

PHILIPPINE BIDDING DOCUMENTS

Procurement of Event Management Services for the High-Level Conference on Middle Income Countries

**Approved Budget for the Contract (ABC):
PhP 4,500,000.00**

PB-GS-03-2025

**Government of the Republic of the
Philippines**

**Sixth Edition
July 2020**

Preface

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

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

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

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

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the "*name of the Procuring Entity*" and "*address for bid submission*," should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and

Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	5
Section I. Invitation to Bid	8
Section II. Instructions to Bidders	11
1. Scope of Bid	12
2. Funding Information	12
3. Bidding Requirements	12
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	12
5. Eligible Bidders	12
6. Origin of Goods	13
7. Subcontracts	13
8. Pre-Bid Conference	14
9. Clarification and Amendment of Bidding Documents	14
10. Documents comprising the Bid: Eligibility and Technical Components	14
11. Documents comprising the Bid: Financial Component	15
12. Bid Prices	15
13. Bid and Payment Currencies	16
14. Bid Security	16
15. Sealing and Marking of Bids	16
16. Deadline for Submission of Bids	17
17. Opening and Preliminary Examination of Bids	17
18. Domestic Preference	17
19. Detailed Evaluation and Comparison of Bids	17
20. Post-Qualification	18
21. Signing of the Contract	18
Section III. Bid Data Sheet	19
Section IV. General Conditions of Contract	21
1. Scope of Contract	22
2. Advance Payment and Terms of Payment	22
3. Performance Security	22
4. Inspection and Tests	22
5. Warranty	23
6. Liability of the Supplier	23
7. No Employer-Employee Relationship	23
8. Indemnity	23
9. Confidentiality	23
10. Force Majeure	24
11. Data Privacy Act	24

12. Assignees and Successors	24
13. Third Party Contracts	24
14. Waiver of Rights	24
15. Dispute Resolution and Venue of Action	25
16. Amendment	25
17. Separability Clause	25
18. Governing Law	26
19. Entire Agreement	26
Section V. Special Conditions of Contract	27
Section VI. Schedule of Requirements	33
Section VII. Technical Specifications	34
Section VIII. Checklist of Technical and Financial Documents	50

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

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 Revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (e.g., the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



INVITATION TO BID FOR
Procurement of Event Management Services for the High-Level Conference on Middle Income Countries

1. The *Department of Foreign Affairs*, through the General Appropriations Act FY 2025 intends to apply the sum of Four Million Five Hundred Thousand Pesos (PhP 4,500,000.00) only being the Approved Budget for the Contract (ABC) to payments under the contract for the *Procurement of Event Management Services for the High-Level Conference on Middle Income Countries* with identification number PB-GS-03-2025. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Department of Foreign Affairs* now invites bids for the above Procurement Project. Delivery of the Goods is specified in the 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 the *Department of Foreign Affairs* and inspect the Bidding Documents at the address given below during office hours from 8:00 AM to 5:00 PM, Monday to Friday.
5. A complete set of Bidding Documents may be acquired by interested Bidders on 25 February 2025 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 Five Thousand Pesos (PhP 5,000.00) only. The Procuring Entity shall allow the bidder to present its proof of payment for the fees through the BAC Secretariat email address at bac.secretariat@dfa.gov.ph.

6. The DFA-BAC has scheduled the following activities for the said Project:

Pre-bid	Deadline for Submission and Receipt of Bids	Bid Opening	Post Qualification
04 March 2025 (Tuesday), 10:00 AM	17 March 2025, (Monday), 12:00 NN	17 March 2025, (Monday), 2:00 PM	20 March 2025, (Thursday), 10:00 AM
Venue: All Procurement Activities, except for the submission of bids shall be conducted in-person and/or through Online Video Conference.			

The *Department of Foreign Affairs* will hold a Pre-Bid Conference on 04 March 2025, Tuesday, 10:00 AM in-person and/or through video conferencing which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before 17 March 2025, Monday, 12:00 NN. 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 17 March 2025, Monday, 2:00 PM in-person and/or through online video conferencing. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *Department of Foreign Affairs* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 Revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

Department of Foreign Affairs

Double Dragon Tower

DD Meridian Park Avenue, EDSA Extension, Pasay City

Email address: bac.secretariat@dfa.gov.ph

12. You may visit the following websites for downloading of Bidding Documents: <https://dfa.gov.ph/transparency-dfa/procurements>.

24 February 2025



EDGAR B. BADAJOS
Assistant Secretary and
BAC Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, Department of Foreign Affairs, wishes to receive Bids for the *Procurement of Event Management Services for the High-Level Conference on Middle Income Countries*, with identification number PB-GS-03-2025.

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 FY 2025 in the amount of Four Million Five Hundred Thousand Pesos (PhP4,500,000.00) Pesos only.

2.2. The source of funding is NGA, 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 exceeding those allowed under the rules may participate pursuant to:
- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 Revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 Revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that Subcontracting is allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed twenty percent (20%) of the contracted Goods.

- 7.2. The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 Revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.3. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time through online video conference 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 the **BDS**.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible

country. Similarly, the Bidder may obtain insurance services from any eligible source country.

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

13. Bid and Payment Currencies

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

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

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration 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 for one hundred twenty (120) calendar days. 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 (1) original and two (2) copies 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

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 Revised IRR of RA No. 9184.

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

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

- 19.4. The Project shall be awarded as One (1) 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

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be Events Management Services completed within five (5) years prior to the deadline for the submission receipt of bids.
7.1	Subcontracting is allowed.
12	The price of the Goods shall be quoted DDP Philippines or the applicable International Commercial Terms (INCOTERMS) for this Project.
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> <ul style="list-style-type: none"> a. The amount of not less than Ninety Thousand Pesos (PhP 90,000.00), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Two Hundred Twenty-Five Thousand Pesos (PhP 225,000.00) if bid security is in Surety Bond.
15	Bidder shall submit one (1) original and two (2) copies of the first and second components of its Bid.
19.3	N/A
20	Licenses and permits relevant to the Project and required by law.
21	DFA-BAC reserves the right to require additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. **Scope of Contract**

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

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

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

2. **Advance Payment and Terms of Payment**

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

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

3. **Performance Security**

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

4. **Inspection and Tests**

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

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

5. Warranty

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

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

6. Liability of the Supplier

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

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

7. No Employer-Employee Relationship

This Contract does not establish any employer-employee relationship between the Procuring Entity, the Supplier, being an independent supplier, and the latter's employees, agents, representatives, or subcontractors.

8. Indemnity

The Supplier shall hold the Procuring Entity free and harmless from, and hereby binds and obligates itself to indemnify the Procuring Entity for, any and all liabilities, losses, damages, injuries including death, claims, demands, suits, proceedings, judgments, awards, fines, penalties, and all expenses, legal or otherwise, of whatever kind and nature arising from and by reason of this Contract, due to the fault, negligence, act, omission, delays, conduct, breach of trust, or non-observance or violation of any provision of this Contract by the Supplier and/or of its employees, agents, representatives, or sub-contractor.

9. Confidentiality

Except as required by law or pursuant to prior written consent, the Supplier agrees to keep confidential and not disclose any information or document of the Procuring Entity or which the Procuring Entity designated the information

as confidential. The Supplier shall take all reasonable steps to ensure its employees, contractors, agents and advisers comply with this clause. This clause shall survive the termination of this Contract.

10. Force Majeure

The Procuring Entity and the Supplier shall not be liable in any way whatsoever for delays or failure in the performance resulting from acts beyond their reasonable control, which may not be overcome by due diligence. Such acts shall include but not be limited to acts of God, strikes, lock outs, labor disputes, material shortages, riots, war, government regulation imposed after the fact, flood, fire, earthquake, power outages or other such natural disasters. The obligations of the Procuring Entity and the Supplier in so far as they are affected by such occurrence, shall be suspended during the continuance of any inability so caused, and such inability shall not be a breach of this Contract.

11. Data Privacy Act

The Supplier and its personnel are required to observe the provisions of Republic Act no. 10173 or the Data Privacy Act of 2012 in handling information obtained from the DFA. In addition, the Supplier and its personnel shall be responsible for the destruction of all the data secured from the Procuring Entity after the termination of this Contract.

12. Assignees and Successors

This Contract shall be binding upon and inure to the benefit of the Parties hereto and their assignees and successors-in-interest, provided, however, that the Supplier shall not assign or transfer any or all of its rights and obligations herein to any third party without the prior written consent of the Procuring Entity.

13. Third Party Contracts

Any other contract or agreement entered into by the Supplier and a third party for the implementation of this Contract, shall be exclusively between such parties, to the exclusion of the Procuring Entity. The Contractor warrants that it shall hold free and harmless the Procuring Entity from any and all such suits, and in no event shall it be held liable to such third parties for any special, incidental, indirect, consequential or punitive damages relating to the conduct or completion of the project.

14. Waiver of Rights

No failure, omission or delay of any of the Parties in exercising any of its right, privileges and remedies hereunder shall operate as a waiver thereof. No

waiver or departure from the terms of this Contract shall be valid unless made in writing and signed by the Party's authorized representative. Such waiver shall be effective only in the specific instance and for the purpose for which it is given.

15. Dispute Resolution and Venue of Action

The Parties shall exert their best efforts to amicably resolve and settle in good faith any dispute arising out of or in relation to this Contract through negotiations.

In the event that an amicable settlement cannot be achieved within thirty (30) days from the date on which either Party has served written notice thereof on the other Party, the Parties agree to settle the matter by submitting the same for arbitration in accordance with the Philippine Dispute Resolution Center, Inc.'s (PDRCI) rules and regulations. The arbitration proceedings, including all records, documents, pleadings, orders and judgments filed or rendered in pursuant thereto, shall be kept confidential. The seat and venue of arbitration shall be Pasay City, Metro Manila, Philippines.

Nothing in this Agreement shall prevent the parties from filing the appropriate case before a Philippine court of competent jurisdiction, which shall be Pasay City, Metro Manila, to the exclusion of other courts.

16. Amendment

Any amendment of the Contract shall be mutually agreed upon by the Parties in writing.

Should the Procuring Entity require, amendments to the Contract shall be subject to a written agreement of the Parties and in accordance with existing procurement laws and government accounting and auditing rules and regulations.

17. Separability Clause

The invalidity in whole or in part of any clause in these terms and conditions shall not affect the validity of the remainder of such clause of these terms and conditions.

If any term or condition of this Contract is declared invalid or contrary to law, the other terms or conditions that are not covered by such declaration shall remain valid and binding. The Parties shall amend the term or condition declared invalid or contrary to law, to conform to the subject and objective thereof.

18. Governing Law

The validity and interpretation of the terms and conditions of this Contract shall be governed by and construed in accordance with the laws of the Philippines.

19. Entire Agreement

Both Parties acknowledge that this Contract and its Annexes constitute the entire agreement between them and shall completely supersede all other prior understandings, previous communications or contracts, oral or written, between the Parties relating to the subject matter hereof.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

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>The delivery terms applicable to this Contract are delivered <i>in the Philippines</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods 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 the Office of United Nations and International Organizations (UNIO).</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> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods; or f. as may be required by the Technical Specifications.

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
2. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the costs thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period as stated in the Technical Specifications.

Spare parts or components shall be supplied as promptly as possible, but in any case, as stated in the Technical Specifications.

	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity</p> <p>Name of the Supplier</p> <p>Contract Description</p> <p>Final Destination</p> <p>Gross weight</p> <p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
	<p>Regular and Recurring Services –</p> <p>The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider</p>

	shall be conducted in accordance with Appendix 37 of the Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184.
2.2	The terms of payment shall be as stated in the Technical Specifications.
4	The inspections and tests that will be conducted are as agreed upon by the Parties.

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (e.g. production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes

shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "*or at least equivalent.*" References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

In case of Renewal of Regular and Recurring Services, the Procuring Entity must indicate here the technical requirements for the service provider, which must include the set criteria in the conduct of its performance evaluation.

Technical Specifications

PROCUREMENT OF EVENT MANAGEMENT SERVICES FOR THE HIGH-LEVEL CONFERENCE ON MIDDLE INCOME COUNTRIES (HLC-MICs)

Office

Office of United Nations and International Organizations

Conference Title and Dates

HIGH-LEVEL CONFERENCE ON MIDDLE INCOME COUNTRIES (28-29 APRIL 2025)

Introduction

This document provides the Terms of Reference for engaging a service provider to manage the 2025 High-Level Conference on Middle Income Countries, scheduled to take place on 28-29 April 2025 in Manila. The objective is to ensure a well-organized and successful event that meets international standards and the expectations of all stakeholders.

Background

The Philippines will host a High-Level Conference on Middle-Income Countries that will serve as a dynamic platform to continue the momentum of the High-Level Conference held in Morocco in February 2024. It will seek to identify trends, challenges, and opportunities, as well as recommend actions in support of advancing the sustainable development of middle-income countries. The High-Level Conference also aims to provide concrete inputs for developing a Strategic Plan of Action for Middle-Income Countries.

Objectives:

- To deliver and execute a professionally managed ministerial conference that meets the highest standards of quality and efficiency.
- To facilitate a seamless experience for all participants, speakers, stakeholders, and sponsors.
- To ensure effective coordination and communication among all stakeholders.
- To coordinate with suppliers to ensure the quality and timely delivery of their goods and services.


Scope of Services/Responsibilities:

The Contractor shall provide the following services:

COMPONENT	DETAILS	Statement of Compliance/ Acceptance
Approved Budget	The approved budget for this service amounts to Four Million and Five Hundred Thousand Pesos only (PhP4,500,000.00), inclusive of all applicable taxes, fees, and costs.	
Transportation	<p>Ensuring the seamless and efficient transportation arrangements during the Conference:</p> <p>Arrange twenty (20) dedicated, quality vehicles for attending ministers and dignitaries for 26 April - 1 May 2025 (fuel fees, toll fees, overtime, parking fees, and optional snacks included)</p> <p>10 vehicles - late-model executive sedan (model year 2022 or later), suitable for VIP transport (to be approved by DFA-UNIO at a later date)</p> <p>10 vehicles - late-model standard sedan (model year 2020 or later), suitable for official transport (to be approved by DFA-UNIO at a later date)</p> <p>Arrange two (2) vans for shuttling DFA and organizing team personnel for 27 April - 30 April 2025</p> <p>Ensure vehicles are well-maintained and clean</p> <p>On-call vehicle dispatch and replacement in case of breakdown</p> <p>Assign professional and courteous drivers with knowledge of Metro Manila's routes and traffic conditions</p> <p>Assist DFA UNIO in coordinating with the MMDA and PNP to facilitate smooth transport logistics and security arrangements</p> <p>Ensure back-up drivers are available for</p>	

	<p>unforeseen circumstances</p> <p>Secure permits, as necessary</p>	
Conference Management	<p>Planning, management, coordination, and execution of all logistical and administrative aspects of the conference (indicative program attached);</p> <p>Coordination with other suppliers to ensure effective and timely delivery of their goods and services;</p> <p>Onsite troubleshooting any issues that arise during the event, such as technical difficulties or unexpected changes in the schedule;</p> <p>Arrangement with the necessary partners for the provision of security and mechanisms in place to ensure the safety of the participants and the smooth implementation of the program;</p> <p>Participation in regular coordination meetings with the DFA UNIO and other suppliers;</p> <p>Panelist/speaker coordination for their presentations, slides, and tech requirements;</p> <p>Develop event venue design/physical layout render for approval of DFA UNIO;</p> <p>Development of event scenario in coordination with DFA UNIO by April 4, 2025 (or earlier, as necessary);</p> <p>Develop and coordinate a post-conference program for the participants to visit local sites / tourist spots with the Department of Tourism</p> <p>Timeline/Duration: Planning and coordination upon receipt of Notice to Proceed until conference proper;</p> <p>Actual conference execution on 28-29 April 2025 (indicative dates).</p>	

	<p>Required experience: Must have experience planning and executing international conferences hosted by the Philippine government; Must have experience executing international conferences</p> <p>Documentary Requirements: Submit proof of experience in planning and executing international conferences hosted by the Philippine government (e.g. signed agreement/contract and event collaterals and documentation)</p> <p>Submit proof of experience in planning and executing other international conferences and events (e.g. signed contract and event collaterals and documentation)</p>	
Conference Branding	<p>Develop and refine branding elements for the conference;</p> <p>Design branded materials and event collaterals such as invitations, microsite, online registration system (with data to be made accessible to UNIO), conference handbook, admin/logistical note, program, banners, signages, folders, tarpaulins, ID badges, etc;</p> <p>Facilitation and assistance to UNIO for the credentialing system (pre-conference and on the conference proper);</p> <p>Readily available printer for the facilitation of on-site credentials;</p> <p>Ensure all digital and print materials and event collateral adhere to the established brand guidelines;</p> <p>Basic styling of conference stage and venue, in coordination with venue supplier;</p> <p>Develop key visuals for the conference to be shown on screen (e.g. logo loop, segment and name bumpers, etc.)</p> <p>Design, printing, set-up of</p>	

	<p>photowall/background with lighting for the conference with dimension of approximately 8x10 ft i (see sample photo below)</p>  <p>(sample photo wall) Timeline: Indicative deadlines:</p> <p>Major branding elements (e.g. logo, colors) - March 2025</p> <p>Microsite and invitation-related materials - March 2025</p> <p>Other materials that will be used during the conference proper - TBD</p> <p>*Actual deadlines will be decided upon the first coordination meeting with the conference coordinator (depending on the material).</p> <p>Documentary Requirements: Submit sample event branding folio and sample event collateral designs</p>	
<p>Conference Collateral Design and Printing</p>	<p>Design and production of tote bags reflective of the conference's branding and theme (220 pieces);</p> <p>Design and printing of ID badges with customized event lanyards (300 pieces),</p> <p>Design and printing of event program (colored), folder, notepad, and ballpen (220 pieces);</p>	

	<p>Design and printing of pull-up banners, registration wall, streamers, and posters (as appropriate);</p> <p>Design and printing of country name plates and provision of acrylic name sign holder (200 pieces);</p> <p>Assemble collaterals for the conference kits/bag (containing event program, folder, tokens from organizers/partners)</p> <p>Design and production of the token souvenirs for speakers</p> <p>Timeline: The actual deadline for designs will be decided upon the first coordination meeting with the conference coordinator (depending on the material).</p> <p>Documentary Requirements: Submit sample of event collateral designs</p>	
<p>Development and Management of Online Pre-Registration and Onsite Registration</p>	<p>Development and management of online registration system with electronic confirmation with access to designated key officials of UNIO</p> <p>Weekly submission of an updated database of registered participants (for reference of DFA);</p> <p>The design of the online registration system should be aligned with the event branding;</p> <p>On the day of the event, on-site registration of participants and distribution of ID badges/over-passes to delegates and secretariat personnel</p> <p>Updated database of participants who have arrived for attendance checking.</p> <p>Timeline: Indicative deadline:</p>	

	<p>Roll-out of online registration system - March 2025</p> <p>*Actual deadline will be decided upon the first coordination meeting with the conference coordinator.</p> <p>Documentary Requirements: Please submit a description/proposal and samples of the online and on-site registration system</p>	
<p>Development of Microsite for the Conference</p>	<p>Design and develop a secure microsite available for one year, which will serve as a repository of all updated information on the conference, including post-conference reports, links, and updates;</p> <p>Regular updating of the microsite based on new information (at least once a week);</p> <p>The design of the microsite should be aligned with the event branding;</p> <p>Timeline: Indicative deadline:</p> <p>First launch of microsite - March 2025</p> <p>*Actual deadline will be decided upon the first coordination meeting with the conference coordinator.</p> <p>Documentary Requirements: Submit sample event microsities developed</p>	
<p>Logistics Coordination for Participants Arriving from Abroad</p>	<p>Responsible for organizing, managing, and coordinating the smooth arrival and departure with the MIAA Public Affairs Office</p> <p>Responsible for coordinating hotel and airport transfer, and hotel check-in/check-out of VIPs, speakers, and sponsored participants (transportation to be provided by DFA);</p>	

	<p>Create a master list and plan for logistics coordination of arrivals/departures;</p> <p>Assign Liaison Officers/Coordinators in airports for the arrival and departure of VIPs, speakers, and sponsored participants and ensure they are transferred to hotel/airport;</p> <p>Assign Liaison Officers/Coordinators to provide hotel check-in/check-out support.</p> <p>Responsible for the coordination and accreditation of hotels near the conference site;</p> <p>Responsible for negotiating hotel rates with the selected hotel</p>	
<p>Conference Stage Management and Participant Management</p>	<p>Ushers for welcoming, handling and management of participants;</p> <p>Floor Direction and Stage Management for Speakers and Panelists;</p> <p>Security personnel and checking that only registered participants are in attendance;</p> <p>Assisting Guests with Special Needs;</p> <p>Emergency management;</p> <p>Ensure venue cleanliness in coordination with venue supplier;</p> <p>Assign lead coordinator for social events/reception within the conference;</p> <p>Coordination with caterer on food and beverages</p> <p>Timeline/Duration: April 28-29, 2025</p>	
<p>Full Sounds and Lights Set-up with LED Wall</p>	<p>Stage set-up with backdrop in main meeting room, second meeting room, and venue for the dinner reception;</p> <p>At least 18 x 24ft - Center LED wall set-up on main stage - to be divided into two for both sides of the stage;</p>	

	<p>LED wall in a second meeting room (28 April 2025 only);</p> <p>Photo wall and conference signage in the foyer;</p> <p>Lights and Audio set-up appropriate for the conference and approximately 200 participants (see attached program), including but not limited to:</p> <p>Stage set-up with wired, wireless, and headset/lapel microphones for main speakers/podium, 5 panelists per session, Q&A 2 days for the main meeting room, and 1 day for the second meeting room</p> <p>2 wireless microphones for emcees for 2 days</p> <p>12 wireless microphones with stand for audience (Q&A) for 2 days</p> <p>Back-up microphones</p> <p>Event technicals operators and main Control and Technical Booth (Main Audio Mixer and Light Controller)</p> <p>Teleprompter/tv screen for presenters (on the floor, so presenters can see their slides)</p> <p>At least 2 small screens for the audience at the back to see slides (as appropriate)</p> <p>Event Clicker for speaker</p> <p>Internet/Connectivity Set-Up (depending on the event set up requirements) back-up from venue (at least 50mbps or more)</p> <p>Prior planning and technical rehearsals for seamless execution of program, especially for presentations.</p> <p>Timeline/Duration: April 28-29, 2025</p> <p>Documentary Requirement:</p>	
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	Submit proposed sound and lights equipment specifications	
Live Feed and Highlights Video	<p>Full event photo and video coverage, with at least 3 video cameras/camera system;</p> <p>Video live feed;</p> <p>Production of highlight video to be shown before the program ends;</p> <p>Copies of video coverage – raw coverage and edited coverage;</p> <p>Audio file of coverage;</p> <p>Provide a post conference photo digital album of the conference events</p> <p>Documentary Requirements: Submit sample video coverage and video highlights produced;</p>	
Livestream	<p>Livestream of the event via event microsite and DFA's YouTube or Facebook channel;</p> <p>Video conference set-up for speakers and participants participating online;</p> <p>Prior planning and technical rehearsals for seamless execution of live stream and video conferencing.</p> <p>Documentary Requirements: Submit sample livestream video, preferably with online participation/video conferencing;</p> <p>Timeline/Duration: April 28-29, 2025</p>	
Emcee	<p>Provide a Master of Ceremonies (Emcee) for the 2-day event</p> <p>To welcome participants</p> <p>To announce transitions</p>	

	<p>To introduce speakers & panelists</p> <p>To set the tone and establish the energy to ensure continued audience engagement for the reception</p> <p>Develop event script in coordination with DFA UNIO by first week of April 2025 (or earlier, as necessary)</p>	
Sourcing of Performers	<p>Identify, coordinate and manage a group of cultural performers for the dinner reception on 28 April 2025;</p> <p>Provide options for performers to DFA UNIO for approval in March 2025;</p> <p>Ensure performers are briefed on schedule, venue setup, and audience preferences;</p> <p>Assist the performers during the day of the event;</p> <p>Coordinate technical needs for performances (sound, lighting, rehearsal schedule, if necessary);</p> <p>Supervise and troubleshoot the performance to ensure seamless execution.</p>	
Honoraria	<p>Provide for and facilitate the processing of the payment of the salaries/honoraria of the performers, the emcee, security personnel, and other agents, as necessary.</p>	
Summary of Documentary requirements:	<p>Philgeps Platinum (The Certificate of Platinum membership at the third page of the certificate for the validity of Class "A" eligibility documents must be valid)</p>	
	<p>Proof of experience in planning and executing international conferences hosted by the Philippine government (e.g. signed agreement/contract and event collaterals and documentation)</p>	
	<p>Proof of experience in planning and executing other international conferences and events (e.g. signed contract and event collaterals and documentation)</p>	

	Sample event branding folio and sample event collateral designs	
	Sample of event collateral designs	
	Description/proposal and samples of the online and on-site registration system	
	Sample event microsites developed	
	List of proposed sound and lights equipment specifications	
	Sample video coverage and video highlights produced	
	Sample livestream video, preferably with online participation/video conferencing	
	Duly notarized Omnibus Sworn Statement *If signatory is NOT the owner/head/president of the business entity: Notarized copy of Secretary's Certificate for corporations OR Notarized Special Power of Attorney for single proprietorships / partnerships	
	Professional License/C.V.	
Desired Qualifications of Service Provider	Must have prior experience in government collaborations with a demonstrated track record of successful partnerships, familiarity with diplomatic and governmental protocols; prior work with the DFA and in handling international organizations and international conferences is preferred.	
Type: Production / Events Management Company	With sufficient financial capital to ensure the reservation of the selected venue and to complete the project	
Liability	The Contractor shall shoulder any and all damages (as defined in the Civil Code), fines, penalties, or charges incurred, including those not covered by an insurance policy, due to any violation of applicable laws, rules and regulations.	
	The Contractor shall submit to UNIO a request for approval, at least 10 days, before any changes are made to the implementation of the Technical Specifications. The Contractor undertakes to comply with the terms and conditions of the Contract, including the provisions of these Terms of Reference, despite	

	such changes.	
	Any change not approved or authorized by UNIO in writing, shall not be paid by the DFA.	
Payment condition/terms:	Send Bill/Payments shall be made through the List of Due and Demandable Accounts Payable (LDDAP). All payments shall be inclusive of all applicable taxes and other lawful charges. All payments shall be in accordance with the pertinent government accounting, auditing, budgeting, and procurement laws, rules and regulations.	
	The Contractor shall issue an official receipt to DFA-UNIO for the payment made, as proof and acknowledgement of receipt of such payment.	
Reservation Clause and Force Majeure UNIO reserves the right to:	Accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.	
	The Procuring Entity and the Supplier shall not be liable in any way whatsoever for delays or failure in the performance resulting from acts beyond their reasonable control, which may not be overcome by due diligence. Such acts shall include but not limited to acts of God, strikes, lock outs, labor disputes, material shortages, riots, war, government regulation imposed after the fact, flood, fire, earthquake, power outages or other such natural disasters. The obligations of the Procuring Entity and the Supplier insofar as they are affected by such occurrence, shall be suspended during the continuance of any inability so caused, and such inability shall not be a breach of this Contract.	

Note:

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.

Conformé:

[Signature/s]

[Name of the Bidder/ Bidder's Authorized Representative/s]

[Position]

[Date]

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 Revised IRR of RA No. 9184.

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; **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 Revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and 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) **or A** committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

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

II. FINANCIAL COMPONENT ENVELOPE

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

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

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

