



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

SUPPLEMENTAL/BID BULLETIN (SBB) NO. 1

This SBB No. 1 dated December 13, 2024 for **Project ID No. DBM-2024-91, “Procurement of Air Travel Management Services for the FY 2025 OGP Asia and Pacific Regional Meeting Transportation Requirements,”** is issued pursuant to Section 22.5 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of the Bidding Documents.

PARTICULARS	AMENDMENTS/CLARIFICATIONS
<p>Section I. Invitation to Bid</p> <p>xxx</p> <p>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 December 13, 2021 to December 12, 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).</p> <p>xxx</p> <p>7. Bids must be duly received by the BAC Secretariat or the DBM-Central Records Division through manual submission at the office address indicated below on or before December 13, 2024, 11:00 a.m. Late bids shall not be accepted.</p> <p>xxx</p> <p>9. Bid opening shall be on December 13, 2024, 11:00 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.</p> <p>xxx</p>	<p>Section I. Invitation to Bid</p> <p>xxx</p> <p>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 December 13 20, 2021 to December 12 19, 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).</p> <p>xxx</p> <p>7. Bids must be duly received by the BAC Secretariat or the DBM-Central Records Division through manual submission at the office address indicated below on or before December 13 20, 2024, 11:00 9:00 a.m. Late bids shall not be accepted.</p> <p>xxx</p> <p>9. Bid opening shall be on December 13 20, 2024, 11:00 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.</p> <p>xxx</p>

<p style="text-align: center;">Section II. Instructions to Bidders</p> <p style="text-align: center;">XXX</p> <p>10. Documents comprising the Bid: Eligibility and Technical Components</p> <p style="text-align: center;">XXX</p> <p>10.2. The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed within the period of December 13, 2021 to December 12, 2024.</p> <p style="text-align: center;">XXX</p> <p>14. Bid Security</p> <p style="text-align: center;">XXX</p> <p>14.2 The Bid and bid security shall be valid until April 12, 2025. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.</p> <p style="text-align: center;">XXX</p>	<p style="text-align: center;">Section II. Instructions to Bidders</p> <p style="text-align: center;">XXX</p> <p>10. Documents comprising the Bid: Eligibility and Technical Components</p> <p style="text-align: center;">XXX</p> <p>10.2. The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed within the period of December 13 20, 2021 to December 12 19, 2024.</p> <p style="text-align: center;">XXX</p> <p>14. Bid Security</p> <p style="text-align: center;">XXX</p> <p>14.2 The Bid and bid security shall be valid until April 12 19, 2025. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.</p> <p style="text-align: center;">XXX</p>												
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20	<p>The bidder with the Lowest Calculated Bid shall submit ALL of the following post-qualification requirements:</p> <ol style="list-style-type: none"> 1. Photocopy/ies of Contract/s or Purchase Order/s of one of the following: xxx 2. The corresponding proof/s of completion, which could either be: xxx 3. Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payment System (EFPS), consisting of the following: xxx 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. 	20	<p>The bidder with the Lowest Calculated Bid (LCB) shall submit ALL of the following post-qualification requirements:</p> <p>3- 1. Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payment System (EFPS), consisting of the following: xxx</p> <p>4. 2. 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.</p> <p>THE BIDDER WITH THE LCB IS LIKEWISE REQUESTED TO PRESENT THE FOLLOWING DOCUMENTS DURING POST-QUALIFICATION:</p> <ol style="list-style-type: none"> 1. Photocopy/ies of Contract/s or Purchase Order/s of one of the following: xxx

<p>5. Copy of International Air Transport Association (IATA) Accreditation Certificate.</p> <p>6. Proof that the company has a good track record of providing events requirements to international organizations and global events through certificates of recognition, awards, letters of recommendation or equivalent document from previous clients or organizations</p> <p>7. List of online bookings/airline reservation systems that are in place</p> <p>8. Copy of Department of Tourism Accreditation Certificate</p> <p>xxx</p>	<p>2.The corresponding proof/s of completion, which could either be:</p> <p>xxx</p> <p>5. 3. Copy of International Air Transport Association (IATA) Accreditation Certificate.</p> <p>6. Proof that the company has a good track record of providing events requirements to international organizations and global events through certificates of recognition, awards, letters of recommendation or equivalent document from previous clients or organizations</p> <p>7. List of online bookings/airline reservation systems that are in place</p> <p>8. 4. Copy of Department of Tourism Accreditation Certificate</p> <p>xxx</p>
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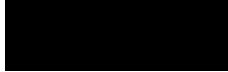
<p>Philippines. A copy of the accreditation certificate shall be submitted during post-qualification.</p> <p>7.2 The Service Provider has a good track record of providing events requirements to international organizations and global events evidenced by certificates of recognition, awards, letters of recommendation or equivalent document from previous clients or organizations. Proof shall be submitted during post-qualification.</p> <p>7.3 The Service Provider maintains reliable facilities for online bookings/airline reservations. The list of online bookings/airline reservation system shall be submitted during post-qualification.</p> <p>7.4 The Service Provider is Department of Tourism accredited. A copy of the accreditation certificate shall be submitted during post-qualification.</p> <p style="text-align: center;">xxx</p>	<p>Philippines. A copy of the accreditation certificate shall be submitted PRESENTED during post-qualification.</p> <p>7.2 The Service Provider has a good track record of providing events requirements to international organizations and global events evidenced by certificates of recognition, awards, letters of recommendation or equivalent document from previous clients or organizations. Proof shall be submitted during post-qualification.</p> <p>7.3 The Service Provider maintains reliable facilities for online bookings/airline reservations. The list of online bookings/airline reservation system shall be submitted during post-qualification.</p> <p>7.5 7.2 The Service Provider is Department of Tourism accredited. A copy of the accreditation certificate shall be submitted PRESENTED during post-qualification.</p> <p style="text-align: center;">xxx</p>
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	<p>Note:</p> <p><u>Attached are the following documents which should be used as part of the Bidding Documents to be submitted by the bidders:</u></p> <ol style="list-style-type: none"> <u>1. Statement of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (Revised); and</u> <u>2. Statement of Single Largest Completed Contract which is Similar in Nature (Revised).</u> <p><u>Attached for guidance of the bidders is the Detailed Technical Specifications (Revised) which shall form part of the Bidding Documents.</u></p>

Other matters:

- The “No Contact Rule” shall be strictly observed. Bidders are not allowed to communicate with any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective December 20, 2024 right after the opening of bids.

- For guidance and information of all concerned.



RAMON VICENTE B. ASUNCION

Assistant Secretary

Vice Chairperson, DBM-BAC

**Statement of all Ongoing Government and Private Contracts
Including Contracts Awarded but not yet Started
(Revised)**

[shall be submitted with the Bid]

Business Name: _____

Business Address: _____

Name of Client, Contact Person, Contact Number, 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 bidden) up to December 19, 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
(REVISED)**

[shall be submitted with the Bid]

Business Name: _____

Business Address: _____

Name of Client, Contact Person, Contact Number, 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 it 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:
 - (a) the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC for this Project; **AND**
 - (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%]).
- b. The SLCC should have been completed (i.e., accepted) within the period of **within the period of December 20, 2021 to December 19, 2024.**
- c. The similar contract for this Project shall refer to the experience in provision/booking of air travel tickets locally and internationally to any agency and/or organization. If the experience in provision/booking of air travel tickets locally and internationally to any agency and/or organization forms part of a bigger contract, only the cost component of the experience in provision/booking of air travel tickets locally and internationally to any agency and/or organization 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**

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- * 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).

Detailed Technical Specifications (Revised)

1.0 PROJECT TITLE

Procurement of Air Travel Management Services for the FY 2025 OGP Asia and Pacific Regional Meeting Transportation Requirements

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.

3.0 OBJECTIVE

To secure comprehensive and efficient Air Travel Management Services for the FY 2025 OGP Asia and Pacific Regional Meeting, ensuring seamless, cost-effective, and timely transportation arrangements for all participants. This includes the coordination of flights, ticketing, travel insurance, and any other necessary travel-related support, with a focus on enhancing traveler convenience, safety, and overall experience. The selected service provider must demonstrate proficiency in managing large-scale travel logistics, maintaining high standards of service quality, and adhering to budgetary constraints.

4.0 EVENT OVERVIEW

Date	February 4-8, 2025
Host	Department of Budget and Management
Main Venue	Grand Hyatt Hotel, BGC
Main Arrival Date	4 to 6 February 2025
Summit Proper	5 to 6 February 2025
Departure Date	6 to 8 February 2025
Profile of Delegates	Ministerial level representatives, chairpersons of civil society organizations, and academicians from all over the world and other key stakeholders.

5.0 SCOPE OF SERVICES OF THE SERVICE PROVIDER/TRAVEL AGENT

- 5.1** Act as reservation and ticketing agent for the OGP Regional Meeting Logistics Committee and PH-OGP Project Management Office (PMO) relative to its **sixty (60) selected regional meeting delegates.**

- 5.2** Provide coordination services relative to the air ticket requirements of the aforementioned sixty (60) delegates with the airlines particularly on their preferred flight schedule, airport origin, and airline of choice (in case there are two or more airlines servicing the same route).
- 5.3** Reserve, book, pay and issue round-trip economy air tickets for OGP Regional Meeting hosted delegates from any destination en route to Manila not covered by any or all of the airlines.
- 5.4** Facilitate payment for any ticket associated costs such as travel insurance, taxes, surcharges and any air-related ticket costs not covered by the sponsorship agreement and effect its issuance to the hosted delegate.
- 5.5** Reservation and ticketing by the service provider should ensure prompt issuance of tickets for all approved delegates.

6.0 SPECIFIC REQUIREMENTS

6.1 Reservation and Ticketing Requirements

Sixty (60)¹ Economy Class Round Trip Air tickets for Officially Sponsored OGP Regional Meeting selected delegates with sample originating countries and safe allocations:

No.	Countries	Allocation
1	Armenia	3 air tickets
2	Australia	5 air tickets
3	Georgia	1 air tickets
4	Indonesia	4 air tickets
5	Kyrgyz Republic	1 air tickets
6	Maldives	3 air tickets
7	Mongolia	4 air tickets
8	New Zealand	4 air tickets
9	Papua New Guinea	3 air tickets
10	South Korea	3 air tickets
11	Sri Lanka	1 air tickets
12	Timor-Leste	3 air tickets
13	London	5 air tickets
14	USA	5 air tickets
15	Bhutan	3 air tickets
16	Japan	3 air tickets

¹ *Quantities are indicative only and may decrease based on actual requirements during contract implementation.*

No.	Countries	Allocation
17	Malaysia	3 air tickets
18	Nepal	3 air tickets
19	Thailand	3 air tickets
	TOTAL	60 air tickets

Source countries/cities are safe allocations. The quantities stated above are indicative only and may decrease based on actual requirements during contract implementation. Specific details as to the final country of origin and number of tickets for each will be provided during contract implementation.

6.2 Period of Travel

Period of travel is anytime between February 4 to 8, 2025 or earlier and as required by the Logistics Committee and PH-OGP PMO.

The number of full payment air tickets may vary greatly with the entry of airlines, after which, the Service Provider is expected to draw business only from travel facilitation services for each delegate assisted and charge the DBM accordingly, as follows:

1. Airline commission or transaction fee – a flat fee regardless of the dollar/peso amount of the transaction. This can be in the form of:
 - a. Airline reservation and ticketing fee – the service provider charges a fee for creating an airline reservation and issuing an airline ticket or E-ticket for a client.
 - b. Airline Cancellation and Refund Fee. This is a fee for cancelling and refunding an airline reservation on behalf of the client.

6.3 Airline Ticketing Services and Coordination

6.3.1 The Service Provider shall ensure:

6.3.1.1 Transparency: There will be a clear tracking mechanism of travel by class, route, airlines, etc. All travel related expenses should be reported through a dashboard mechanism, ensuring that all data are visualized in order to monitor that all hosted delegates are promptly issued their tickets while monitoring the travel spend and that all transactions are fully itemized, and payments are reconciled against individual travel.

6.3.1.2 Better Control: The service is expected to provide the best convenient route, airline and at fairly reasonable airfare rates, subject to flight availability at the time of booking, travel days, stopovers, routes and other reasonable considerations as may be determined in direct coordination with the airline. There should be a tracking mechanism in place for unused tickets as well as travel itinerary changes and cancellations.

6.3.2 The Service Provider is expected to:

6.3.2.1 Promptly issue and deliver tickets and detailed itineraries (in printed and electronic format) to both DBM Logistics Committee and the hosted delegate.

For the DBM issuance, the ticket should show the fare type and providing the fare restrictions, if any, with resulting cost implications;

6.3.2.2 Provide regular daily feedback on status of the flight for wait-listed bookings;

6.3.2.3 Reconfirm and revalidate airlines tickets; and

6.3.2.4 Provide information on tickets schedules.

6.3.3 Hosted Delegates should be able to access their itineraries across various devices (online through mobile or tablet, among others).

6.3.4 The DBM Logistics Committee should provide the Service Provider for the list of officially hosted delegates and should refer to the list for flight booking, coordination and issuance.

6.3.5 Assign a focal team to handle requests and requirements and shall be available to respond to urgent queries outside of business hours, during weekends and/or national holidays. Official email address/es and contact numbers should be provided for coordination and ticket issuances and must be open to attend meetings when required.

6.4 Terms and Conditions of the Ticket

6.4.1 The ticket must be re-bookable/refundable

6.4.2 The ticket is inclusive of Travel Insurance (with COVID-19 coverage)

6.4.3 The ticket includes all applicable taxes, surcharges and other airline-related air ticket costs, etc.

6.4.4 Hosted delegates will pay for any excess of the allowed economy class luggage/kilo allowance, however, upgrade of seats of selected delegates will be covered by the DBM subject to the approval of PH-OGP PMO.

6.4.5 The Service Provider should provide the lowest available economy class fares and research alternative itineraries with the same and different airlines taking into consideration flight availability at the time of booking, travel days, stopovers, routes, and other reasonable consideration as may be determined.

- 6.4.6** A minimum of three (3) flight options shall be provided for the covered trip. The delegate shall be consulted and advised of the most appropriate option – usually, the cheapest option.

6.5 Travel Cancellation/Rebooking

The Service Provider shall:

- 6.5.1** Assist with changes, re-routings or cancellations requested by the hosted delegates and re-issue tickets in conformity with such requests;
- 6.5.2** Immediately process refunds for cancelled travel, unutilized prepaid tickets and credit these to the DBM account as expeditiously as possible;
- 6.5.3** Refund tickets within one (1) month or less;
- 6.5.4** Limit refund charges at carrier rate only, i.e. no additional charges will accrue to the service provider;
- 6.5.5** Take care that cancellation fees and change reservation date charges imposed by airlines are avoided and absorb cancellation fees and change reservation date charges which are not due to the DBM or the traveler's fault; and
- 6.5.6** Report back to the DBM on the status of ticket refunds.

6.6 MANAGEMENT REPORTING SYSTEM

The Service Provider shall:

- 6.6.1** Consolidate all travel data into one report which can be downloaded automatically at any time.
- 6.6.2** Produce travel summary analytics on the sixty (60) hosted delegates and call the attention of the DBM for any delegate not yet reserved, booked and issued their air tickets.

7.0 QUALIFICATIONS OF THE SERVICE PROVIDER

- 7.1** The Service Provider is an accredited International Air Transport Association (IATA) Travel Agent duly licensed in the Philippines. A copy of the accreditation certificate shall be presented during post-qualification.
- 7.2** The Service Provider is Department of Tourism accredited. A copy of the accreditation certificate shall be presented during post-qualification.

8.0 TERMS OF PAYMENT

The Service Provider shall:

- 8.1** Bill the DBM based on actual bookings and cost made (with breakdown of ticket

cost, service fee, insurances, taxes, etc.)

- 8.2** Send an official invoice promptly to DBM with cost breakdown.
- 8.3** One-time Payment shall be made based on actual bookings and purchased/paid economy air tickets which include travel insurance, taxes, and surcharges. Participants shall shoulder additional costs not indicated in this DTS.
- 8.4** Submit a valid and updated Tax Clearance.