

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

**Procurement of Land Travel Management
Services for the 21st World Travel &
Tourism Council (WTTC)
Global Summit Land Transportation
Requirements**

Project Identification Number: DOT-BAC IB 2022-006

**Sixth Edition
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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
***Procurement of Land Travel Management Services for the
21st World Travel & Tourism Council (WTTC) Global
Summit Land Transportation Requirements
(DOT-BAC IB 2022-006)***

1. The *Department of Tourism (DOT)*, through its *Trust Liability Account* intends to apply the sum of *Nine Million Eight Hundred Twenty-Six Thousand Seven Hundred Seventy-Four Pesos and 13/100 (PhP 9,826,774.13)*, inclusive of applicable taxes, being the Approved Budget for the Contract (ABC) to payments under the contract for ***“Procurement of Land Travel Management Services for the 21st World Travel & Tourism Council (WTTC) Global Summit Land Transportation Requirements” (Project Identification No. DOT-BAC IB 2022-006)***. 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 by ***12 to 26 April 2022***. 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 the Bids and Awards Committee (BAC) Secretariat through the contact details given below 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 from ***10 March 2022 to 30 March 2022 (8:00 a.m. to 5:00 p.m.)*** and ***31 March 2022 (until 9:00 a.m.)*** from the given address and websites below ***and upon payment thru the DOT Cashier of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Ten Thousand Pesos (PhP10,000.00) OR deposit 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: Please send a copy of the Transaction Report or any proof of payment at the email address 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 Pre-Bid Conference on **18 March 2022 at 10:30 a.m.** via online meeting 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 or jpvillamin@tourism.gov.ph not later than 5:00 p.m. on **17 March 2022**.
7. Bids must be duly received by the BAC Secretariat through manual submission **on or before 31 March 2022 at 9:00 a.m.** 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 **31 March 2022 at 10:30 a.m.** at the given address below. **Bids will be opened in the presence of the bidder's representative who choose to attend the activity through video conference using the Google Meet platform on 31 March 2022 at 10:30 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 not later than 5:00 p.m. of 30 March 2022.

- **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

13. You may visit the following websites to download a copy of the Bidding Documents:
www.tourism.gov.ph or ***www.philgeps.gov.ph***

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

10 March 2022

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Department of Tourism – Central Office*, wishes to receive Bids for the *Procurement of Land Travel Management Services for the 21st World Travel & Tourism Council (WTTC) Global Summit Land Transportation Requirements* with Project Identification Number *DOT-BAC IB 2022-006*.

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 in the amount of *Nine Million Eight Hundred Twenty-Six Thousand Seven Hundred Seventy-Four Pesos and 13/100 (PhP 9,826,774.13)*. The period for the performance of the obligations under the Contract shall not go beyond the validity of the appropriation for the Project.

2.2. The source of funding is the Trust Liability Account.

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 pre-bid conference for this Project on **18 March 2022 at 10:30 a.m.** through videoconferencing 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 **31 June 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. 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. experience in providing land transportation service or land transportation management services for top level or international events;</p> <p>b. completed within five (5) years prior to the deadline for the submission and receipt of bids.</p>
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP <i>Metro Manila</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 <i>PhP 196,535.48</i> (2% of ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <i>PhP 491,338.71</i> (5% of ABC), if bid security is in Surety Bond.</p>
19.3	No further instructions
20.2	No further instructions
21.2	No further instructions

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 of the Goods and 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 Mr. Ernesto Teston (ernieteston@tourism.gov.ph).</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p style="padding-left: 40px;">a. Performance or supervision of the supplied Goods;</p> <p>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.</p>
2.2	<i>No further instructions</i>
4	The deliverables shall be subject to the inspection and acceptance of the DOT’s authorized representative(s).

Section VI. Schedule of Requirements

Schedule of Requirements

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Land Travel Management Services for the 21st World Travel & Tourism Council (WTTC) Global Summit Land Transportation Requirements	Ninety-Five (95) units	PhP9,826,774.13	Anytime between 12 to 26 April 2022 or earlier and as required by WTTC for its Staff and Core Working Group
a.	Chauffer Driven Limousines (Or other Executive Cars)			Five (5) days between April 19 to 23, 2022; <i>(Subject to change)</i>
	a. Limousine b. Executive Cars	Ten (10) Forty (40)		
b.	Multipurpose Vehicle for Airport/Hotel Transfers	Ten (10)		April 17 to 19, 2022; and April 23 to 25, 2022 <i>(Subject to change)</i>
c.	Multipurpose Vehicle for WTTC Technical Consultants and Staffs	Five (5)		April 12 to 22, 2022
d.	Vans for Host Committee	Five (5)		April 12 to 22, 2022
e.	Buses	Twenty-Five (25)		April 17, 18, 19, 20; and April 21, 22, 23, 24, 25, 26, 2022 <i>(Subject to change)</i>

The project site is within Metro Manila.

*More detailed service requirements and technical specifications are found under **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 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>

Item	Specification	Statement of Compliance																		
	<p>DETAILS OF THE EVENT</p> <table border="1"> <tr> <td data-bbox="319 297 529 353">Date</td> <td data-bbox="529 297 967 353">20 to 22 April 2022</td> </tr> <tr> <td data-bbox="319 353 529 409">Host</td> <td data-bbox="529 353 967 409">Philippine Department of Tourism</td> </tr> <tr> <td data-bbox="319 409 529 488">Main Venue</td> <td data-bbox="529 409 967 488">Within the Resorts World Manila Complex/ Newport City Estate</td> </tr> <tr> <td data-bbox="319 488 529 611">Official Hotels</td> <td data-bbox="529 488 967 611">Manila Marriott Hotel Hilton Manila Sheraton Manila Okura Manila</td> </tr> <tr> <td data-bbox="319 611 529 701">Estimated Number of Delegates</td> <td data-bbox="529 611 967 701">650 international delegates 200 local participants 1,000 (virtual)</td> </tr> <tr> <td data-bbox="319 701 529 768">Main Arrival Dates</td> <td data-bbox="529 701 967 768">17 to 19 April 2022</td> </tr> <tr> <td data-bbox="319 768 529 824">Summit Proper</td> <td data-bbox="529 768 967 824">20 to 22 April 2022</td> </tr> <tr> <td data-bbox="319 824 529 891">Departure Dates</td> <td data-bbox="529 824 967 891">23 to 26 April 2022 onwards</td> </tr> <tr> <td data-bbox="319 891 529 1279">Profile of Delegates</td> <td data-bbox="529 891 967 1279"> <ul style="list-style-type: none"> • WTTC Officials • WTTC Members • Representatives from the National Tourism Organizations • Representatives from Other Government Agencies • Representatives from various International Organizations • Representatives from the International Travel and Tourism Private Sector </td> </tr> </table>	Date	20 to 22 April 2022	Host	Philippine Department of Tourism	Main Venue	Within the Resorts World Manila Complex/ Newport City Estate	Official Hotels	Manila Marriott Hotel Hilton Manila Sheraton Manila Okura Manila	Estimated Number of Delegates	650 international delegates 200 local participants 1,000 (virtual)	Main Arrival Dates	17 to 19 April 2022	Summit Proper	20 to 22 April 2022	Departure Dates	23 to 26 April 2022 onwards	Profile of Delegates	<ul style="list-style-type: none"> • WTTC Officials • WTTC Members • Representatives from the National Tourism Organizations • Representatives from Other Government Agencies • Representatives from various International Organizations • Representatives from the International Travel and Tourism Private Sector 	
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	<p>DETAILED VEHICULAR REQUIREMENTS</p> <p>PARTICULARS:</p> <p>A. SERVICE VEHICLE FOR VVIPS, EVENT SPEAKERS, SELECT MEDIA GUESTS AND WTTC OFFICIALS</p> <p>Fifty (50) Chauffer Driven Limousines (Or other Executive Cars)</p> <p>(Bidder must indicate the brand and model of the offered vehicle)</p> <p>PERIOD OF ENGAGEMENT: Five (5) days between 19 to 23 April 2022; <i>(May be subject to change)</i></p>																			

Item	Specification	Statement of Compliance				
	<p>VEHICLE ALLOCATION/ TYPE OF VEHICLE</p> <table border="1" data-bbox="316 371 959 461"> <tr> <td data-bbox="316 371 679 416">Limousine</td> <td data-bbox="679 371 959 416">10</td> </tr> <tr> <td data-bbox="316 416 679 461">Executive Cars</td> <td data-bbox="679 416 959 461">40</td> </tr> </table> <p>SPECIFICATIONS FOR LIMOUSINE</p> <p>NO. OF LIMOUSINE VEHICLES: 10</p> <p>BASIC SPECIFICATIONS: Body Type: Sedan Engine Size: at least 4.7L Displacement: at least 4,663 cc Number of Cylinders: 8 Fuel Type: Diesel or Gasoline Leather Upholstery Seating Capacity: 5 persons Model: 2016 or newer Vehicle should be in black color</p> <p>OTHER FEATURES:</p> <ul style="list-style-type: none"> • Fully air-conditioned, clean, comfortable, presentable and in good running condition • Must be equipped with a fire extinguisher and/or fire protection device • Provisions of cooler with water and/or juices and soft drinks, umbrellas and first aid kits • Provision of safety kits, such as but not limited to spray alcohol, air purifier, disinfectant spray, temperature scanner, and other relevant requirements • Captain Seats in leather cover • With appropriate applicable vehicle signage as guided for by the WTTC/DOT Safety and Security Committee • With airport access passes/special parking permit for airport terminals, if applicable 	Limousine	10	Executive Cars	40	
Limousine	10					
Executive Cars	40					

Item	Specification	Statement of Compliance
	<ul style="list-style-type: none"> • With Comprehensive Insurance • Maximum passengers per car – 1 to 2 persons • Vehicle should be in black color <p>A close-in government security will be provided by the organizer which will act as the Official driver (in which case, the bid rate should be lowered when applicable)</p> <p>SPECIFICATIONS FOR EXECUTIVE CARS</p> <p>NO. OF EXECUTIVE CARS: 40</p> <p>BASIC SPECIFICATIONS</p> <p>(Bidder must indicate the brand and model of the offered vehicle)</p> <p>Engine specs: at least 3.5 liter DOHC V6 gasoline/diesel Transmission: at least 6-speed automatic Model: 2018-2019</p> <p>Security Features: Anti-lock braking system (ABS) Vehicle Stability Control (VSC)</p> <p>Onboard Features: Wifi GPS Tracking Bottle of Waters, juices and softdrinks in cooler Working Air condition LCD player Electronic door locks Leather upholstery Tinted windows Push start button Navigation Electric adjustable seats Captain seats – full leather clad captain seats with ottoman, spacious space</p> <p>OTHER FEATURES:</p> <ul style="list-style-type: none"> • Provision of safety kits, such as but not limited to spray alcohol, air purifier, disinfectant 	

Item	Specification	Statement of Compliance				
	<p>spray, temperature scanner, and other relevant requirements</p> <ul style="list-style-type: none"> • With appropriate event and committee signage for easy identification (in coordination with DOT/WTTC) • With airport passes/ticket for airport terminals, if applicable • With Comprehensive Insurance • Maximum passengers per car- 1-2 persons • Vehicles can be in black, white or silver color <p>A close-in government security will be provided by the organizer which will act as the Official driver (in which case, the bid rate should be lowered when applicable).</p> <p>B. AIRPORT TRANSFERS</p> <p>Ten (10) Multipurpose Vehicles for the Arrivals/ Transfers of Official Delegates and International Media to Official Hotels/Airport:</p> <p>(Bidder must indicate the brand and model of the offered vehicle)</p> <p>PERIOD OF ENGAGEMENT: 17 to 19 April 2022; and 23 to 25 April 2022 <i>(May be subject to change)</i></p> <p>BASIC SPECIFICATIONS:</p> <table border="1" data-bbox="316 1619 970 1794"> <tr> <td data-bbox="316 1619 683 1738">Engine Type</td> <td data-bbox="683 1619 970 1738">At least 4 Cylinder In-line Type DOHC, 16-Valve)</td> </tr> <tr> <td data-bbox="316 1738 683 1794">Engine Displacement (cc)</td> <td data-bbox="683 1738 970 1794">At least 2755</td> </tr> </table> <p>Plus: 11 x seating capacity 8 x luggages capacity 2nd Row Captain Seats w/ 180° Rotation Dual Sliding Door</p>	Engine Type	At least 4 Cylinder In-line Type DOHC, 16-Valve)	Engine Displacement (cc)	At least 2755	
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Engine Displacement (cc)	At least 2755					

Item	Specification	Statement of Compliance
	<p>Built-In GPS Navigation</p> <p>OTHER FEATURES:</p> <ol style="list-style-type: none"> 1. Fully air-conditioned, clean, comfortable, presentable and in good running condition 2. Leather seats 3. Must be equipped with a fire extinguisher and/or fire protection device 4. Provisions of cooler with water and/or juices/soft drinks, umbrellas and first aid kits 5. Provision of safety kits, such as but not limited to spray alcohol, air purifier, disinfectant spray, temperature scanner, and other relevant IATF requirements 6. With appropriate applicable vehicle signage as guided by the WTTC/DOT Safety and Security Committee 7. With airport passes/ticket for airport terminals, if applicable 8. With Comprehensive Insurance 9. Space for luggage 10. Maximum passengers per car - 6 persons or subject to prevailing alert level system <p>These vehicles will be supplemented with 25 buses identified in Item e of this Technical Specifications to ensure smooth airport/hotel transfers during bulk arrivals and departures.</p> <p>C. SERVICE VEHICLE – HOST COMMITTEE</p> <p>Five (5) Vehicle Provision for the DOT/TPB Secretariat Shuttle Service - Pre-Event to Departure Stage</p> <p>(Bidder must indicate the brand and model of the offered vehicle)</p> <p>PERIOD OF ENGAGEMENT: 12 to 22 April 2022</p> <p>BASIC SPECIFICATIONS: Engine Capacity: at least 2982 cc Number of cylinders: DT4</p>	

Item	Specification	Statement of Compliance
	<p>OTHER FEATURES:</p> <ol style="list-style-type: none"> 1. Fully air-conditioned, clean, comfortable, presentable and in good running condition 2. Must be equipped with a fire extinguisher and/or fire protection device 3. Provisions of cooler with water, juices and soft drinks, umbrellas and first aid kits 4. Provision of safety kits, such as but not limited to spray alcohol, air purifier, disinfectant spray, temperature scanner, and other relevant requirements 5. With appropriate event and committee signage for easy identification (in coordination with DOT/WTTC) 6. With airport passes/ticket for airport terminals, if applicable 7. With Comprehensive Insurance 8. Maximum passengers per car– 6 persons 9. Vehicle must be in black or white color <p>D. SERVICE VEHICLE – WTTC</p> <p>Five (5) Vehicles for the WTTC Technical Consultants and Staff - Pre-Event to Departure Stage</p> <p>(Bidder must indicate the brand and model of the offered vehicle)</p> <p>PERIOD OF ENGAGEMENT: 12 to 22 April 2022 <i>(May be subject to change)</i></p> <p>BASIC SPECIFICATIONS: Fuel Type – Diesel or Gasoline Engine size / Displacement: at least 2,497 Seating Capacity: 6 persons Transmission Type: Automatic No. Of Gears: 5 Gears Model: 2016 or newer Vehicle must be in black color</p> <p>OTHER FEATURES:</p> <ol style="list-style-type: none"> 1. Fully air-conditioned, clean, comfortable, presentable and in good running condition 2. Must be equipped with a fire extinguisher and/or fire protection device 	

Item	Specification	Statement of Compliance
	<p>3. Provisions of cooler with water and soft drinks, umbrellas and first aid kits</p> <p>4. Provision of safety kits, such as but not limited to spray alcohol, air purifier, disinfectant spray, temperature scanner, and other relevant requirements</p> <p>5. With appropriate event and committee signage for easy identification (in coordination with DOT/WTTC)</p> <p>6. With airport entry/access passes for airport terminals</p> <p>7. With Comprehensive Insurance</p> <p>8. Seating arrangement subject to prevailing Alert Level system</p> <p>E. SHUTTLE SERVICE FOR OFFICIAL DELEGATES AND MEDIA (TO BE PROVIDED BY SPONSORING COMPANY)</p> <p>25 Service Buses for the Official Delegates and Media</p> <p>PERIOD OF ENGAGEMENT: April 17, 18, 19, 20; and April 21, 22, 23, 24, 25, 26, 2022 <i>(Subject to change)</i></p> <p>The service provider will only pay for the fuel and driver’s salary of the sponsoring transport company, as follows:</p> <ul style="list-style-type: none"> - Driver’s Salary/Day at Php 1,054.00 - Fuel Cost: 1.5L per km/ estimated at 21-40 kms computed at Php 2, 261.33 	
	<p>OTHER SPECIFIC REQUIREMENTS AND CONDITIONS</p> <p>The transport operator will report to the DOT particularly the PHOC Transport Committee and the Professional Congress Organizer (PCO). The appointed PCO will co-manage with the Transport Committee on the following:</p> <ul style="list-style-type: none"> a. Vehicle assignment/s for VVIPs, WTTC Working Group and PHOC Secretariat Committee 	

Item	Specification	Statement of Compliance
	<p>b. Dispatch of VVIP vehicles relative to the personal and official agenda of the VIPs</p> <p>c. Smooth pick-up and land transfers (during arrival/departure, official program outside of the RWM)</p> <p>The Transport Provider must work with the PHOC Transportation Committee and PCO on the database of all WTTC delegation arrivals to ensure everyone is provided airport/hotel transfers.</p> <p>Transport Provider must provide transportation coordinators and dispatchers in NAIA Terminals 1, 2 & 3 as well as in all official hotels and central transport coordination office for smooth transport of delegates between official hotels and official venues.</p> <p>Transport Provider must ensure smooth and safe travel from pick-up to drop off and must present a routing plan, parking plan and other security and movement plans to coincide with RWM and PNP security measures.</p> <p>Transport provider must submit transport control procedure in ensuring appropriate vehicles to include its quantity, cleanliness and signages are provided to all to ensure delegates get on the assigned bus/luxury car, service vehicle, etc. This can be in the form of color-coding scheme, company emblem, flag emblem for state visitors and work with RWM for the color-coding assignment per hotel.</p> <p>Transport provider must be open for prior inspection of transport vehicles to be used for approval of the DOT/WTTC. Vehicle details (color, brand, plate number, date of registration) to include respective driver per vehicle must be provided to DOT as well as directory of all assigned transport coordinators/dispatchers.</p> <p>Vehicles must be cleaned and disinfected every day.</p> <p>No. of Service Vehicles may be reduced or adjusted depending on Transport Sponsorship agreements generated by the DOT for the event, in which case, the winning bidder will reduce its supply of</p>	

Item	Specification	Statement of Compliance
	<p>vehicles and arrange to pay for the sponsored vehicles the following:</p> <ol style="list-style-type: none"> a. Driver’s Professional Fee/Meals b. Gas/Fuel c. Parking Fees, if any d. Others such as Toll Fee, etc., if any <p>These sponsorship agreements will be advised to the winning bidder in advance.</p> <p>For operational purposes, vehicle service covers a minimum of 10 hours/day</p> <p>Overtime rate of Vehicle per hour:</p> <ol style="list-style-type: none"> a. Limousine/Executive Cars – PhP 1,000/hour b. Multi-Purpose Vehicle – PhP 500/hour c. Vans – Php 500/hour d. Buses – PhP 1,700/hour if applicable <p>*Allocations of vehicles subject to change depending on vehicle availability through confirmed sponsorship and requirements as well as arrival schedules. Actual usage (number and type of vehicles as well as length of service should be reflected on a daily basis with approval of DOT/WTTC to form part of overall billing documents.</p> <p><i>*Schedules are subject to change and will be provided ahead once confirmed.</i></p> <p>ELIGIBILITY</p> <ul style="list-style-type: none"> • Tourist Land Transport Operator / Certificate issued by the LTFRB to be required during post-qualification • Must have PHILGEPS Platinum Certificate • Accredited by the DOT as transport operator to be required during post-qualification • Personnel must have at least 5 years’ experience/expertise in land transportation service 	

Item	Specification	Statement of Compliance
	<ul style="list-style-type: none"> • The company must be in business operations for at least 5 years • Provide point person/coordinators/dispatchers during the arrival of the delegates, during the event proper, to include the departure of all the delegates • Vehicles and drivers must be available in case of overtime • Cost of RT PCR test is charged to the account of the awarded transport provider • Provide/assign additional drivers if necessary, subject to the same qualifications of the drivers mentioned above 	
	<p>Payment</p> <ul style="list-style-type: none"> • Payment shall be based on the actual usage of vehicles provided, including cost of the fuel and driver’s salaries, among others but shall not exceed the total contract price. • Rate inclusive of comprehensive insurance, government tax, gasoline, skyway toll fees and parking fees, if applicable • Billing should be charged based on the minimum hour plus the approved overtime rate in excess of the minimum hour plus the approved overtime pay • Send bill to the Department of Tourism. 	

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) in accordance with Section 8.5.2 of the IRR.

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 (**Annex “A”**); **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 (Note: This statement shall be supported with end-user’s acceptance or official receipt(s) or sales invoice issued for the contract) (**Annex “B”**); **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 (**Annex C”**); **and**
- (e) Conformity with the Technical Specifications (**Section VII**), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable (**Section VI**); **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS) (**Annex “D”**); **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

- (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) (**Annex “E”**);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- (i) Original of duly signed and accomplished Financial Bid Form (**Annex “F”**);
and
- (j) Original of duly signed and accomplished Price Schedule(s) (**Annex “G”**).
(Bidder must show cost breakdown of vehicles per type, fuel, insurances, cost of overtime or excess hours, salaries, etc.)

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

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

