



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

# Procurement of GOODS

Events Management Team for the 2025  
Philippine Open Government  
Partnership (PH-OGP) Asia and Pacific  
Regional Meeting

Project ID No. **DBM-2024-86**

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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***



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**INVITATION TO BID**  
**“Events Management Team for the 2025 Philippine Open Government Partnership (PH-OGP) Asia and Pacific Regional Meeting”**

1. The Department of Budget and Management (DBM), through the FY 2024 General Appropriations Act, intends to apply the sum of **Twenty-Eight Million Two Hundred Fifty-Five Thousand Pesos (P28,255,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **“Events Management Team for the 2025 Philippine Open Government Partnership (PH-OGP) Asia and Pacific Regional Meeting”** (Project ID No. **DBM-2024-86**). The period for the performance of the obligations under the Contract shall not go beyond the validity of the appropriation for the Project. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The DBM now invites bids for the above-entitled Procurement Project. Delivery of the Goods is required as specified in Section VI (Schedule of Requirements) of the Bidding Documents. Bidders should have completed **within the period of November 19, 2022 to November 18, 2024** 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 DBM-Bids and Awards Committee (BAC) Secretariat through the contact details given below and inspect the Bidding Documents as posted on the websites of the DBM and the Philippine Government Electronic Procurement System (PhilGEPS).
5. A complete set of Bidding Documents may be acquired by interested Bidders on October 29, 2024 from the given address and website below and upon payment of a fee in the amount of Twenty-Five Thousand Pesos (P25,000.00).

6. The DBM will hold a Pre-Bid Conference for this Project on November 5, 2024, 2:30 p.m., at the BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila, and/or **through video conferencing or webcasting**, which shall be open to prospective bidders.

Prior to this, the DBM-BAC will likewise conduct a preliminary audio-visual presentation on the same day, November 5, 2024, 2:00 p.m., **via video conferencing or webcasting**, which shall be open to all prospective bidders. The presentation will discuss the bidding process, the documentary requirements to be submitted, and other matters relevant to the Project.

In case of video conferencing or webcasting, the prospective bidders are advised to first log in the BAC waiting room, <https://meet.google.com/hma-jmco-dbx>, and wait for further advice to join the BAC meeting room, the link of which shall be provided to the prospective bidders before the start of both the preliminary audio-visual presentation and the Pre-Bid Conference.

7. Bids must be duly received by the BAC Secretariat or the DBM-AS-Central Records Division through manual submission at the office address indicated below on or before November 19, 2024, 9:00 a.m. 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 November 19, 2024, 9:00 a.m., at the given address below and via video conferencing. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. Authorized attendees, including representatives of bidders, who are physically present at the BAC Conference Room, DBM Building III, General Solano St., San Miguel, Manila shall likewise join the meeting via videoconferencing.

Bidders are advised to first log in the BAC waiting room, <https://meet.google.com/hma-jmco-dbx>, and wait for further advice to join the BAC meeting room, the link of which shall be provided to the bidders before the start of bid opening.

10. The DBM 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:

DBM-BAC Secretariat  
DBM-AS-Procurement Management Division  
Ground Floor, DBM Building III, General Solano St., San Miguel, Manila  
Telefax No. 8657-3300 local 3115  
Email address: [procurement@dbm.gov.ph](mailto:procurement@dbm.gov.ph)



12. You may visit the following website to download the Bidding Documents:  
<https://www.dbm.gov.ph/index.php/procurement/invitation-to-bid>

*October 29, 2024*

**RAMON VICENTE B. ASUNCION**  
*Vice Chairperson, DBM-BAC*

## ***Section II. Instructions to Bidders***

## 1. Scope of Bid

The Procuring Entity, Department of Budget and Management, wishes to receive Bids for the “**Events Management Team for the 2025 Open Government Partnership (PH-OGP) Asia and Pacific Regional Meeting**” with Project Identification No. *DBM-2024-86*.

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 2024 in the amount of **Twenty-Eight Million Two Hundred Fifty-Five Thousand Pesos (P28,255,000.00)**. 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 FY 2024 General Appropriations Act.

## 3. Bidding Requirements

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

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

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

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

## 5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 Revised IRR of RA No. 9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project, the value of which, adjusted to current prices using the PSA's CPI, must be equivalent to the following requirements:
  - a. The bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC, **or**
  - b. The bidder must have completed at least two (2) similar contracts:
    - i. The aggregate amount of which should be equivalent to at least fifty percent (50%) (in the case of non-expendable supplies and services) or twenty-five percent (25%) (in the case of expendable supplies) the ABC for this Project; **and**
    - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above (i.e., twenty-five percent [25%]).
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 Revised 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 DBM will hold a Pre-Bid Conference for this Project on November 5, 2024, 2:30 p.m., at the BAC Conference Room, Ground Floor, DBM Building III, General Solano

St., San Miguel, Manila, **and/or through video conferencing or webcasting**, which shall be open to prospective bidders, as indicated in paragraph 6 of the **IB**.

Prior to this, the DBM-BAC will likewise conduct a preliminary audio-visual presentation on the same day, November 5, 2024, 2:00 p.m., **via video conferencing or webcasting**, which shall be open to all prospective bidders. The presentation will discuss the bidding process, the documentary requirements to be submitted, and other matters relevant to the Project.

In case of video conferencing or webcasting, the prospective bidders are advised to first log in the BAC waiting room, <https://meet.google.com/hma-jmco-dbx>, and wait for further advice to join the BAC meeting room, the link of which shall be provided to the prospective bidders before the start of both the preliminary audio-visual presentation and the Pre-Bid Conference.

## **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 DBM, 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 the period of November 19, 2022 to November 18, 2024**.
- 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**

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 **Section VII (Technical Specifications)**.

- 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 **March 19, 2025**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### **15. Sealing and Marking of Bids**

Each Bidder shall submit one (1) 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 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 (1) 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:</p> <ol style="list-style-type: none"> <li>a. refer to the management of live events for an international organization, such as the World Bank, Asian Development Bank, and International Monetary Fund, with at least six hundred (600) delegates, and provided similar services in event coordination, organization, and execution <b><u>and/or</u></b> proof that the company must have solely managed a live event of a plenary session with at least three hundred (300) attendees, without the involvement of sub-agencies or external events team, that may have included any of the following elements: minimum of three (3) simultaneous breakout sessions, and/or live performances by talents (singers or dancers), and/or production of audio visual presentations (AVPs), and/or production of print items such as tarpaulins, and/or production of event collaterals such as tumblers, lanyards, and bags; and if the management of live events for an international organization, such as the World Bank, Asian Development Bank, and International Monetary Fund, with at least six hundred (600) delegates, and provided similar services in event coordination, organization, and execution <b><u>and/or</u></b> proof that the company must have solely managed a live event of a plenary session with at least three hundred (300) attendees, without the involvement of sub-agencies or external events team, that may have included any of the following elements: minimum of three (3) simultaneous breakout sessions, and/or live performances by talents (singers or dancers), and/or production of AVPs, and/or production of print items such as tarpaulins, and/or production of event collaterals such as tumblers, lanyards, and bags form part of a bigger contract, only the cost component of the management of live events for an international organization, such as the World Bank, Asian Development Bank, and International Monetary Fund, with at least six hundred (600) delegates, and provided similar services in event coordination, organization, and execution <b><u>and/or</u></b> proof that the company must have solely managed a live event of a plenary session with at least three hundred (300) attendees, without the involvement of sub-agencies or external events team, that may have included any of the following elements: minimum of three (3) simultaneous breakout sessions, and/or live performances by talents (singers or dancers), and/or production of AVPs, and/or production of print items such as tarpaulins, and/or production of event collaterals such as tumblers, lanyards, and bags shall be considered for purposes of comparing the value thereof to at least fifty percent (50%) of the ABC; and</li> <li>b. Have been completed <b>within the period of November 19, 2022 to November 18, 2024.</b></li> </ol>

7	Subcontracting is not allowed.
10.1	<p>Notarization of the required documents shall comply with the 2004 Rules on Notarial Practice which limits competent evidence of identity to the following:</p> <ul style="list-style-type: none"> <li>(i) identification documents issued by an official agency bearing the photograph and signature of the individual (i.e., passport, driver’s license, Unified Multi-Purpose ID, etc.); or</li> <li>(ii) the oath of affirmation of one (1) credible witness not privy to the instrument, document or transaction who is personally known to the notary public and who personally knows the individual and shows to the notary public documentary identification.</li> </ul>
12	The price of the Goods shall be quoted DDP Manila 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"> <li>a. The amount of not less than P565,100.00, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than P1,412,750.00, if bid security is in Surety Bond.</li> </ul>
15	<p>Bidders shall enclose their eligibility and technical documents described in Section II. Instructions to Bidders (ITB) Clause 10 in one sealed envelope marked “TECHNICAL COMPONENT”, and their financial component described in ITB Clause 11 in another sealed envelope marked “FINANCIAL COMPONENT”, sealing them all in an outer envelope marked “BID”.</p> <p>Further, all envelopes shall:</p> <ul style="list-style-type: none"> <li>a) contain the name of the contract to be bid in capital letters;</li> <li>b) bear the name and address of the Bidder in capital letters;</li> <li>c) be addressed to the Procuring Entity’s BAC in accordance with Section I. Invitation to Bid Clause 9;</li> <li>d) bear the specific identification of the Project indicated in ITB Clause 1; and</li> <li>e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids, in accordance with the aforementioned date and time.</li> </ul> <p>Please be reminded that pursuant to Section 25.9 of the 2016 Revised IRR of RA No. 9184, unsealed or unmarked bid envelopes shall be rejected. However, bid envelopes that are not properly sealed and marked, as required in the Bidding Documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The</p>

	BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.
19.3	The computation of a prospective bidder's NFCC must be at least equal to the ABC to be bid, pursuant to Section 23.4.1.4 of the 2016 Revised IRR of RA No. 9184.
20	<p>The bidder with the Lowest Calculated Bid shall submit <b>ALL</b> of the following post-qualification requirements:</p> <ol style="list-style-type: none"> <li>1. Photocopy/ies of Contract/s or Purchase Order/s of one of the following: <ol style="list-style-type: none"> <li>i. A single contract that is similar to the project and whose value must be at least fifty percent (50%) of the ABC to be bid; <b>OR</b></li> <li>ii. At least two (2) similar contracts: <ol style="list-style-type: none"> <li>(a) the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC; <b>AND</b></li> <li>(b) the largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above (i.e., twenty-five percent [25%]).</li> </ol> </li> </ol> </li> <li>2. The corresponding proof/s of completion, which could either be: <ol style="list-style-type: none"> <li>ii. Certificate/s of Final Acceptance/Completion from the bidder's client/s; or</li> <li>iii. Official Receipt/s or Sales Invoice/s of the bidder covering the full amount of the contract/s.</li> </ol> </li> <li>3. Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payment System (EFPS), consisting of the following: <ol style="list-style-type: none"> <li>i. 2023 Income Tax Return with proof of payment; and</li> <li>ii. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the months from April 2024 to September 2024.</li> </ol> </li> <li>4. In case the Mayor's/Business permit mentioned in the PhilGEPS certificate is recently expired, the renewed permit shall be submitted in accordance with Section 34.2 of the IRR of RA No. 9184.</li> <li>5. Copy of Securities and Exchange Commission registration, in live event organization, execution, promotion, and similar activities, programs, or projects with a minimum of at least ten (10) years of experience by February 2025.</li> <li>6. Proof that the company must have managed at least three (3) different live events for an international organization, such as the World Bank, Asian</li> </ol>

Development Bank, International Monetary Fund, etc., with at least six hundred (600) delegates, and provided similar services in event coordination, organization, and execution **and/or** proof that the company must have solely managed a live event of a plenary session with at least three hundred (300) attendees, without the involvement of sub-agencies or external events team, that may have included any of the following elements: minimum of three (3) simultaneous breakout sessions, and/or live performances by talents (singers or dancers), and/or production of AVPs, and/or production of print items such as tarpaulins, and/or production of event collaterals such as tumblers, lanyards, and bags.

7. Proof that the company must have executed an event that utilized a quick response (QR) registration and validation system within the last eighteen (18) months.
8. The company must have received at least five (5) positive feedback comments through certifications from repeat clients within the last twenty-four (24) months.

Additional Conditions:

\* Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award: Provided, that in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the Bid Security in accordance with Section 69 of the 2016 Revised IRR of RA No. 9184.

\*\* In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.

\*\*\* In case of a tie and two (2) or more bidders have been post-qualified as Lowest Calculated Responsive Bidders (LCRBs), the tie-breaking measure determined by the procuring entity shall be non-discretionary and nondiscriminatory such that the same is based on sheer luck or chance.

As a matter of information to the prospective bidders, the DBM-BAC has determined to use the method of a "raffle," wherein the names of the bidders involved in the tie and declared as LCRBs will be written in separate similar unmarked papers, and will be folded and placed in a container.

Thereafter, a DBM-BAC representative will draw the raffle in an order wherein the first drawn bidder shall be considered as the winning LCRB and awarded the contract. The second drawn bidder shall be the second ranked LCRB, and so on until all LCRBs are drawn and ranked. In case of the failure, refusal or inability of the winning LCRB to submit the documents required under Section 37.1 of the 2016 Revised IRR of RA No. 9184 or to enter into contract and post

	<p>the required Performance Security, as provided in Section 40 of the same IRR, the BAC shall disqualify the said LCRB, and shall proceed to award the contract to the second ranked LCRB. This procedure shall be repeated until a Notice to Proceed has been issued.</p>
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*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 2016 Revised 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 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.

## ***Section V. Special Conditions of Contract***

## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents</b></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 the Contract are DDP delivered Manila. In accordance with INCOTERMS.”</p> <p>“The delivery terms applicable to this Contract are to be delivered in Manila. 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 Director of the PH-OGP Project Management Office.</p> <p><b>Incidental Services</b></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"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; and</li> <li>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.</li> </ol>

	<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>
	<p><b>Packaging</b></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> <ul style="list-style-type: none"> <li>Name of the Procuring Entity</li> <li>Name of the Supplier</li> <li>Contract Description</li> <li>Final Destination</li> <li>Gross weight</li> <li>Any special lifting instructions</li> <li>Any special handling instructions</li> <li>Any relevant HAZCHEM classifications</li> </ul> <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><b>Transportation</b></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><b>Intellectual Property Rights</b></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>
2.2	<p>The terms of payment shall be in accordance with item 7.0 of Annex “A” (Detailed Technical Specifications).</p> <p>Pursuant to the Bureau of Internal Revenue Regulation No. 017-2024 dated September 17, 2024, the Supplier shall present their valid and updated Tax Clearance Certificate to the PH-OGP Project Management Office, as the End-user Unit, prior to the final payment of the contract. Failure to present a valid and updated Tax Clearance shall entitle the DBM to suspend the final payment due to the Supplier.</p>
4	<p>The inspection and approval as to the acceptability of the Goods vis-à-vis its compliance with the technical specifications will be done with prior written notice to the authorized representative of the Supplier. The inspection will push through as scheduled even in the absence of the Supplier’s representative, if the latter was duly notified. In which case, the result of the inspection conducted by the Procuring Entity shall be final and binding upon the Supplier.</p>

## ***Section VI. Schedule of Requirements***

## *Section VI. Schedule of Requirements*

The delivery schedule stipulates hereafter the date of delivery to the project site.

Item	Description	Quantity	Delivery Schedule
<b>Events Management Team for the 2025 Philippine Open Government Partnership (PH-OGP) Asia and Pacific Regional Meeting</b>			
1	Pre-event		
	<ul style="list-style-type: none"> <li>• Onboarding and orientation meeting</li> </ul>	1 day	Within two (2) calendar days from the receipt of the Notice to Proceed (NTP)
	<ul style="list-style-type: none"> <li>• Pre-production meetings</li> </ul>	At least one (1) meeting	Any day from the day of onboarding to the last day of January 2025
	<ul style="list-style-type: none"> <li>• Submission of the events plan and proposed souvenirs and participant kits, tarpaulin designs</li> </ul>	1 lot	Within ten (10) calendar days from the Onboarding and Orientation Meeting
	<ul style="list-style-type: none"> <li>• Presentation of events plan, proposed souvenirs and participant kits, tarpaulin design displays and other print items mock-ups with client for feedback</li> </ul>	1 lot	Two (2) calendar days from the submission of the events plan and proposed souvenirs and participant kits, tarpaulin designs
	<ul style="list-style-type: none"> <li>• Submission of final mock-ups based on client's feedback for approval</li> </ul>	1 lot	Within two (2) calendar days from the presentation of mock-ups with client for feedback
	<ul style="list-style-type: none"> <li>• Submission of approved storyboard for the event teaser and opening video</li> </ul>	2 lots	Within twenty (20) calendar days from the Onboarding and Orientation Meeting





Item	Description	Quantity	Delivery Schedule
	<p>4. 7 x 17ft [Matte and at least 300 dpi resolution];</p> <p>5. 12 ft x 20 ft [Matte and at least 300 dpi resolution], Wood framing</p> <p>e. Identification Card (IDs) printed in not less than 180 gsm paper, standard colored laser print</p> <p>f. Front lit LED illuminated acrylic build up signage, with PVC or acrylic backboard with stand, 4ft in height and 6ft in width, design to be provided by end-user</p> <p>g. Fabricated stage design elements made of cardboard and/or wood and other sturdy materials</p> <p>h. Sintra board for signages [A1 size 594 x 841 mm, matte laminated print]</p> <p>i. Three-dimensional (3D) sintra board for milestone display in varying sizes</p>	<p>60 pcs</p> <p>1 pc</p> <p>700 pcs</p> <p>1 pc</p> <p>6 lots</p> <p>30 pcs</p> <p>70 pcs</p>	
	<ul style="list-style-type: none"> <li>• Audio Visual Presentations <ul style="list-style-type: none"> <li>a. 1 minute event teaser with high definition animated videos and actual photo and video montage (to be provided by end-user), voice over, sound scoring, special effects, and subtitling in English in in MOV, AVI, and/or MP4 Formats</li> <li>b. 2-minutes opening video with high definition animated videos and actual photo and video montage (to be provided by end-user), voice over, sound scoring, special effects, and subtitling in English in in MOV, AVI, and/or MP4 Formats</li> </ul> </li> </ul>	<p>1 lot</p> <p>1 lot</p>	<p>Within ten (10) calendar days after approval of the storyboard</p> <p>Within fifteen (15) calendar days after approval of the storyboard</p>

Item	Description	Quantity	Delivery Schedule
	<ul style="list-style-type: none"> <li>Submission of logistics and movement plans, venue equipment and stage design, production timelines, transportation, and mobilization plan, contract events production equipment, photo and video services provider, translation service provider and performers/entertainment</li> </ul>	1 lot	Within fifteen (15) calendar days from the Onboarding and Orientation Meeting
	<ul style="list-style-type: none"> <li>Program dry run</li> </ul>	At least three (3) times	January 20 – 24, 2025
	<ul style="list-style-type: none"> <li>Final meeting with organizing team</li> </ul>	1 day	January 31, 2025
	<ul style="list-style-type: none"> <li>Trucking/delivery service (ingress/egress) for fabricated stage designs, collaterals, other materials, and equipment to be used onsite such as printers.</li> </ul>	1 lot	February 4, 2025
2	Event Proper		
	<ul style="list-style-type: none"> <li>Events production team and the audio-visual requirements, including professional lights and sounds for the plenaries;</li> <li>LED Wall (two units of 9 x 12 ft, one unit of 10 x 24 ft);</li> <li>Translation equipment with booth and receivers</li> <li>Manage all exhibitors and their logistical needs</li> <li>Livestream equipment and lead the live feed and livestream of the event to DBM and PH-OGP’s social media accounts, event website, and other broadcasts medium/channels in coordination with relevant DBM offices</li> <li>Heavy Duty Industrial Coolers for Outdoor Venue/s <ul style="list-style-type: none"> <li>a. 350 watts power for 55 sq.m. area;</li> <li>b. 3-speed powerful airflow over 6000 cu.m./hr.;</li> <li>c. 40L water tank capacity;</li> <li>d. Floor standing with caster wheels; and</li> <li>e. With remote controller</li> </ul> </li> <li>Generator set with capacity that can supply power for the LED Wall and lights &amp; sounds</li> </ul>	<p>1 lot</p> <p>1 lot</p> <p>200 kits</p> <p>1 lot</p> <p>1 lot</p> <p>8 pcs</p> <p>2 sets</p>	<p>February 5 to 7, 2025</p> <p>February 6-7, 2025</p> <p>February 6-7, 2025</p> <p>February 6-7, 2025</p> <p>February 6-7, 2025</p> <p>February 5-7, 2025</p>

Item	Description	Quantity	Delivery Schedule
	<ul style="list-style-type: none"> <li>• Personnel/Staff               <ul style="list-style-type: none"> <li>a. Events Manager;</li> <li>b. Logistics and Venue Coordinator;</li> <li>c. Production Manager;                   <ul style="list-style-type: none"> <li>1. Production Assistants;</li> <li>2. Ingress/Egress Personnel;</li> <li>3. Video Playback;</li> <li>4. Spinner;</li> <li>5. Stage Manager;</li> <li>6. Professional Sign Language Interpreters;</li> <li>7. Simultaneous Interpretation Technicians;</li> <li>8. Simultaneous Interpretation Setup and Dismantling Crew</li> </ul> </li> <li>d. Media and Content Manager                   <ul style="list-style-type: none"> <li>1. Event photographers</li> <li>2. Journalist photographers</li> <li>3. Videographer;</li> <li>4. Video editors;</li> </ul> </li> </ul> </li> <li>• 360 photobooth</li> </ul>	<p style="text-align: center;">1 pax 1 pax</p> <p style="text-align: center;">At least 2 pax At least 10 pax 1 pax 1 pax 1 pax 3 pax</p> <p style="text-align: center;">2 pax</p> <p style="text-align: center;">At least 10 pax</p> <p style="text-align: center;">2 pax 2 pax 3 pax 1 pax</p> <p style="text-align: center;">1 lot</p>	<p style="text-align: center;">February 5-7, 2025</p> <p style="text-align: center;">February 5-7, 2025</p> <p style="text-align: center;">February 5-7, 2025</p>
	<ul style="list-style-type: none"> <li>• Conduct of the Regional and Domestic Side Events</li> <li>• Welcome Cocktails for the Ministers               <ul style="list-style-type: none"> <li>a. celebrity singer for the Welcome Cocktail for ministers</li> </ul> </li> </ul>	<p style="text-align: center;">At least 10</p> <p style="text-align: center;">1 pax</p>	<p style="text-align: center;">February 5, 2025</p>
	<ul style="list-style-type: none"> <li>• Conduct of Opening Plenary               <ul style="list-style-type: none"> <li>a. professional host</li> <li>b. teleprompters in the plenary hall for the host/s and speakers</li> </ul> </li> <li>• Conduct of Ministerial Roundtable</li> <li>• Conduct of Breakout Sessions</li> <li>• Conduct of Cultural Night               <ul style="list-style-type: none"> <li>a. professional celebrity host for the cultural night;</li> <li>b. male professional singer (2 song numbers)</li> <li>c. female professional singer (2 song numbers)</li> </ul> </li> </ul>	<p style="text-align: center;">1 pax 2 pcs</p> <p style="text-align: center;">At least 10</p> <p style="text-align: center;">1 pax 1 pax 1 pax</p>	<p style="text-align: center;">February 6, 2025</p> <p style="text-align: center;">4 hours on Feb. 6, 2025</p>
	<ul style="list-style-type: none"> <li>• Conduct of High-level Plenary               <ul style="list-style-type: none"> <li>a. professional host/journalist</li> </ul> </li> </ul>	<p style="text-align: center;">1 pax</p>	<p style="text-align: center;">February 7, 2025</p>

Item	Description	Quantity	Delivery Schedule
	<ul style="list-style-type: none"> <li>b. teleprompters in the plenary hall for the host/s and speakers</li> <li>• Conduct of Breakout Sessions</li> <li>• Closing Plenary               <ul style="list-style-type: none"> <li>a. teleprompters in the plenary hall for the host/s and speakers</li> </ul> </li> <li>• Reception Party               <ul style="list-style-type: none"> <li>a. Filipino contemporary live band (2 sets of songs)</li> </ul> </li> </ul>	2 pcs  At least 10  2 pcs  1 lot	
	<ul style="list-style-type: none"> <li>• Audio Visual Presentations               <ul style="list-style-type: none"> <li>a. 3 minutes same-day edit of daily highlights, with animation, video clips of speakers, and musical scoring in MOV, AVI, and/or MP4 Formats</li> </ul> </li> </ul>	3 lots	February 5, 6, and 7, 2025
3	Post-Event		
	<ul style="list-style-type: none"> <li>• Audio Visual Presentations               <ul style="list-style-type: none"> <li>a. 5 minutes event highlights, with animation, video clips of speakers, and musical scoring in MOV, AVI, and/or MP4 Formats</li> </ul> </li> </ul>	1 lot	Within five (5) calendar days after the event
	<ul style="list-style-type: none"> <li>• Submission of processed photos and edited videos</li> </ul>	1 lot	Within twenty (20) working days after the conduct of the event

\* The period for the performance of the obligations under the Contract shall not be beyond the validity of the appropriation for the Project.

**I hereby certify to comply and deliver all the above requirements.**

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name of Representative

\_\_\_\_\_  
Date

## ***Section VII. Technical Specifications***

## ***Section VII. Technical Specifications***

Bidders must state here either “Comply” or any equivalent term in the column “Bidder’s Statement of Compliance” against each of the individual parameters of each “Specification.”

<b>Specifications</b>	<b>Bidder’s Statement of Compliance</b>
<b>I. Scope of Work</b> <i>(see attached Annex “A” [Detailed Technical Specifications], item 4.0)</i>	
<b>II. Implementing Arrangement</b> <i>(see attached Annex “A” [Detailed Technical Specifications], item 5.0)</i>	
<b>III. Desired Qualifications of the Events Organizer Team</b> <i>(see attached Annex “A” [Detailed Technical Specifications], item 6.0)</i>	
<b>IV. Terms of Payment</b> <i>(see attached Annex “A” [Detailed Technical Specifications], item 7.0)</i>	

**I hereby certify to comply with all the above Technical Specifications.**

\_\_\_\_\_  
**Name of Company/Bidder**

\_\_\_\_\_  
**Signature Over Printed Name of Representative**

\_\_\_\_\_  
**Date**

## DETAILED TECHNICAL SPECIFICATIONS (DTS)

### 1.0 PROJECT TITLE

Events Management Team for the 2025 Philippine Open Government Partnership (PH-OGP) Asia and Pacific Regional Meeting

### 2.0 RATIONALE

The Government and civil society of the Philippines will host the next Open Government Partnership (OGP) Asia and Pacific Regional Meeting in Manila in February 2025. This conference will bring together high-level representatives of government, civil society leaders, and policymakers from across the region, as well as global and regional partners to exchange experiences, best practices, and progress on open government initiatives and implementation on key issues.

Based on the Partnership strategy and priorities, and previous discussions with the government of the Philippines, key themes could include:

- Anticorruption and Rule of Law;
- Civic Space;
- Digital Governance;
- Inclusive Public Participation; and
- Mainstreaming and Localization of Open Government

### 3.0 OBJECTIVE

Given the extensive scope of the work required to prepare and hold the Regional Meeting, there is a need to identify a team who can conceptualize and execute a live event of an international level - facilitating and ensuring the smooth conduct of all necessary pre-event, event proper, and post-event related activities. This Project aims to hire an events organizer (agency) that will manage the conduct of the OGP Asia and Pacific Regional Meeting, which shall guarantee a pleasant and meaningful participants’ journey/experience through the professional and diligent handling and production of plenary and breakout sessions, as well as a showcase of Filipino creativity and homegrown world-class talents.

### 4.0 SCOPE OF WORK

4.1 The events organizer is expected to manage all aspects of the event in view of the Department of Budget and Management’s (DBM) limited manpower and technical expertise in handling overall event management with a large-scale audience. All recommendations and decisions of the events organizer regarding the event shall be subject to concurrence/approval of DBM, through its duly designated representative, prior to implementation.



- 4.2 For this activity, an estimate of two hundred fifty (250) international participants and up to three hundred (300) domestic stakeholders are expected from national and local governments, civil society, international development partners, regional funders, representatives from embassies and other relevant agencies/ministries of the OGP.
  
- 4.3 The Service Provider shall provide the following personnel/staff during the pre-event, event proper and post-event, as may be applicable:
  - 4.3.1 Events Manager
  - 4.3.2 Logistics and Venue Coordinator
  - 4.3.3 Production Manager
    - 4.3.3.1 Production Assistants
    - 4.3.3.2 Ingress/Egress Personnel
    - 4.3.3.3 Video Playback
    - 4.3.3.4 Spinner
    - 4.3.3.5 Stage Manager
    - 4.3.3.6 Sign Language Interpreters
    - 4.3.3.7 Simultaneous Interpretation Technicians
    - 4.3.3.8 Simultaneous Interpretation Setup and Dismantling Crew
  - 4.3.4 Media and Content Manager
    - 4.3.4.1 Event Photographer
    - 4.3.4.2 Journalist Photographer
    - 4.3.4.3 Videographer
    - 4.3.4.4 Video editors
    - 4.3.4.5 Social Media Manager
  
- 4.4 At the minimum, the events organizer team is expected to provide the items/services indicated below.
  - 4.4.1 Pre-event
    - 4.4.1.1 Serve as focal point to the venue provider;
    - 4.4.1.2 Attend and document preparatory meetings of the DBM Organizing Committee, OGP Support Unit, and PH-OGP Steering Committee and validate PH-OGP's requirements for the whole duration of the event;
    - 4.4.1.3 Assign a dedicated liaison personnel for coordination with the DBM Organizing Committee;
    - 4.4.1.4 Submit an events plan in coordination with concerned DBM Organizing Committee that includes, but not limited to the following:
      - 4.4.1.4.1 Logistics and movement plans (ingress, event proper, egress);
      - 4.4.1.4.2 Venue layout;
      - 4.4.1.4.3 Venue and stage design; and

- 4.4.1.4.4 Transportation mobilization.
  - 4.4.1.5 Propose and conceptualize souvenirs and participant kits in coordination with the DBM Organizing Committee;
  - 4.4.1.6 Procure event collaterals, such as but not limited to print materials (tarpaulin), souvenirs, and participant kits in coordination with concerned DBM office(s) in quantities sufficient for all organizers and attendees, and in such quality appropriate for the international event;
  - 4.4.1.7 Fabricate wall ups, buildups, booths, standees, and photo walls based on specifications provided by the end-user;
  - 4.4.1.8 Design state of the art stages which includes dress up, fabrication, lights, and sound system;
  - 4.4.1.9 Design and setup of each event venue (plenary and breakout), which includes dress up, fabrication, lights, and sound system. in coordination with relevant DBM offices;
  - 4.4.1.10 Coordinate with relevant focal persons with regard to the logistical and accommodation requirements of foreign and local delegates;
  - 4.4.1.11 Assign staff as welcoming committee to assist assigned protocol officers (to be identified by the DBM) in the arrival and departure of international and local delegates;
  - 4.4.1.12 Hire hosts and performers for the cultural presentation and entertainment during the welcome cocktails, cultural night, and reception party;
  - 4.4.1.13 Conduct ocular inspection of venues and technical and program dry run with members of the DBM Organizing Committee;
  - 4.4.1.14 Coordinate with various suppliers and service providers for the logistical, technical, and other requirements of the event; and
  - 4.4.1.15 Produce at least two (2) audio-visual presentations (AVP), i.e., pre-event teaser, and opening event playback video in coordination with the DBM Organizing Committee.<sup>2</sup>
- 4.4.2 Event Proper
- 4.4.2.1 Coordinate and execute the program based on the final session design in coordination with the DBM Organizing Committee and the OGP Support Unit;
  - 4.4.2.2 Designate a program director and/or floor director and the necessary number of staff who will oversee all preparations for the plenary sessions;
  - 4.4.2.3 Provide support in the management of all aspects of the program during the breakout sessions in coordination with session organizers;

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<sup>2</sup> Timelines of video release to be discussed and agreed upon between the PH-OGP Project Management Office and Service Provider

- 4.4.2.4 Assist in managing the participants, providing technical assistance, and taking in charge of all logistical needs before and during the plenary and breakout sessions;
- 4.4.2.5 Assign staff who will assist the speakers, resource persons, and other high-level guests and to attend to their needs during the program proper;
- 4.4.2.6 Assign technical staff who will handle or coordinate the lights and sound system and Light-emitting Diode (LED) displays;
- 4.4.2.7 Provision of two (2) teleprompters in the plenary hall for the host/s and speakers;
- 4.4.2.8 Assign an exhibit manager and the necessary number of staff who will oversee the conduct of exhibits/booths in coordination with relevant DBM offices;
- 4.4.2.9 Gather exhibitors and coordinate with them the specifications, requirements, and provisions of the booth spaces allocated in the venue;
- 4.4.2.10 Manage all exhibitors and their logistical needs;
- 4.4.2.11 Hire an events production team for the audio-visual requirements, including but not limited to professional lights and sounds, two (2) 9 x 12 ft and one (1) 10 x 24 ft LED wall, translation booth and equipment with receivers for two hundred (200) persons and available in four (4) languages for two (2) days; and for set/stage design/styling, i.e., front lit LED, fabricated stage design elements, sintra board at 3D sintra board, as conceptualized with the DBM Organizing Committee and the OGP Support Unit;
- 4.4.2.12 Lead the live feed and livestream of the event to DBM and PH-OGP's social media accounts, event website, and other broadcasts medium/channels in coordination with relevant DBM offices;
- 4.4.2.13 Provide photo and video documentation:
  - 4.4.2.13.1 At least three (3) Professional Videographers, two (2) event photographers and two (2) journalist photographer and assistants;
  - 4.4.2.13.2 Production of high definition one-minute event teaser and two-minute opening video
  - 4.4.2.13.3 Production of three (3) three-minute highlight video/s for each day (same-day edit);
  - 4.4.2.13.4 Musical Scoring / Copyright Free Canned Music;
  - 4.4.2.13.5 Final Video Editor MOV, AVI, and/or MP4 Formats for Universal Playback;
- 4.4.3 Post-event
  - 4.4.3.1 Submission of a five (5) minute event video/highlights of the entire conference within five (5) calendar days after the event; and

- 4.4.3.2 Submission of electronic narrative documentation reports and copies of video and photoshoot documentation in external hard drive for raw files and footage and processed photos and edited videos within twenty (20) working days after the conduct of the event.

## **5.0 IMPLEMENTING ARRANGEMENT**

- 5.1 The DBM Organizing Committee, together with the OGP Support Unit, shall be the focal point for this endeavor. After the event, all deliverables will be submitted both in printed and digital copies, if applicable through:

DIRECTOR RYAN S. LITA  
Department of Budget and Management

- 5.2 Roles and responsibilities of the Events Organizer:
  - 5.2.1 Delivery and submission of all the required outputs as agreed upon in this DTS;
  - 5.2.2 Secure approval of the DBM Organizing Committee and/or the PH-OGP Steering Committee, as applicable, before initiating any activity relative to the objectives of the OGP Asia Pacific Regional Meeting and should work closely with the representatives in the Organizing Committee; and
  - 5.2.3 Abide by the terms and conditions stipulated in the Contract.
- 5.3 Roles and responsibilities of the DBM:
  - 5.3.1 Work closely and oversee the work of the events organizer;
  - 5.3.2 Provide full support to the conduct of the whole event;
  - 5.3.3 Provide guidance to and work closely with the event organizer in the finalization/execution of the program of the event;
  - 5.3.4 Provide technical (integration of concepts and principles) assistance and administrative support to the event organizer and staff;
  - 5.3.5 Issue a certificate of acceptance based on the approved quality and timeliness of the submission of deliverables;
  - 5.3.6 Ensure the release of payment based in accordance with this DTS;
  - 5.3.7 Monitor and supervise the effective implementation of the event;
  - 5.3.8 Provide feedback to the OGP Support Unit and PH-OGP Steering Committee, as necessary;
  - 5.3.9 Convene and document coordination, consultative, and emergency meetings, and related administrative preparations;

## **6.0 DESIRED QUALIFICATIONS OF EVENTS ORGANIZER TEAM**

- 6.1 The company should have a minimum of at least ten (10) years of experience by February 2025, as evidenced by its Securities and Exchange Commission registration, in live event organization, execution, promotion, and similar activities, programs, or projects

- 6.2 The company must have managed at least three (3) different live events for an international organization, such as the World Bank, Asian Development Bank, and International Monetary Fund with at least six hundred (600) delegates, and provided similar services in event coordination, organization, and execution **and/or** must have solely managed a live event of a plenary session with at least three hundred (300) attendees, without the involvement of sub-agencies or external events team, which included any the following elements: minimum of three (3) simultaneous breakout sessions, and/or live performances by talents (singers or dancers), and/or production of audio visual presentations (AVPs), and/or production of print items such as tarpaulins, and/or production of event collaterals such as tumblers, lanyards, and bags.
- 6.3 The company must have executed an event that utilized a quick response (QR) registration and validation system within the last eighteen (18) months.
- 6.4 The company must have received at least five (5) positive feedback comments through certifications from repeat clients within the last twenty-four (24) months.

## 7.0 TERMS OF PAYMENT

- 7.1 For and in consideration of the full and satisfactory execution of the Service Provider of the Obligations under the agreement, the DBM shall pay the Event Organizer the amount of contract cost inclusive of taxes, payable in the following manner:

<b>Payment Tranches<sup>3</sup></b>	<b>Deliverables</b>
1 <sup>st</sup> Tranche	<ul style="list-style-type: none"> <li>• Completion of pre-event requirements and deliverables</li> </ul>
2 <sup>nd</sup> Tranche	<ul style="list-style-type: none"> <li>• Completion of event proper requirements and deliverables</li> </ul>
3 <sup>rd</sup> Tranche	<ul style="list-style-type: none"> <li>• Completion of post-event requirements and deliverables</li> <li>• Management Fee for the entire project</li> </ul>

Please refer to Annex B for the indicative program of activities.

- 7.2 Processing of payment shall be made, subject to the submission of the following documentary requirements to the end-user, within five (5) working days in accordance with budgeting, accounting, and auditing laws, rules, and regulations:

- 7.2.1 Certificate of Acceptance issued by the PH-OGP Project Management Office.
- 7.2.2 Valid and updated Tax Clearance.

Printed official receipt shall be submitted to the PH-OGP Project Management Office not later than three (3) working days upon crediting of payment.

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<sup>3</sup> If there will be utilization of the Contingency Fund, it will be paid based on the deliverable schedule

## Indicative Program of Activities

<b>DRAFT</b>			
	<b>Wed Feb 5, 2025</b>	<b>Thur Feb 6, 2025</b>	<b>Fri Feb 7, 2025</b>
<b>9:00 - 10:30</b>	optional partner-led side events and/or domestic focused event	Opening Plenary	Plenary + 1-2 breakouts
<b>10:30 - 11:00</b>		Coffee	Coffee
<b>11:00 - 12:30</b>		Ministerial Roundtable(s) + 1-2 breakouts	Local Leaders Roundtable + 2-4 breakouts
<b>12:30 - 14:00</b>		Lunch	Lunch
<b>14:00 - 15:30</b>		Breakouts x 4-5	Breakouts x 4-5
<b>15:30 - 16:00</b>		Coffee	Closing Plenary
<b>16:00 - 17:30</b>		Welcome Cocktails for Ministers	Breakouts x 4-5
<b>Evening</b>	Cultural Night	Free time	Reception Party

***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 and updated PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2. of the 2016 Revised IRR of RA No. 9184;

In cases wherein the Mayor's/Business permit is recently expired, please be reminded that the recently expired Mayor's/Business Permit, together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit, shall be accepted by the PhilGEPS for the purpose of updating the PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR of R.A. No. 9184.

#### 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 Schedule of Requirements, which may include production/delivery schedule, and/or warranty period requirements, if applicable; **and**
- (f) Conformity with the Technical Specifications, which may include manpower requirements, and/or after-sales/parts, if applicable; **and**
- (g) 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

- (h) 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***

- (i) 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.

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

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

**II. FINANCIAL COMPONENT ENVELOPE**

- (a) Original of duly signed and accomplished Financial Bid Form
- (b) Original of duly signed and accomplished Price Schedule(s).

**Statement of all Ongoing Government and Private Contracts  
Including Contracts Awarded but not yet Started**  
*[shall be submitted with the Bid]*

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name of Client, Contact Person, Contact Number, and Contact Email Address	Date of the Contract	Title of the Contract / Name of the Project	Kinds of Goods	Total Amount of Contract	Value of Outstanding Contract	Date of Delivery
<u>Government</u>						
<u>Private</u>						

Submitted by : \_\_\_\_\_  
(Printed Name and Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Instructions:

- i. State **ALL** ongoing contracts including those awarded but not yet started (government **[including the DBM]** and private contracts which may be **similar or not similar** to the project being bid) up to November 18, 2024.
- ii. If there is no ongoing contract including those awarded but not yet started as of the aforementioned period, state none or equivalent term.
- iii. The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).
- iv. Please note that item 6.4 of the Government Procurement Policy Board (GPPB) Circular No. 04-2020 dated September 16, 2020 states that, "[t]he PEs shall check **compliance of the submitted forms with the mandatory provisions stated above. Non-submission of the Required Forms or non-inclusion of the mandatory provisions in any of the Required Forms shall be a ground for disqualification.**"

Moreover, GPPB Non-Policy Matter Opinion No. 041-2014 dated October 9, 2014 partially states that **"even contracts that include non-disclosure agreements or confidentiality clauses are required to be disclosed.** It is likewise good to clarify that the requirement refers to a "statement" to be made by the bidder relative to all its ongoing and private contracts, and not the actual submission of the physical contracts."

**Statement of Single Largest Completed Contract  
which is Similar in Nature**  
*[shall be submitted with the Bid]*

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name of Client, Contact Person, Contact Number, and Contact Email Address	Date of the Contract	Title of the Contract / Name of the Project	Kinds of Goods	Amount of Contract	Date of Acceptance *	End User's Acceptance or Official Receipt(s) Issued for the Contract

Submitted by : \_\_\_\_\_  
(Printed Name and Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Instructions:

- a. 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 following requirements:
  - i. a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC; **OR**
  - ii. at least two (2) similar contracts:
    - (c) the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC for this Project; **AND**
    - (d) the largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above (i.e., twenty-five percent [25%]).
- b. The SLCC should have been completed (i.e., accepted) within the period of **November 19, 2022 to November 18, 2024**.
- c. The similar contract for this Project shall refer to the management of live events for an international organization, such as the World Bank, Asian Development Bank, and International Monetary Fund, with at least six hundred (600) delegates, and provided similar services in event coordination, organization, and execution **and/or** proof that the company must have solely managed a live event of a plenary session with at least three hundred (300) attendees, without the involvement of sub-agencies or external events team, that may have included any of the following elements: minimum of three (3) simultaneous breakout sessions, and/or live performances by talents (singers or dancers), and/or production of audio visual presentations (AVPs), and/or production of print items such as tarpaulins, and/or production of event collaterals such as tumblers, lanyards, and bags; and if the management of live events for an international organization, such as the World Bank,

Asian Development Bank, and International Monetary Fund, with at least six hundred (600) delegates, and provided similar services in event coordination, organization, and execution **and/or** proof that the company must have solely managed a live event of a plenary session with at least three hundred (300) attendees, without the involvement of sub-agencies or external events team, that may have included any of the following elements: minimum of three (3) simultaneous breakout sessions, and/or live performances by talents (singers or dancers), and/or production of AVPs, and/or production of print items such as tarpaulins, and/or production of event collaterals such as tumblers, lanyards, and bags form part of a bigger contract, only the cost component of the management of live events for an international organization, such as the World Bank, Asian Development Bank, and International Monetary Fund, with at least six hundred (600) delegates, and provided similar services in event coordination, organization, and execution **and/or** proof that the company must have solely managed a live event of a plenary session with at least three hundred (300) attendees, without the involvement of sub-agencies or external events team, that may have included any of the following elements: minimum of three (3) simultaneous breakout sessions, and/or live performances by talents (singers or dancers), and/or production of AVPs, and/or production of print items such as tarpaulins, and/or production of event collaterals such as tumblers, lanyards, and bags shall be considered for purposes of comparing the value thereof to at least fifty percent (50%) of the ABC.

- d. Please note that item 6.4 of the Government Procurement Policy Board (GPPB) Circular No. 04-2020 dated September 16, 2020 states that, "[t]he PEs shall check **compliance of the submitted forms with the mandatory provisions stated above. Non-submission of the Required Forms or non-inclusion of the mandatory provisions in any of the Required Forms shall be a ground for disqualification.**"

Moreover, GPPB Non-Policy Matter Opinion No. 041-2014 dated October 9, 2014 partially states that **"even contracts that include non-disclosure agreements or confidentiality clauses are required to be disclosed.** It is likewise good to clarify that the requirement refers to a "statement" to be made by the bidder relative to all its ongoing and private contracts, and not the actual submission of the physical contracts."

- \* Date of Acceptance shall mean the date when the items delivered have **satisfactorily met** the requirements of the procuring entity, as evidenced by either a Certificate of Final Acceptance/Completion from the bidder's client, or an Official Receipt or a Sales Invoice (to be submitted during post-qualification).

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

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

**BID SECURING DECLARATION**

**Project Identification No.: DBM-2024-86**

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines.

*[Select one of the two following paragraphs and delete the other]*

Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC).

Affiant/s exhibited to me his/her *[insert type of government identification card used]* with no. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, *[date issued], [place issued]*

IBP No. \_\_, *[date issued], [place issued]*

Doc. No. \_\_\_\_

Page No. \_\_\_\_

Book No. \_\_\_\_

Series of \_\_\_\_.

## ***Omnibus Sworn Statement***

*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### **AFFIDAVIT**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_ day of \_\_\_\_\_, 20 \_\_\_ at \_\_\_\_\_ Philippines.

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



**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines.

*[Select one of the two following paragraphs and delete the other]*

Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC).

Affiant/s exhibited to me his/her *[insert type of government identification card used]* with no. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

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Doc. No. \_\_\_\_

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Series of \_\_\_\_.

**Bid Form for the Procurement of Goods**  
*[shall be submitted with the Bid]*

**BID FORM**

Date : \_\_\_\_\_

Project Identification No. : **DBM-2024-86**

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer **Events Management Team for the 2025 Philippine Open Government Partnership (OGP) Asia and Pacific Regional Meeting** in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the details provided herein and made part of this Bid. The total bid price includes the cost of all taxes.

Signature of Authorized Signatory: \_\_\_\_\_

Particulars	Quantity	Unit Cost <sup>1</sup>	Total Cost (inclusive of VAT)
<b>I. Pre-Event</b>			
1. Logistics and movement plans, Venue equipment and stage design, Production timelines, Host, performers, and other entertainment plan and Transportation and mobilization plan	1 lot		
2. Event souvenirs and participant kits <sup>2</sup>	1 lot		
3. Tarpaulins, displays, and other print items <sup>2</sup>	1 lot		
4. Audio Video Presentations (AVP) <sup>2</sup>	1 lot		
5. Contract with the following: events production equipment, photo and video services provider, translation service provider and performers/entertainment	1 lot		
<b>Sub-total, I. Pre-Event</b>			
<b>II. Event Proper</b>			
1. Hosts, singers, and live band	1 lot		
2. Audio Video Presentations (AVP) <sup>2</sup>	1 lot		
3. Use of equipment during events	1 lot		
4. Trucking/delivery service (ingress/egress)	1 lot		
5. Use of Generator set	2 sets		
6. Personnel/Staff as mentioned in the Annex "A" Detailed Technical Specifications	1 lot		
<b>Sub-total, II. Event Proper</b>			

Particulars	Quantity	Unit Cost <sup>1</sup>	Total Cost (inclusive of VAT)
<b>III. Post-Event</b>			
1. Processed photos and edited videos, including Audio Video Presentations (AVP) <sup>2</sup>	1 lot		
<b>Sub-total, III. Post-Event</b>			
<b>Sub-total, I to III</b>			
<b>IV. Contingency Fund (10% of Sub-total I to III)<sup>3</sup></b>			
<b>V. Management Fee (10% of total contract price, excluding the contingency fund)</b>			
<b>Grand Total (I+II+III+IV+V)</b>			

**Notes:**

<sup>1</sup> Pertains to the total per item

<sup>2</sup> Details in Annex A and/or B

<sup>3</sup> The Contingency Fund shall cover the costs of unanticipated changes in requirements limited to increase in the quantity of deliverables listed in this Bidding Documents. This fund shall be utilized only when necessary upon determination by the DBM.

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

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

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

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

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

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

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Authorized Signatory: \_\_\_\_\_

**Price Schedule for Goods Offered from Within the Philippines**  
*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. **DBM-2024-86** Page \_\_\_ of \_\_\_

Signature of Authorized Signatory: \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item*	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
<b>I. Event souvenirs and participant kits</b>									
1	Tote bag		700						
2	Beaded lanyard		700						
3	Personalized gift box set		250						
4	Customized bomber jackets		12						
<b>II. Tarpaulins, displays, and other print items</b>									
1	3ft x 6 ft (vertical)		1,000						
2	4ft x 8 ft (vertical)		50						
3	12 ft x 6ft (horizontal)		50						
4	7 x 17ft		60						
5	12 ft x 20 ft		1						
6	Identification Cards		700						
7	Front lit LED illuminated acrylic build up signage, with PVC or acrylic backboard with stand		1						

Signature of Authorized Signatory: \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item*	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
8	Fabricated stage design elements made of cardboard and/or wood and other sturdy materials		6						
9	Sintra board for signages		30						
10	Three-dimensional (3D) sintra board		70						
III. Audio Video Presentation									
1	1-minute event teaser		1						
2	3-minute video recap of activities		3						
3	5-minute event highlights video		1						
4	2-minute opening video		1						

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

**Price Schedule for Goods Offered from Abroad**  
 [shall be submitted with the Bid if bidder is offering goods from Abroad]

**For Goods Offered from Abroad**

Name of Bidder \_\_\_\_\_ Project ID No. **DBM-2024-86** Page \_\_\_\_ of \_\_\_\_

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place  (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)
<b>I. Event souvenirs and participant kits</b>								
1	Tote bag		700					
2	Beaded lanyard		700					
3	Personalized gift box set		250					
4	Customized bomber jackets		12					
<b>II. Tarpaulins, displays, and other print items</b>								
1	3ft x 6 ft (vertical)		1,000					
2	4ft x 8 ft (vertical)		50					
3	12 ft x 6ft (horizontal)		50					
4	7 x 17ft		60					
5	12 ft x 20 ft		1					
6	Identification Cards		700					
7	Front lit LED illuminated acrylic build up signage, with PVC or acrylic backboard with stand		1					
8	Fabricated stage design elements		6					

Signature of Authorized Signatory: \_\_\_\_\_

Signature of Authorized Signatory: \_\_\_\_\_

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place  (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)
	made of cardboard and/or wood and other sturdy materials							
9	Sintra board for signages		30					
10	Three-dimensional (3D) sintra board		70					
<b>III. Audio Video Presentation</b>								
1	1-minute event teaser		1					
2	3-minute video recap of activities		3					
3	5-minute event highlights video		1					
4	2-minute opening video		1					

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

**CONTRACT No. 2024-\_\_\_\_**  
**NAME OF PROJECT**

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**CONTRACT AGREEMENT**

THIS AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between the **DEPARTMENT OF BUDGET AND MANAGEMENT** of the Philippines (hereinafter called “the Entity”) of the one part and \_\_\_\_\_ of \_\_\_\_ City, Philippines (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly \_\_\_\_\_, and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of \_\_\_\_\_ Pesos (P\_\_\_\_\_) (hereinafter called “the Contract Price”).

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:

- i. Philippine Bidding Documents (PBDs);
  - i. Schedule of Requirements;
  - ii. Technical Specifications;
  - iii. General and Special Conditions of Contract; and
  - iv. Supplemental or Bid Bulletins, if any
- ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;

- iii. Performance Security;
- iv. Notice of Award of Contract and the Bidder’s conforme thereto; and
- v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**



3. In consideration for the sum of \_\_\_\_\_ (P \_\_\_\_\_) or such other sums as may be ascertained, \_\_\_\_\_ agrees to deliver the \_\_\_\_\_ in accordance with his/her/its Bid.
4. The **DEPARTMENT OF BUDGET AND MANAGEMENT** agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.
5. The period for the performance of the obligations under this Contract shall not go beyond the validity of the appropriation for this Project.
6. In compliance with item 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. 2020 (Directing Strict Compliance By All Agencies and Instrumentalities of the Executive Department with Transparency, Accountability and Good Governance Policies and Measures in the Procurement Process), the DBM shall publish in its official website and social media platform the following post-award information:
  - (a) Project name;
  - (b) Approved budget for the contract;
  - (c) Contract period;
  - (d) Name of the winning bidder and its official business address;
  - (e) Amount of contract awarded;
  - (f) Date of award and acceptance; and
  - (g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

\_\_\_\_\_  
*Secretary*

*for:*

**DEPARTMENT OF BUDGET  
 AND MANAGEMENT**

\_\_\_\_\_  
*Authorized Representative*

*for:*

\_\_\_\_\_

**ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES )  
C I T Y O F M A N I L A ) S.S.

**BEFORE ME**, a Notary Public for and in the City of \_\_\_\_\_, Philippines on this \_\_\_\_\_ day of \_\_\_\_\_, 2024 personally appeared the following:

NAME	VALID ID	VALID UNTIL
_____	DBM ID No. ____	
_____		

known to me to be the same persons who executed the foregoing Contract and who acknowledged to me that the same is their free and voluntary act and deed and of the entities they respectively represent.

This CONTRACT for the \_\_\_\_\_ was signed by the parties on each and every page thereof.

WITNESS MY HAND AND SEAL this \_\_\_\_ day of \_\_\_\_\_, 2024.

Doc. No \_\_\_\_\_;  
Page No \_\_\_\_\_;  
Book No \_\_\_\_\_;  
Series of 2024.

Republic of the Philippines



Government Procurement Policy Board