

PHILIPPINE BIDDING DOCUMENTS

Procurement of Services of an Event Management Company for the Philippine International Dive Expo (PHIDEX)

Reference Number: DOT-BAC IB 2021-015

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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 for the Procurement of Services of an
Event Management Company for the Philippine
International Dive Expo (PHIDEX)
(DOT-BAC IB 2021-015)***

1. The *Department of Tourism (DOT)*, through the *General Appropriation Act 2021* intends to apply the sum of *Fourteen Million One Hundred Ninety Four Thousand Six Hundred Eighty Four Pesos (PhP14,194,684.00)* being the ABC to payments under the contract for “*Procurement of Services of an Event Management Company for the Philippine International Dive Expo (PHIDEX)*” (*DOT-BAC IB 2021-015*). Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *DOT* now invites bids for the above Procurement Project. Delivery of the Goods is required within the dates provided in the Schedule of Requirements and Technical Specifications. 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 *DOT-BAC Secretariat* through the contact details given below during *8:00 a.m. to 3:00 p.m. Monday to Friday Excluding holidays* and inspect the Bidding Documents as posted on the websites of the *DOT* and the *Philippine Government Electronic Procurement System (PhilGEPS)*.
5. A complete set of Bidding Documents may be acquired by interested Bidders *November 13, 2021 to December 03, 2021 (8:00 a.m to 3:00 p.m.)* and *December 06, 2021 (until 9:00 a.m.)* from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Twenty-Five Thousand Philippine Pesos (PhP25,000.00) OR deposited to:*

Account Name	Department of Tourism-Regular Trust
Account Number	00-0-05002-407-4
Beneficiary's Bank	Development Bank of the Philippines (DBP)
Bank Branch	F. Zobel Branch
Address	809 J.P Rizal corner F. Zobel St., Makati City, Philippines

(Note: Pls. send copy of the Transaction report or any proof of payment at the email addresses vccervantes@tourism.gov.ph and dot.bac@tourism.gov.ph

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of DOT, provided that bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

6. The **DOT** will hold a virtual Pre-Bid Conference on **November 23, 2021 at 10:00 a.m.** using the Google Meet platform. The prospective bidders are advised to send their email address to the DOT-BAC Secretariat official email at dot.bac@tourism.gov.ph jpvillamin@tourism.gov.ph not later than 5:00 p.m. on **November 22, 2021**.
7. Bids must be duly received by the BAC Secretariat through manual submission **on or before December 06, 2021 at 9:00 a.m. only** at the office address indicated below. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **December 06, 2021 at 10:00 a.m.** at the given address below

The Opening of Bids will be conducted through video conference using the Google Meet platform on December 06, 2021 at 10:00 a.m.

Prospective bidders who are interested in joining the opening of bids must send the following details to the BAC Secretariat via e-mail at dot.bac@tourism.gov.ph and jpvillamin@tourism.gov.ph not later than 5:00 p.m. of December 05, 2021.

- ***Name of Representative(s) - Maximum of two (2)***
- ***Company Name:***
- ***Email Address:***
- ***Contact No.***

10. All documents shall be current and updated and **any missing document in the checklist is a ground for outright rejection of the bid**. Bidder shall submit **one (1) original** and **five (5) photocopies** of the first and second components of its bid in sealed envelope.

To facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the checklist when placed in an Envelope, with documents bounded, tabbed and labeled accordingly.

11. The **DOT** 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 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

Mr. GODOFREDO R. MALDONADO, JR.
Head, DOT-BAC Secretariat
Procurement Management Division
4th Floor, DOT Bldg.
351 Sen. Gil Puyat Ave., Makati City
Telephone Nos. 8459-5200 to 30 Loc. 425
Email Address: grmaldonado@tourism.gov.ph
Facsimile No.: 8459-5200 to 30 Loc. 425
Website Address: www.tourism.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents: www.tourism.gov.ph /www.philgeps.gov.ph

(Original Signed)
OIC-USEC. REYNALDO L. CHING
DOT-BAC Chairperson

November 13, 2021

Section II. Instructions to Bidders

1. Scope of Bid

- I. The Procuring Entity, *Department of Tourism*, wishes to receive Bids for the *Procurement of Services of an Event Management Company for the Philippine International Dive Expo (PHIDEX) (DOT-BAC IB 2021-015)* with Project Identification Number *DOT-BAC IB 2021-013*.

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 *General Appropriation Act 2021* in the total amount of *Fourteen Million One Hundred Ninety Four Thousand Six Hundred Eighty Four Pesos (PhP14,194,684.00)*.

2.2. The source of funding is the General Appropriations Act.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a virtual pre-bid conference for this Project on **November 23, 2021 at 10:00 a.m.** using the Google Meet platform as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **five (5) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must

be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in 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 *April 05, 2022*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid as indicated in *paragraph 10 of the IB*. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as one project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. handled events management for at least 1 <i>international dive-related exhibition</i></p> <p>b. completed within <i>five (5) years</i> prior to the deadline for the submission and receipt of bids.</p>
7.1	<i>Subcontracting is not allowed.</i>
12	<i>Not applicable</i>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than 2% or PhP 283,893.68, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than 5% of PhP 709,734.20 if bid security is in Surety Bond.</p>
19.3	<i>No further instructions</i>
20	<i>No further instructions</i>
21	<i>No further instructions</i>

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than 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

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>Delivery of the Goods and/or Services shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is: <i>Ms. Celstine Joyce T. Sy</i> <i>Project Officer, Office of Product and Market Development</i> <i>ctsy@tourism.gov.ph</i></p>
2.2	<i>Partial payment is not allowed.</i>
4	<i>The deliverables shall be subject to the inspection and acceptance of the Project Officer.</i>

Section VI. Schedule of Requirements

Schedule of Requirements

Item Number	Description	Qty	Total	Delivered, Weeks/Months
	1. Submission of Exhibition Implementation Plan (including proposed talents), Exhibition Floor Layout, and Exhibition Manual			December 29, 2021
	2. Confirmation of Function Hall Booking			December 30, 2021
	3. Launch of the Online Trade Show Platform and B2B Appointment Scheduling System and Submission of Philippine Booth Layout and First Pass Sample Event Collaterals			January 10, 2022
	4. Submission of Final List of Exhibitors and Conformed Agreement with Identified Talents			January 15, 2022
	5. Deadline for Final Philippine Booth Layout and Event Collaterals Layout			January 18, 2022
	6. Delivery of Event Collaterals			February 3, 2021
	7. Ingress / Booth Set Up			February 10, 2022
	8. Hybrid Event Day 1			February 11, 2022
	9. Hybrid Event Day 2			February 12, 2022
	10. Hybrid Event Day 3			February 13, 2022
	11. Submission of Post-Event Video Documentation (Draft) and Terminal Report			February 23, 2022
	12. Submission of Final Terminal Report and Post-Event Video Documentation			February 28, 2022

**More specific scope and deliverables in Section VII. Technical Specifications*

Conforme:

Name of Bidder's/Representative

Signature

Date

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation]</i></p>

		<p><i>liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
<p>I.</p>	<p>Components</p> <p>i. Dive Conference and Panel Discussions:</p> <p>In addition to the usual presentations on underwater films, sustainable dive practices, dive explorations, and new product showcases conducted by international and local dive experts, PHIDEX will be hosting a dive investment forum in partnership with resource speakers from the national and local government, to educate potential foreign and local investors on the requirements to set up a dive business in the country. Results of the Survey on Philippine Dive Tourism will be presented during the forum to provide the audience with a background on the gains achieved by the Philippine dive industry pre-pandemic and its huge potential to bounce back immediately after international travel restrictions are lifted. Part of the conference will be delivered in a hybrid format and broadcast in the PHIDEX virtual platform to broaden the network of participation of local and international delegates.</p> <p>ii. Dive Travel Exchange (TRAVEX): International operators and influencers from selected markets will be invited to physically participate in the Dive Travel Exchange and meet with Philippine sellers of dive products and services through pre-</p>	

	<p>scheduled appointments. PHIDEX will also be implementing a virtual Dive TRAVEX to allow remote participation for Philippine sellers and foreign operators who cannot travel to Cebu.</p> <p>iii. Post Familiarization Tours: In anticipation of the Philippines’ reopening to international travelers, the conduct of familiarization tours with international operators and influencers would be an excellent media blitz opportunity to highlight the safety protocols adopted by Philippine dive establishments and to communicate that the Philippines is ready for international dive tourists. Deviations to the tour itinerary set for participants will not be accommodated, in compliance with guidelines on tourism activities.</p> <p>Cebu City has been chosen as the host destination for PHIDEX to bring the event closer to the large concentration of dive resorts and establishments in dive destinations such as Mactan, Malapascua, and Moalboal within the Cebu province, Alona, Anda, Balicasag, Cabilao, and Panglao in Bohol, Dauin and Apo Island in Negros Oriental, Sogod Bay in Southern Leyte, and Siquijor.</p>	
<p>II.</p>	<p>Minimum Requirements</p> <ul style="list-style-type: none"> a. Must be accredited by the Philippine Government Electronic Procurement System (PhilGEPS) as Platinum Member; b. Must be willing to provide services on a send-bill arrangement; c. Must have handled events management for at least 1 international dive exhibition; 	
<p>III.</p>	<p>Scope of Work and Deliverables</p> <p>A. FUNCTION ROOM RENTAL</p> <p>EXHIBITION HALL RENTAL</p> <ul style="list-style-type: none"> ○ Provision of exhibition hall rental for the duration of the exhibition proper (February 10 to 13, 2022) with the following specifications: ○ Floor Area must cover at least 1,600 sqm. including the ballroom and pre-function area; 	

	<ul style="list-style-type: none"> ○ Vertical clearance must be at least 7 meters; ○ Inclusive of general house lighting for the duration of venue rental (February 10 to 13, 2022); ○ Inclusive of air-conditioning for the duration of the exhibition proper (February 11 to 13, 2022); ○ Inclusive of WIFI Internet Access with at least 20 Mbps speed for 1,000 users for the duration of the exhibition proper (February 11 to 13, 2022); ○ Inclusive of wired internet connectivity (2 lines) with at least 100 Mbps speed exclusive for event livestreaming for the duration of the exhibition proper (February 11 to 13, 2022); ○ Inclusive of the services of 2 roving security guards for the duration of the exhibition proper (February 11 to 13, 2022); ○ Must be within a DOT accredited establishment / hotel with DOT Safety Seal Certification and WTTC Safe Travel Stamp located in Brgy. Mabolo, Cebu City; ○ Rental Schedule: <ul style="list-style-type: none"> ○ Ingress Period: February 10, 2022 (15 hours – 8:00 AM to 11:00 PM) ○ Exhibition Day 1: February 11, 2022 (10 hours – 9:00 AM to 7:00 PM) ○ Exhibition Day 2: February 12, 2022 (10 hours – 9:00 AM to 7:00 PM) ○ Exhibition Day 3: February 13, 2022 (10 hours - 9:00 AM to 7:00 PM) ○ Egress Period: February 13, 2022 (5 hours – 7:00 PM to 12:00 MN) 	
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SECRETARIAT ROOM

- Provision of function room rental for the duration of the exhibition proper (February 10 to 13, 2022) with the following specifications:
 - Must be able to accommodate at least 8 persons following venue capacity guidelines prescribed by DOT Advisory No. 16 s. 2021 on Operational Guidelines on Tourism-Related Activities for Implementation of the Alert Levels System for COVID-19 Response in the Pilot Areas, particularly for MICE and social events venues;
 - Inclusive of free-flowing coffee and water;
 - Must be within a DOT accredited establishment / hotel with DOT Safety Seal Certification and WTTC Safe Travel Stamp located in Brgy. Mabolo, Cebu City;
 - Rental Schedule:
 - **Ingress Period:** February 10, 2022 (12 hours – 9:00 AM to 9:00 PM)
 - **Exhibition Day 1:** February 11, 2022 (12 hours – 9:00 AM to 9:00 PM)
 - **Exhibition Day 2:** February 12, 2022 (12 hours – 9:00 AM to 9:00 PM)
 - **Exhibition Day 3:** February 13, 2022 (12 hours - 9:00 AM to 9:00 PM)

MEDIA LOUNGE

- Provision of function room rental for the duration of the exhibition proper (February 10 to 13, 2022) with the following specifications:
 - Must be able to accommodate at least 8 persons following venue capacity guidelines prescribed by DOT Advisory No. 16 s. 2021 on Operational Guidelines on Tourism-Related Activities for Implementation of the Alert Levels System for COVID-19 Response in the Pilot Areas, particularly for MICE and social events venues;

	<ul style="list-style-type: none"> ○ Inclusive of free-flowing coffee and water; ○ Must be within a DOT accredited establishment / hotel with DOT Safety Seal Certification and WTTC Safe Travel Stamp located in Brgy. Mabolo, Cebu City; ○ Rental Schedule: <ul style="list-style-type: none"> ○ Exhibition Day 1: February 11, 2022 (12 hours – 9:00 AM to 9:00 PM) ○ Exhibition Day 2: February 12, 2022 (12 hours – 9:00 AM to 9:00 PM) ○ Exhibition Day 3: February 13, 2022 (12 hours - 9:00 AM to 9:00 PM) <p>VIP HOLDING ROOM</p> <ul style="list-style-type: none"> ○ Provision of function room rental for the duration of the exhibition proper (February 10 to 13, 2022) with the following specifications: <ul style="list-style-type: none"> ○ Must be able to accommodate at least 4 persons following venue capacity guidelines for MICE prescribed by DOT Advisory No. 15 s. 2021 on Operational Guidelines on Tourism-Related Activities for the Implementation of Alert Levels System for COVID-19 Response in the Pilot Areas; ○ Inclusive of free-flowing coffee and water; ○ Must be within a DOT accredited establishment / hotel with DOT Safety Seal Certification and WTTC Safe Travel Stamp located in Brgy. Mabolo, Cebu City; ○ Rental Schedule: <ul style="list-style-type: none"> ○ Exhibition Day 1: February 11, 2022 (12 hours – 9:00 AM to 9:00 PM) ○ Exhibition Day 2: February 12, 2022 (12 hours – 9:00 AM to 9:00 PM) ○ Exhibition Day 3: February 13, 2022 (12 hours - 9:00 AM to 9:00 PM) 	
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B. OVERALL EXHIBITION MANAGEMENT AND MANPOWER SUPPORT

1. Overall planning, management, and implementation of all Philippine International Dive Expo (PHIDEX) components;
2. Provide main point of contact between the company and the DOT to oversee the implementation of the following major components:
 - a. Exhibition Layout Set up and Dismantling – 1 Project Manager
 - b. Hybrid Exhibition – 1 Project Manager
 - c. Virtual Event Platform – 1 Project Manager
 - d. Talent Management – 1 Project Manager
 - e. Event Collateral Production – 1 Project Manager
3. Ensure stable internet connection with the following speeds:
 - a. WIFI – at least 20 mbps for exhibition attendees
 - b. Wired Connection – at least 100 mbps (2 lines) for event livestreaming;
4. Provide generator set to sustain the electrical requirements of the exhibition and ensure uninterruptible power supply;
5. Liaise with other event suppliers (i.e., Media Campaign Agency, Event Venue, and Ground Handler) to ensure cohesive and aligned implementation of the exhibition;
6. Provide administrative support as follows:
 - a. Prepare a work plan with corresponding timeline and provide regular and timely feedback/status reports to DOT;
 - b. Coordinate with DOT on the overall execution plan for the event and budget allocation;

	<p>c. Handle documentation of all events/activities and maintain an efficient filing and referencing system for all documents;</p> <p>d. Prepare terminal report covering all event components with corresponding statistics, attendee feedback, key stakeholder quotes, and photo documentation;</p> <p>7. Handle all necessary logistical requirements of event management crew for event implementation including air/land/sea transportation, accommodation, meals, and COVID-19 testing;</p> <p>C. EXHIBITION LAYOUT SET UP AND DISMANTLING</p> <p>Exhibition Venue: Radisson Blu Cebu Santa Maria Grand Ballroom</p> <p>Exhibition Schedule: 10 :00 AM to 8 :00 PM</p> <p>Target No. of Visitors: 3,000 visitors over 3 days</p> <p>1. Overall Exhibition Hall Layout Execution</p> <p>a. Provide a 2D scaled schematic rendering (floorplan) of the exhibition venue, following existing health and safety protocols for social distancing, (Santa Maria Grand Ballroom – 1,200 sqm. and Pre-Function Area – 400 sqm.) to illustrate placement of exhibition booths, registration counters, information counters, stages, etc., and visualize how the venue space is being utilized. The floorplan must include the following:</p> <ul style="list-style-type: none"> • Pre-Function Area <ul style="list-style-type: none"> - 1 x Registration Area with 5 lanes/counters - 1 x Entrance Arch - 1 x Exhibition Venue Map and Show Guide Wall 	
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	<ul style="list-style-type: none"> • Grand Ballroom <ul style="list-style-type: none"> - 1 x Main Stage - 20 x 9 sqm. Exhibition Booths - 1 x 72 sqm. Philippine Booth - 1 x B2B Networking Lounge with 40 Work Stations b. Oversee the implementation and management of the exhibition ingress and egress; c. Provide manpower support for all exhibition hall layout execution, enhancement, set up, and dismantling requirements. <p>2. Exhibition Hall Enhancement</p> <p>Production, set up, and dismantling of the following:</p> <ul style="list-style-type: none"> • Entrance Arch <ul style="list-style-type: none"> - Height: At least 3 meters - Width: At least 2.5 meters - Depth: At least 0.5 meters - Left and Right Pillar Width: At least 0.5 meters - Overhead Board Height: At least 0.5 meters - Overall arch design must feature the Dive Philippines brand and be in line with the event theme - Pillars must have appropriate space for layout and full color printing of organizers and exhibitors logos - Overhead boards must have appropriate space for layout and full color printing of PHIDEX logos • Exhibition Venue Map and Show Guide Wall <ul style="list-style-type: none"> - Height: At least 3 meters 	
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	<ul style="list-style-type: none"> - Width: At least 1.5 meters - Full color printing featuring official DOT and PHIDEX logos, exhibition map, seminar presentation schedules, and organizer and exhibitor logos <p>3. Registration Area</p> <p>Production, set up, and dismantling of the registration area with 5 counters and the following furniture:</p> <ul style="list-style-type: none"> • 5 x backlit fascia board with registration category (1 per counter) • 5 x counters • 5 x barstools • 5 x spot lights • 5 x electrical power sockets • 5 x rental tablet devices <p>4. Standard Shell Scheme Booth Set Up</p> <p>Set up, 3-day cleaning/maintenance, and dismantling of 20 standard 9-sqm. shell scheme booths with the following furniture per booth:</p> <ul style="list-style-type: none"> • 1 x Fascia board with company name • 1 x Information desk • 1 x Folding Chair • 2 x Spot Light • 2 x Electrical Power Socket • 1 x Trash Bin • Needle Punch Carpet Installation <p>5. Philippine Booth Set Up</p> <p>Layout, set up, 3-day regular cleaning/maintenance, and dismantling of the 72-sqm. Philippine Booth with the following specifications and provisions:</p>	
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	<ul style="list-style-type: none"> • Booth Size: 72-sqm. raw island type booth space, 4 sides open • 5 x artistically-placed photo panel walls (at least 6 ft. in height) to showcase underwater photos that feature diverse Philippine marine life; • 1 x Philippine information counter on a strategic side of the stand with back lit graphic work (official DOT logos) in appropriate high print quality with at least 2 bar stools, at least 2 electrical outlets for charging laptops/tablets, 1 brochure rack, 1 business card fishbowl, and 1 lockable storage cabinet to store promotional materials; • 1 x accreditation counter with backlit graphic work (official logos) in appropriate high print quality with at least 2 bar stools, at least 2 electrical outlets for charging laptops/tablets, 1 brochure rack, and 1 lockable storage cabinet to store promotional materials; • 1 x VIP reception area/lounge featuring resort-inspired furniture and décor that can comfortably accommodate 5 guests for high-level meetings, media interviews, etc.; • 1 x mobile bar area that can serve free-flowing Filipino-inspired beverages for the duration of the show; • 1 x storage / pantry area with storage shelves for promotional materials, utensils and appliances (coffee-maker, hot and cold water dispenser with ample supply of distilled/purified water, biodegradable paper cups and plates, trash bins with trash bags) • 1 x LED Wall (3m x 2m) with advance audio-video capability and 1 technical staff to oversee and operate the video wall for the duration of the exhibition; • Exhibition venue connections and wiring (electricity, water, and hanging banner suspensions, if necessary); • Elevated (at least 10mm) platform to conceal the electrical wirings and connections; 	
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	<ul style="list-style-type: none"> • Strong lighting in general areas to highlight stand visibility; • All furnitures and fixtures must reflect a modern Philippines and adhere to the It's More Fun in the Philippines campaign. <p>6. Business-to-Business (B2B) Networking Lounge</p> <p>Set up venue with the following furniture and provisions:</p> <ul style="list-style-type: none"> • 40 x Work Stations with 1 table and 1 chair each; • 40 x rental laptop units / tablet devices to be used by hosted buyers for their scheduled B2B meeting appointments for the duration of the 3-day exhibition; • 2 x 2-way speaker system; • 2 x wireless microphones; • All necessary power cables and connectors; • Stable wifi connection (at least 20mbps) for 40 users; <p>7. Main Stage Set Up</p> <p>Layout, set up, 3-day regular cleaning/maintenance, and dismantling of the Exhibition Main Stage with the following specifications:</p> <ul style="list-style-type: none"> • Stage Size: 24 feet (width) x 12 feet (length) x 2 feet (height) main stage with backdrop, technical control booth, 3 sets of ladders/staircase, and 1 wheelchair ramp; • 1 x LED wall (4m x 3m) set up with the following: <ul style="list-style-type: none"> - 1 x laptop - 1 x seamless switcher/splitter - All necessary power cables and connectors; 	
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- 1 set complete lights and sounds system with the following:
 - 8 x LED par lights
 - 1 x follow spotlight
 - 1 x dimmer console
 - 1 x digital mixing console
 - 2 x 3-way speaker system
 - 2 x subwoofer
 - 2 x stage monitor
 - 6 x wireless microphones
 - All necessary power cables and connectors;

D. HYBRID EXHIBITION MANAGEMENT

1. Dive Exhibition

- a. Manage the overall dive exhibition and its components;
- b. Prepare exhibitor manual aligned to the event objectives and exhibition venue policies and guidelines with the following sections:
 - Show Facts (Ingress and Egress Schedule, Exhibition Hours, Shell Scheme Booth Furniture Inclusions, Exhibition Hall Specifications, Key Contacts)
 - Exhibition Regulations
 - Electrical Supplies and Installations
 - Additional Furniture Catalogue and Order Form
 - Compulsory Forms (Exhibitor Profile, Exhibitor Badge, Contractor Badge)
 - Gate Pass
 - Exhibitor Pass Collection Procedure

	<ul style="list-style-type: none"> • Official Contractor and Official Freight Forwarder • Loading / Unloading Bay • Lucky Draw Activity / Sponsorship Submission Form • Accident / Incident Report Forms and Procedures • Hotel Booking Form <p>c. Provide manpower support for all hybrid exhibition management requirements including the following:</p> <ul style="list-style-type: none"> • Assist in liaising with exhibition venue for exhibition implementation guidelines and requirements; • Maintain positive relationships with exhibitors and respond to exhibition-related inquiries and concerns before, during, and after the exhibit; • Assist in facilitation of exhibitor registration; • Coordinate with exhibition set up team for exhibitor requirements; • Oversee set up and implementation of registration and capacity management system; • Oversee set up and implementation of dive conference and panel discussions; • Oversee set up and assist in the implementation of the business-to-business (B2B) meeting program; <p>2. Registration and Capacity Management</p> <p>a. Provide and manage a digital registration, electronic check-in, and capacity management system that integrates with the online trade show platform and has the following features:</p>	
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	<ul style="list-style-type: none"> • Online and onsite registration; • Generate real-time data and registration reports; • Real-time capacity alerts to manage crowd density and promote social distancing and crowd safety; • Production of contactless smart badges with QR codes that individually identify attendees; • Hosted and managed within secure data centers that are compliant with industry standards; <p>b. Provide event marshals to guide attendees and implement social distancing protocols;</p> <p>3. Dive Conference and Panel Discussions</p> <p>a. Manage the entire main stage program and ensure the smooth flow of presentations (at least 40 30-minute sessions) for the duration of the exhibition;</p> <p>b. Devise a program script for the overall Dive Conference and Panel Discussions program that includes speaker introduction, session overview, and Q&A moderation to ensure smooth transition for each session;</p> <p>c. Handle venue and supplier coordination, as follows:</p> <ul style="list-style-type: none"> • Facilitate and coordinate ingress and egress of technical requirements; • Provide technical set up such as HD video streaming camera equipment and sound system with microphones, mixers, etc; <p>d. Implement and manage livestream / broadcast to the online trade show platform;</p> <p>e. Prepare layout of overlay graphics to add relevant branding (official logos) to livestream via a reliable livestream software suite;</p>	
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	<p>f. Conduct pre-event orientation and technical run through, including sound and connection check and other necessary pre-broadcast requirements for each session;</p> <p>g. Full recording of all sessions for documentation and on-demand viewing through the platform;</p> <p>4. Business-to-Business Meeting Program;</p> <p>a. Manage and implement the B2B Meeting Program;</p> <p>b. Provide AI-based speed matchmaking platform for 200 users that will allow international dive tour operators and Philippine dive resorts/shops/centers and liveboard operators to schedule Business-to-Business (B2B) through the system with the following functions:</p> <ul style="list-style-type: none"> • Automatically match attendees for 1:1 meetings based on set criteria or mutual interests; • Manual scheduling of 1:1 meetings through filtering and search tools; • Back-end organizer access for at least 2 DOT personnel; • Automated reminder/notification system to keep participants informed of upcoming meetings, schedule changes, and new meeting opportunities; • Analytics tools that generate data on number of meetings generated, participants' behavior and sentiments, response rates, search and interest trends, log in rates, and user satisfaction; • Complete management of participant data through a safe and secure system; • Onsite and online technical support staff to assist in troubleshooting for organizers and participants; 	
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	<p>c. Prepare digital layout of the B2B Meeting Manual with the following information:</p> <ul style="list-style-type: none"> • Company details of participating buyers and sellers; • Appointment setting procedures / instructions; <p>E. VIRTUAL EVENTS PLATFORM</p> <p>1. Provide a subscription to a virtual events platform that will run for 2 months (from January 2022 to February 2022) and can accommodate a total of 3,000 registrants/attendees for the entire period with the following functions:</p> <ul style="list-style-type: none"> a. Online registration with at least 8 registration classifications; b. Back-end organizer access for at least 2 DOT personnel; c. Branded online exhibition floor to accommodate placement of 100 exhibitor booths from December 2021 to February 2022 that display marketing materials (videos, images, presentations, documents, etc.) and links to web pages and has access to built-in analytics such as booth visits, downloads, and clicks on calls-to-action; d. Online presentation hall to livestream the hybrid Dive Conference and Panel Discussions that can accommodate the hosting of at least 35 webinars/presentations for the duration of the 3-day expo with a total of 3,000 online viewers per day (February 11 to 13, 2022) and accepts Real Time Messaging Protocol (RTMP) streams; e. Networking features through embedded live chat visible across the platform, group and private discussion for exhibitors and attendees over text, audio, and video chat; f. Complete management and storage of participant data through a safe and secure system; 	
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- g. Customer / concierge service to provide technical support and troubleshooting for all attendees;
2. Provide stable full high definition (1080p) live streaming and recording platform that integrates with the online trade show platform with the following functions:
 - a. Custom banners, backgrounds, and overlay for event branding;
 - b. Downloadable recordings;
 - c. Unlimited streaming;
 - d. At least 10 on-screen participants;
 3. Manage and implement the virtual events platform;

F. TALENT MANAGEMENT

Implement an appropriate budget to invite, engage, and hire the professional services of the following:

- a. 35 x resource speakers (20 international and 15 local) to deliver 20 to 30-minute presentations on any of the following relevant topics: dive travel marketing, dive destination marketing, dive product development, dive exploration, sustainable dive travel, underwater photography, underwater videography, or marine conservation (inclusive of international wire transfer fees for remittance to international speakers);
- b. 2 (minimum) x hybrid exhibition program hosts (1 male and 1 female) with dive industry background (preferably with professional work background as a dive influencer or dive professional) to manage and moderate the 3-day Dive Conference program, including the Opening Ceremony and Daily Lucky Draw;
- c. 1 x opening ceremony production number relevant to the dive industry;
- d. 1 x voice-over talent or emcee to manage the general announcements on B2B guidelines,

	<p>meeting schedule rotation, allotted time, coffee breaks, etc. for 2 days;</p> <p>e. 20 x language interpreters to assist foreign hosted buyers during the conduct of the B2B Meetings (must submit proof/certification of language proficiency);</p> <ul style="list-style-type: none"> • 6 x Chinese Translators (8 hours per day for 2 days) • 4 x Korean Translators (8 hours per day for 2 days) • 4 x Japanese Translators (8 hours per day for 2 days) • 2 x Thai Translators (8 hours per day for 2 days) • 2 x Italian Translators (8 hours per day for 2 days) • 2 x French Translators (8 hours per day for 2 days) • 1 x Spanish Translators (8 hours per day for 2 days) <p>G. EVENT COLLATERAL PRODUCTION</p> <p>a. Item: PHIDEX Attendee Foldable Tote Bag with Button</p> <p>Quantity: 500 pcs.</p> <p>Specifications:</p> <ul style="list-style-type: none"> • Color: To be determined based on availability • Material: Non-woven Fabric • Size: At least 28 inches (W), 15.5 inches (H) and 5 inches (D) • Design/Print: PHIDEX Logo (Silk Screen) 	
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	<p>b. Item: PHIDEX Commemorative Event Shirt</p> <p>Quantity: 250 pcs.</p> <p>Specifications:</p> <ul style="list-style-type: none"> • Color: To be determined based on availability • Shirt Style: Round-neck • Material: Cotton • Size: Breakdown of sizes to be provided before mass production • Design/Print: PHIDEX Logo (Silk Screen) <p>c. Item: PHIDEX Trade Participants Notepad</p> <p>Quantity: 100 pcs.</p> <p>Specifications:</p> <ul style="list-style-type: none"> • 50 leaves, 100 gsm, A5 size • Design/Print: PHIDEX Logo <p>d. Item: PHIDEX Dive Equipment Mesh Bag with Drawstring Closure</p> <p>Quantity: 200 pcs.</p> <p>Specifications:</p> <ul style="list-style-type: none"> • Color: To be determined based on availability • Material: Durable Nylon Mesh • Size: At least 11.5 inches (W) x 20 inches (H) x 7 inches (D) • Design/Print: Dive Philippines Logo (Embroidered) 	
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- e. Item: PHIDEX Reusable and Washable 3-Layer Face Mask with Filter Pocket, Adjustable Ear Loops, Nose Wire, and 10 PM 2.5 Filters

Quantity: 200 pcs.

Specifications:

- Material: Mask - High quality neoprene and ProTek+ (DOST Certified Water Repellent Material for PPEs); Filter Pocket – ProTek+ Fabric Material
- Size: Medium (18.5 cm L x 12.5 cm H) – 100 pcs., Large (21 cm L x 15 cm H)
- Design/Print: Underwater Photo with Dive Philippines Logo (Full Color Sublimation Print)

H. EVENT DOCUMENTATION AND POST-EVENT ACTIVITIES

1. Provide photo and video documentation, including sound bites from interviews with participants and key officials;
2. Provide final event video featuring all project components (i.e., exhibition, including booths and seminars) included in the scope of work;
3. Prepare certificate of participation template for all attendees;
4. Prepare post-event feedback form template (in collaboration with the end-user) for the following components:
 - a. Dive Exhibition
 - b. Dive Conference and Panel Discussions
 - c. Business-to-Business (B2B) Meeting Program
 - d. Online Trade Show Platform
5. Disseminate post-event feedback form to relevant respondents and collate responses for inclusion in the terminal report;
6. Prepare terminal report (in collaboration with the end-user) with relevant show statistics.

	<p>II. TIME FRAME AND SCHEDULE</p> <p>The contract duration is from December 29, 2021 to February 28, 2022, with the following schedule of work:</p> <p>December 29, 2021 – Submission of Exhibition Implementation Plan (including proposed talents), Exhibition Floor Layout, and Exhibition Manual</p> <p>December 30, 2021 – Confirmation of Function Hall Booking</p> <p>January 10, 2022 – Launch of the Online Trade Show Platform and B2B Appointment Scheduling System and Submission of Philippine Booth Layout and First Pass Sample Event Collaterals</p> <p>January 15, 2022 – Submission of Final List of Exhibitors and Conformance Agreement with Identified Talents</p> <p>January 18, 2022 Deadline for Final Philippine Booth Layout and Event Collaterals Layout</p> <p>February 3, 2021 – Delivery of Event Collaterals</p> <p>February 10, 2022 – Ingress / Booth Set Up</p> <p>February 11, 2022 – Hybrid Event Day 1</p> <p>February 12, 2022 – Hybrid Event Day 2</p> <p>February 13, 2022 – Hybrid Event Day 3</p> <p>February 23, 2022 – Submission of Post-Event Video Documentation (Draft) and Terminal Report</p> <p>February 28, 2022 – Submission of Final Terminal Report and Post-Event Video Documentation</p>	
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Conforme:

Name of Bidder's/Representative

Signature

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

Technical Documents

- (e) 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**
- (f) 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**
- (g) 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**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

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

or

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

Class “B” Documents

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

or

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

II. FINANCIAL COMPONENT ENVELOPE

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

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

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

