 – 15:30	Networking Session Creative Collaborations Marketplace Break with Ambient Entertainment	
15:30 – 16:30	Panel Discussion: A Tourism x Creativity-led Nation Best practices of the Philippines for the Tourism and Creative Industries (Philippine Creative Tourism Congress and UNESCO Creative Cities in the Philippines)	
16:30 – 17:00	Conference Wrap-up and Commitment Pledge Closing Message	
17:00 – 17:30	Closing Ceremony	

SPEAKERS' MANAGEMENT

4	Propose, recommend, and secure a minimum of 20 high-caliber local and international presenters/speakers/moderators who are knowledgeable on the following topics:	

<table>
<tr><td></td><td>a. Travel and Tourism
b. Creative Industries
c. Creative Tourism
d. Cultural Hubs
e. Film Tourism
f. Destination Branding and Identity
g. Tech-driven Tourism
h. MICE Tourism
i. Sustainable Tourism
j. Placemaking
k. Public-Private Partnerships in the Tourism and Creative Industries
l. UNESCO Creative Cities in the Philippines
m. Philippine Creative Tourism Congress</td><td></td></tr>
<tr><td>5</td><td>Expertise can be in the form of a previous speaking engagement/s, published work/s, membership in relevant association/s, and equivalent. Resource person will provide global and local perspectives on issues to be tackled in the conference. The conference is expected to have a mix of international and local speakers. Speakers to be invited, especially those considered to provide updates and latest trends on the Creative Industries or eyed to present case studies on the collaboration of tourism and creative industries, should preferably come from various regions in Asia with mature/advanced creative industries.</td><td></td></tr>
<tr><td>6</td><td>The bidders must take into consideration the following minimum speakers' qualifications:
a. Must have prior engagement/s in similar topics listed above.
b. Submission of Speaker's Profile/ Portfolio
c. Demonstrated experience as a resource person, speaker, or similar role in related conferences, seminars, workshops, and webinars, with a proven ability to engage audiences and deliver informative presentations
<u>*Bidders shall submit a proposed lineup of speakers together with their technical bid.</u>
Note: Any adjustments to the number, selection, or line-up of speakers are subject to approval by the TPB. While the TPB may invite, recommend, or secure speakers directly, associated professional fees and requirements will be the responsibility of the winning bidder. As the organizer, the TPB may directly negotiate for preferential rates to maximize the budget allocation for professional fees.

Professional fees/rates/costs can be based on the below indicative estimates:
<table><tr><td>FOR INTERNATIONAL SPEAKERS:
USD 3,500 (inclusive of taxes) x 2 pax
*Usual range of international professional speakers' preferential fees

USD3,000 – USD3,500</td><td>FOR LOCAL SPEAKERS:
Local Industry Professionals/ Moderators / Resource Person / Facilitators

PHP 30,000 x 18 pax</td></tr><tr><td colspan="2">Estimated Total Combined Cost: PHP 960,000.00
*based on 1 USD = 60 PhP</td></tr></table></td><td></td></tr>
</table>

	Note: *TPB should be advised about the speakers' logistical requirements arrangements (e.g. air tickets, accommodation, meals, etc.).* Payment to the winning bidder will be based on actual costs incurred. While these costs may vary from the estimated amount per speaker, the total expenditure for speaker fees should not exceed the approved budget unless explicitly authorized by the TPB.	
7	Coordinate with final and approved presenters/speakers/moderators and provide the requirements from presenters/speakers/moderators a. To execute a formal agreement between the winning bidder and the TPB-approved Speakers; b. Biodata/profile and high-quality head shot photo of the speaker for event promotion; c. Presentation must be submitted prior to the Speaker's technical rehearsal; d. Secure authorization of TPB to share information presented during the event such as presentations, case studies, etc. to participants of the event; e. Winning bidder must observe and comply with the Philippine Data Privacy Act; f. Provide speakers with necessary event details such as brief event and session information, date and time, location, call time, talking points, appropriate attire, weather situation, currency, country electrical requirements, basic Filipino language tips, presentation tips, event dos and don'ts, as applicable.	
8	Provision of Tokens for Speakers and VIP guests with an indicative cost of PhP1,000.00 each, subject to approval of the TPB.	
9	Assign coordinators for all invited and confirmed speakers to manage the itinerary, facilitate requirements, and accompany during the Conference.	
10	Assign coordinator/s who will man the registration counter/booth in coordination with the TPB.	
LOGISTICAL REQUIREMENTS		
11	Purchase of air tickets for confirmed speakers/facilitators/resource person/moderators, inclusive of baggage allowance, travel and COVID-19 insurance, terminal fees, and other applicable fees or taxes, subject to confirmation with TPB. a. Roundtrip Economy Air tickets for two (2) International Speakers from Asia. b. Roundtrip Economy Air tickets for four (4) Local Speakers from point of origin in the Philippines to Manila and vice versa. **Tickets must be rebookable, reroutable, and refundable*	
12	Airport and Hotel Transfers	
13	Provision of Hotel Accommodation for three (3) nights, subject to discussion with TPB. a. Single occupancy rooms for: - Two (2) pax for International Speakers - Four (4) pax for Local Speakers - Three (3) pax for DOT/TPB Officials b. Accommodation must be within seven (7) kilometers from the conference venue.	

14	Handle logistical ground arrangements based on the following considerations: a. Securing necessary permits. b. Fully-airconditioned passenger vans with headrests for speakers and secretariat. c. Three (3) units covering NCR (NAIA, designated hotel, etc.) d. Provision for umbrellas, and first-aid kit. e. Inclusive of comprehensive insurance, gas fees, parking fees, toll fees, drivers' fees, overtime payment, meals, transportation, and other consumable and related expenses. f. Provision for clearly visible signages on the vehicle. g. Driver must be: - Experienced tourist drivers who can speak English and Filipino - Equipped with a working mobile phone for easy coordination - A holder of a valid professional driver's license - Have trip tickets available during duty - Wearing proper attire and company ID at all times during the event h. If the vehicle breaks down during transit, the winning bidder must provide a replacement within an hour.	
15	Provide transportation (land/air as needed), food, and accommodation for the event management/PCO team and talents.	
VENUE REQUIREMENTS		
16	Provide a venue with the following indicative specifications: a. Must be available on the Conference dates: 18-19 June 2025 b. Must have cultural/historical significance c. Must be able to provide and arrange the following rooms and areas: - Main Conference/Plenary (for 150 pax exclusive of speakers, secretariat, and crew) - Minimum of three (3) breakout rooms (for 50 pax exclusive of facilitators and staff) - Food and beverage • Delegates' lunch and snacks area • Catering area - Holding Areas • Secretariat / Crew holding area • Performers' dressing room / holding area • Speakers / Secretary / COO's holding room - Registration Area - Media Holding Area - Industry Partners/Sponsors Hall	
17	Arrangement of parking space of VVIPs, VIPs, and delegates in coordination with the venue management and the Manila Traffic and Parking Bureau	
18	Work closely with the venue to manage requirements, restrictions, ingress and egress schedule, and necessary permits	
19	Facilitate ingress and egress;	
20	Perform a technical run/line check before the ingress schedule ends;	
21	Provide enough personnel to set up the venue's physical and technical requirements;	

22	Provide hauling services for ingress and egress, along with other logistical assistance;	
23	Cover fees, permits, utilities, and other venue requirements.	
24	Provide overall venue décor, setup, and construction that align with the conference theme and branding, such as but not limited to: a. Handle printing, production, installation, and dismantling of all stage requirements, including trusses, LED walls (for plenary and breakout rooms), floor monitors, com sets, and other necessary stage equipment. b. Style and enhance the main conference areas, including breakout rooms, booth areas, and catering/snack areas. c. Provide marquees, movable props, and structures, as needed. d. Provide a registration counter/booth for at least two people. e. Build partitions for rooms, holding areas and storage areas as needed f. Provide a photo activity area such as photo wall, as applicable	
25	Display the themed event title card on screens and provide other relevant title cards.	
26	Provide banners and signage which may include lamp post banners and directional signs within the venue. Consider using electronic displays such as LED screens, floor-standing LEDs, or handheld LED signages to minimize the use of plastic tarpaulins.	
27	Provide and set up the physical and technical requirements for the Creative Tourism Conference. Coordinate with the venue's technical team and the designated TPB counterpart for installation and setup, including but not limited to the following: a. Sound system (speakers, microphones, etc.) b. Provide professional lighting and special effects for the opening production, which may include show lights, moving head lights, follow spots, LED par lights, haze and smoke machines, vertical trusses, lighting controllers, necessary clamps, LED screens, backdrop, and stage/set design. c. Suitable LED screens or TV monitors, as needed (in smaller breakout rooms) d. Technical support for speakers during rehearsals, technical run-throughs, and the event proper. This includes setups for approximately four (4) plenary sessions and four (4) breakout sessions per conference day, subject to final confirmation. e. Microphones (cordless or lapels, as needed) f. Laptops (mac and windows) with appropriate connectors g. Stage monitor/s (for plenary only) h. Clickers / pointers i. Other stationery items for the speaker as needed j. Onstage lounge set that matches the venue styling, subject to TPB approval k. Closed-circuit camera and dedicated camera/s for documentation purposes l. Devices for recording each session	

	m. Wi-Fi connection for all rooms, preferably 1GB, including the main plenary, breakout rooms, and lunch/snack areas. This may be arranged through partnerships or sponsorships with providers. n. At least one hot/cold water dispenser and a sufficient supply of drinking water for the Secretariat. o. Generator set or back-up power.	
28	Provide and manage additional physical and technical requirements as needed or agreed upon by the winning bidder and TPB. This may include way finders, brand boards, podium/lectern with signage, standees, banners, stickers, tent booths, stalls, flaglets, bubble makers, dressed tables, and chairs.	
FOOD AND BEVERAGE REQUIREMENTS		
29	Provision of food and beverages with the following details: a. Menu selection for TPB's approval at least ten (10) days before the event. b. Accommodate dietary requirements (gluten-free, diabetic, allergies, etc.) with 15% provision per meal or as agreed upon with TPB. c. Dressed tables, table centerpieces, and ambient décor. d. Enough number of uniformed, well-trained banquet service personnel, standby waiters, to attend to all arrangements. e. Include one (1) round of drinks per meal for all attendees as specified in the conference arrangements.	
30	Avoid the use of plastic and single-use bottles and utensils throughout the event.	
31	Accommodate any additional requirements as mutually agreed upon by TPB and the winning bidder.	

DAY 1

MEALS	INDICATIVE PAX	AMOUNT
Speakers/Resource Persons/Moderators/Delegates (Buffet Setup)		
AM Snacks	200 pax	PhP 500.00
Lunch	200 pax	PhP 1500.00
PM Snacks	200 pax	PhP 500.00
Secretariat (Packed Meals)		
AM Snacks	20 pax	PhP 300.00
Lunch	20 pax	PhP 500.00
PM Snacks	20 pax	PhP 300.00

DAY 2

MEALS	INDICATIVE PAX	AMOUNT
Speakers/Resource Persons/Moderators/Delegates (Buffet Setup)		
AM Snacks	200 pax	PhP 500.00
Lunch	200 pax	PhP 1500.00
PM Snacks	200 pax	PhP 500.00
Secretariat (Packed Meals)		
AM Snacks	AM Snacks	AM Snacks
Lunch	Lunch	Lunch
PM Snacks	PM Snacks	PM Snacks

32	Special Functions: Welcome dinner shall have the following specifications: a. With packaged complimentary use of venue b. Within five (5) kilometers from the speakers' designated hotel	

	c. Buffet Set-up for 100 pax worth PhP1,800.00 per pax All details of the special function must be discussed with and approved by TPB.	
ENTERTAINMENT REQUIREMENTS		
33	Provide a themed ambient entertainment production and incentivized meals that best showcase the Creative Tourism Conference. The concept should: a. Be fresh and innovative b. Take a holistic approach, seamlessly integrating the program from the opening to the closing ceremony while aligning the conference theme. c. Utilize innovative approaches	
34	Source appropriate artists, industry-related professionals, or talents for the conference, including but not limited to: a. Host/Emcee/Voice over talent (plenary sessions) b. Graphic recorder (for all sessions) c. Performers/ talents (for breaks, as may be applicable depending on the theme), including all necessary costumes and props. ***Note: The bidder must present a roster of proposed performers/talents with their profiles/portfolios for TPB approval along with the technical bid.***	
DOCUMENTATION REQUIREMENTS		
35	Provide session synthesizer/s.	
36	Photo and Video documentation a. Produce a 3–5-minute event highlights video covering all aspects of the conference, subject to TPB's approval. b. Deliver 60 post-processed photos showcasing the best moments, including individual shots of speakers, moderators, facilitators, resource persons, and keynote speakers. c. Submit all raw and edited photos, along with the highlights video and post-processed photos, to TPB on an external hard drive within 10 calendar days after the event.	
PROMOTIONAL REQUIREMENTS		
37	Develop and implement key visuals, title cards, and other promotional materials that reflect the theme and objectives of the conference.	
38	Ensure that all key visuals, title cards, and promotional materials highlight the collaboration between tourism and creative industries.	
39	Create key visuals and other promotional materials.	
40	Incorporate corrections and revisions based on feedback and discussions.	
41	Deliver all approved promotional materials within 10 calendar days of receiving the Notice to Proceed, subject to TPB's approval.	
OTHER REQUIREMENTS		
42	Creative Button Pins a. 9.84 x 7.87 x 0.59 in b. Matte finish c. A designed space for writing names with colored markers. d. 4 colors that will complement the event visual, subject to discussion with TPB, for the following (indicative estimate): - 150 Delegates	

	- 21 Speakers/Facilitators/ Moderators - 29 Secretariat - 100 Production Crew e. Design to be provided by TPB ***Note:*** *Colored markers appropriate for matte finish button pins must be provided by the winning bidder.*	
43	200 Creative Tourism Conference Kits to include the following (subject to the approval of TPB - photos are samples only): a. Tote Bag - Canvass Material (preferably of thick quality) - White and black colors, subject to discussion with the TPB. - Front only multi-color print - 16 in (41 cm) tall and 14 in (36 cm) wide, with 10 in (25 cm) handles - Design to be provided by the TPB b. Conference Pocket Notebook - Made of eco-friendly materials - Pocket notebook size: 3.5” x 5.5” with event name/logo. - Color to be approved by the TPB. - TPB will provide the design	
44	Physical and Digital Certificates for the Resource Speakers, Sponsors, and Delegates a. A4 Size (21 x 29.7 cm or 210 x 297 mm) b. Design to complement the event visual, subject to discussion with the TPB, for the following (indicative estimate): - Physical Certificate • 5 – 10 Sponsors / Partners • 20 Speakers/Facilitators/Moderators - Digital Certificate (to be sent after the event) • Approx. 150 Delegates	
45	Provide the following essential items for the Conference/Office Equipment and Supplies for the Secretariat Room: a. Extension cords b. Photocopier, scanner, and printer c. Ink supply d. A4 paper supply e. Permanent markers, ballpens, scissors, cutter, and stapler f. Tapes and adhesives g. Other office supplies as needed	
46	Other physical requirements of speakers/moderators/facilitators/resource persons such as but not limited to white boards, pens, clipboard, etc., as needed.	
PAYMENT PROCESSING REQUIREMENTS		
47	Facilitate and Process Honorarium/Professional Fees a. Ensure the timely payment of honorarium, professional fees, and associated costs for approved presenters, speakers, and moderators. b. May consider accommodating advance payments to presenters, speakers, and moderators as needed.	

	c. Settle remaining professional fees within seven (7) working days after the speaker's session. d. Ensure all outstanding honoraria, professional fees, and associated fees are fully processed and settled within fifteen (15) working days after the event.	
48	Submit a Project Completion Report, which shall include but not limited to event performance data, attendance estimates, challenges, etc.	
INCIDENTALS AND MISCELLANEOUS EXPENSES		
49	Allocate an amount of One Hundred Fifty Thousand Pesos Only (PhP150,000.00) for event contingencies beyond the listed requirements subject to approval or instruction of the TPB. This fund will cover unforeseen needs during the event such as: a. Additional food and beverages for speakers and guests b. Extra supplies or materials c. Additional attendees or pax d. Communication allowances and other necessary expenses	
TERMS AND CONDITIONS		
50	The winning bidder must be able to collaborate, coordinate, and cooperate with the TPB for the necessary creative collaterals.	
51	Any partnerships or sponsorships secured by the TPB that offset costs in any of the conference's components must be deducted from the final billing submitted by the winning bidder.	
52	The financial proposal of the bidder should cover all expenditures of the production team to include all applicable taxes and fees: a. Professional fees of talents/ performers and production team b. Site inspection visit, including transport, accommodations and F&B costs of the production team, as needed c. Transport and hotel accommodations during event proper d. Venue styling and construction of venue backdrops/ arches and signages e. Rental of physical and technical equipment f. Creatives for artworks and design g. All other necessary expenses in connection to the staging/ conduct of the conference	
53	**The technical bid shall include, but not be limited to, the following attachments:** **a. Curriculum vitae of the program management team's key personnel** **b. Proposed lineup of speakers with their profile/portfolio** **c. Proposed performers/talents with their respective profiles/portfolio** **d. List of handled similar events (with the same magnitude) for the past five (5) years, supported by Certificate of Project Completion**	
54	Any necessary changes to be made or implemented in the deliverables listed in the scope of services will be subject to the arrangements and approval of TPB and must be within the contracted amount.	
55	Neither party shall be held liable to the other for failure to perform any obligation due to fortuitous events or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural or man-made eventuality.	
56	The TPB shall have full ownership of all the data/ content gathered and	

	presented (both in hard and softcopy files) from the event.	
57	Ensure the privacy and security of any and all confidential, privileged personal information, and/or sensitive personal information that they may have access to, and shall store, use, process, and dispose of the said privileged personal information, and/or sensitive personal information in accordance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2021 and its Implementing Rules and Regulations.	

ITEM NO.	QUALIFICATION OF BIDDER	STATEMENT OF COMPLIANCE
1	The firm/company must be legally registered Events Management Company (EMC)/ Professional Congress Organizer (PCO)/Conference Integrator under Philippine laws and must be in operation in the last five (5) years handling similar projects.	
2	The firm/ company must have a minimum experience of at least five (5) years in implementing, participating in, and handling conferences and similar events, whether international or local, corporate or government organized.	
3	The bidder must submit list of events similar to the requirement handled in the past five (5) years with the same magnitude (management of a high-level conference with management of more than two (2) international speakers residing outside the Philippines). **The list of events should be submitted together with the technical bid, supported by the Certificate of Project Completion of the aforementioned events.** Contact information references of past clients may be included for verification purposes provided there is consent from the particular client.	

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, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**

☐ (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**

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

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

☐ (f) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and 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 USED 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 five (5) 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, Contract and/or 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 five (5) 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 and/or Certificate of Project Completion

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
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