

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

Procurement of Services of a Tour Operator
for the 21st World Travel and Tourism
Council (WTTC) Global Summit
Tour Requirements

Department of Tourism
DOT-BAC IB No. 2022-003

Sixth Edition
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Preface

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

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

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

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

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

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

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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

Notes on the Invitation to Bid

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

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

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

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



INVITATION TO BID

PROCUREMENT OF SERVICES OF A TOUR OPERATOR FOR THE 21ST WORLD TRAVEL AND TOURISM COUNCIL (WTTC) GLOBAL SUMMIT TOUR REQUIREMENTS *DOT-BAC IB No. 2022-003*

1. The **Department of Tourism (DOT)**, through its *Trust Liability Account (TLA) funds* intends to apply the sum of **Two Million Eighty-Two Thousand Philippine Pesos (PhP2,082,000.00)** being the ABC to payments under the contract for *Procurement of Services of a Tour Operator for the 21st World Trade and Tourism Council (WTTC) Global Summit Tour Requirements (DOT-BAC IB No. 2022-003)*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **DOT**, now invites bids for the above Procurement Project. Delivery of the Goods is required by **23-28 March 2022 and 18-23 April 2022**. Bidders should have completed, within **three (3) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from *DOT Bids and Awards Committee (BAC) Secretariat* and inspect the Bidding Documents at the address given below during *Mondays to Fridays, 08:00 a.m to 05:00 p.m.* The Bidding Documents is also uploaded at the PhilGEPS and the DOT websites.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting **08 February 2022** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (PhP5,000.00). Bidders may present the proof of payment for the fees by sending a copy of which to the BAC Secretariat through email address: dot.bac@tourism.gov.ph.

6. The Department of Tourism (DOT) will hold a Pre-Bid Conference on **15 February 2022 at 10:30 a.m.** through video conferencing via Google Meet, which shall be open to prospective bidders. Prospective Bidders are advised to send their email addresses to the DOT-BAC Secretariat official email at dot.bac@tourism.gov.ph and jpvillamin@tourism.gov.ph not later than 14 February 2022, 5:00 p.m.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **28 February 2022, 09:00 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 **28 February 2022 at 10:30 a.m.** at the given address below. Bids will be opened in the presence of the bidder's representatives who choose to attend the activity. Bidders may participate and attend the Bid Opening via *Google Meet*. Prospective Bidders are advised to send their email addresses to the DOT-BAC Secretariat official email at dot.bac@tourism.gov.ph and jpvillamin@tourism.gov.ph not later than 25 February 2022, 5:00 p.m.
10. The DOT reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of 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:

Mr. Godofredo R. Maldonado, Jr.

Head, BAC Secretariat

Procurement Management Division

4th Floor, DOT Building

Sen. Gil Puyat Avenue, Makati City

dot.bac@tourism.gov.ph

(02) 8459-5200 loc. 424 or 425

www.tourism.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents:

<http://tourism.gov.ph/DOTOpenProjectsforBidding.aspx>.

07 February 2022

ATT. REYNALDO L. CHING

OIC-Undersecretary and Chairperson,

Bids and Awards Committee

Department of Tourism

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, **Department of Tourism (DOT)** wishes to receive Bids for the Procurement of Services of a Tour Operator for the 21st World Trade and Tourism Council (WTTC) Global Summit Tour Requirements with identification number DOT-BAC IB No. 2022-003.

The Procurement Project (referred to herein as “Project”) is composed of one (1) lot only, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

1. The GOP through the source of funding as indicated below in the amount of Two Million One Hundred Thousand Philippine Pesos (PhP2,100,000.00)
2. The source of funding is: Trust Liability Account.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time through videoconferencing as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

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)**.
2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within three (3) years prior to the deadline for the submission and receipt of bids.
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

1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
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.
3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

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

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

14. Bid Security

1. The Bidder shall submit a Bid Securing Declaration¹ 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**.
2. The Bid and bid security shall be valid until **20 June 2022**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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.

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

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.

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
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.
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.
4. The Project shall be awarded as follows:

One Project having several items that shall be awarded as one contract.
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

- 20.2. 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

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. Tour Operator Services b. completed within three (3) years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP <i>National Capital Region (NCR) and Region III</i> .
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> a. The amount of not less than PhP41,640.00 <i>two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than PhP104,100.00, <i>five percent (5%) of ABC</i>, if bid security is in Surety Bond.
19.3	The total ABC for the entire contract package is TWO MILLION EIGHTY-TWO THOUSAND PESOS (Php 2,082,000.00)
20.2	<i>Refer to the Technical Specifications on accreditation requirements.</i>
21.2	<i>Refer to the Technical Specifications on accreditation requirements.</i>

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

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

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

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

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

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered NCR and Region III. 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:</p> <p>Mr. Stalingrad Samson and Ms. Janet Canoy <u>sfsamson@tourism.gov.ph</u> and <u>janet_canoy@tpb.gov.ph</u> (02) 8459-5200</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
	<ol style="list-style-type: none"> e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

f. *[Specify additional incidental service requirements, as needed.]*

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

Spare Parts –

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

Select appropriate requirements and delete the rest.

1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and

1. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and

 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

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

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of *[indicate here the time period specified. If not used indicate a time period of three times the warranty period]*.

Spare parts or components shall be supplied as promptly as possible, but in any case, within *[insert appropriate time period]* months of placing the order.

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

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

Section VI. Schedule of Requirements

BACKGROUND

In 2019, the Philippines was chosen to host the 21st World Travel and Tourism Council (WTTC) Global Summit originally scheduled for 2021. The WTTC Global Summit brings together over 800 delegates led by key officials from the United Nations World Tourism Organization (UNWTO), tourism ministers from renowned global tourist destinations, Chief Executive Officers (CEOs), Presidents, and Chairpersons of large and renowned travel and tourism enterprises worldwide - from airline companies, hotel and resort property chains, destination management companies, travel and tour companies, global distribution systems, transportation providers, and allied businesses.

During the three-day WTTC summit, global industry leaders together with invited guests, speakers and participants will discuss opportunities, challenges and issues facing the industry. Concrete solutions will be drawn up to address issues and challenges, while strategies and action plans will be formulated to take advantage of opportunities, and will eventually be pursued across countries and regions through private and public collaboration. Summit deliberations are expected to contribute to the formulation of global tourism policies and agenda, as well as shaping the future of travel and tourism in regions and destinations.

The summit also organizes different platforms that highlights the cultural and economic value of the global tourism industry, including, among others, the global leaders forum, educational plenary sessions, executive meetings, press conferences, bilateral government meetings and media interviews featuring prominent leaders, international speakers, media personalities and celebrities.

Finally, the summit will also feature a travel and trade exhibition, networking events and pre- and post-conference tours that is designed to provide the host destination with opportunities to showcase its featured destinations.

The 2022 edition of the WTTC Global Summit will be held in a hybrid format with an estimated 650 participants physically attending the meetings, with 1,000 attendees from many parts of the world participating through a virtual platform.

In line with this, the WTTC 2021 Tours Committee will offer hosted tours.

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Complimentary (Incentivized) Manila Heritage Tour	1	1	Pre-Event Run/Simulation Run: 23 March 2022 Actual Run: 18 or 19 April 2022 (final date to be advised to the winning bidder)
2	Investment Tour of Clark, Pampanga	1	1	Pre-Event Run/Simulation Run: 28 March 2022 Actual Run: 23 April 2022 (Saturday)
3	Itineraries and Handling <ul style="list-style-type: none"> • Tour Programs 	-	-	-
4	<ul style="list-style-type: none"> • Information, Educational, and Communication (IEC) Materials 	-	-	-
5	<ul style="list-style-type: none"> • Transportation 	-	-	-
6	<ul style="list-style-type: none"> • Tour Guiding Services 	-	-	-
	<ul style="list-style-type: none"> • Tour/Health Kits 			

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

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

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

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

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

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

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

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

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
	<p>A. COMPLIMENTARY (INCENTIVIZED) MANILA HERITAGE TOUR</p> <p><u>PRE-EVENT RUN / SIMULATION RUN:</u></p> <p>Date: 23 March 2022 (Thursday, to be confirmed)</p> <p>No. of pax: 10pax (Organizing Committee Heads and DOT NCR)</p> <p>Vehicle Requirement: One (1) Coaster <i>(subject to safety protocol on physical distancing)</i></p>	

Item	Specification	Statement of Compliance
	<p>Tour inclusions: Transfers, lunch meals, tour guiding services, tour experiences, tour/health kits, and other logistical requirements</p> <p>Tour itinerary: Metro Manila only (<i>final itinerary to be advised</i>)</p> <p><u>ACTUAL RUN:</u></p> <p>Date: 18 or 19 April 2022 (<i>Final dates to be advised to winning bidder</i>)</p> <p>Duration: Minimum three (3) hours; timings to be advised</p> <p>Vehicle Requirement: At least four (4) coasters (<i>subject to safety protocol on physical distancing</i>), plus two (2) secretariat vans</p> <p>Number of runs: Several simultaneous runs (<i>min 10 to max 15 pax per vehicle, per run / subject to safety protocols on physical distancing</i>)</p> <p>Tour inclusions: Transfers, meals, tour guiding services, tour/health kits, domestic travel insurance (for foreign delegates) and other logistical requirements</p> <p>Tour itinerary: Metro Manila only (<i>final itinerary to be</i></p>	

Item	Specification	Statement of Compliance
	<p><i>advised through a bid bulletin, once approved by the WTTC NOC and the Secretary)</i></p> <p>Guaranteed No. of Pax: 60 (Minimum) and 100 (Maximum) <i>(Minimum guarantee: 10 pax during the simulation run plus 50 pax during the actual run)</i></p>	
	<p>B. INVESTMENT TOUR – CLARK, PAMPANGA</p> <p><u>PRE-EVENT RUN / SIMULATION RUN:</u></p> <p>Date: 28 March 2022 (Tuesday, <i>to be confirmed</i>)</p> <p>No. of pax: 10 pax (<i>Organizing Committee and DOT Region III</i>)</p> <p>Vehicle Requirement: Two (2) vans (<i>subject to safety protocols on physical distancing</i>)</p> <p>Tour inclusions: Transfers, tour guiding services, tour experiences, tour/health kits, domestic travel insurance and other logistical requirements</p> <p>Tour Itinerary: Metro Manila (<i>official hotels / pick-up points</i>) – Clark and environs – Metro Manila (<i>official hotels</i>) / (<i>final itinerary to be advised once approved by the WTTC NOC and the Secretary</i>)</p>	

Item	Specification	Statement of Compliance
	<p><u>ACTUAL RUN:</u></p> <p>Date: 23 April 2022 (Saturday)</p> <p>Vehicle Requirement: At least four (4) coasters and two (2) Secretariat vans (<i>subject to safety protocols on physical distancing</i>)</p> <p>Number of runs: Several simultaneous runs Note: may have two (2) – three (3) routes to run simultaneously in Clark</p> <p>Tour inclusions: Transfers, meals (VIP lunch, PM Snacks and dinner) tour guiding services, tour experiences, tour/health kits, domestic travel insurance (<i>for foreign delegates</i>), tokens for investor-participants / VIPs, rental of venue and snacks for briefings, four (4) first aid kits and other logistical requirements</p> <p><i>*VIP lunch, snacks and dinner should strictly be followed, be representative of the destination and should be coordinated with the Tours Committee, Investment Committee and DOT Region III.</i></p> <p>Tour Itinerary: Metro Manila (<i>official hotels / pick-up points</i>) – Clark and environs – Metro Manila (<i>official hotels / NAIA Terminals 1,2 and 3</i>) / (<i>final itinerary to be advised, once approved by the WTTC NOC and the Secretary</i>)</p>	

Item	Specification	Statement of Compliance
	<p>Guaranteed No. of Pax: 30 pax (minimum) and 50 (maximum) pax (tours)</p> <p>40 pax (minimum) and 80 pax (maximum) (meals)</p> <p><i>(Minimum guarantee: 10 pax during the simulation run plus 30 pax during the actual run)</i></p> <p>The logistical requirements will be coursed through the Tour Operator which includes provision for the appropriate land transfers (vans or coasters), meals, entrance fees, endowments, culinary demonstrations and food tasting fees, tour guiding services, tour kits, and other logistical requirements.</p>	
	<p>ITINERARIES AND HANDLING</p> <p>1. Tour programs</p> <p>The final itineraries of both tour should be approved by the WTTC NOC and adhere to existing health and safety protocols set by the IATF and the local government unit (overseeing the destination).</p> <p>The winning bidder will not sub-contract the handling of any of the tour modules.</p>	

Item	Specification	Statement of Compliance
	<p data-bbox="368 338 762 443">2. Information, Educational and Communication (IEC) Materials</p> <p data-bbox="368 488 790 846">The winning bidder shall provide the appropriate IEC materials, to include, but not limited to destination brochures, itineraries and other printed materials pertaining to the (paying) tour programs being offered. These shall be displayed in the tour desks in the official meeting venues.</p> <p data-bbox="368 891 635 925">3. Transportation</p> <ol data-bbox="421 965 790 1765" style="list-style-type: none"> <li data-bbox="421 965 790 1249">1. Only DOT accredited transportation providers shall be allowed to service WTTC delegates, National Organizing Committee members and staff, and DOT officials and staff. <li data-bbox="421 1294 790 1765">2. Vehicles that will be used as part of the official service pool will be inspected and (pre-) approved by the DOT Office of Tourism Standards or the appropriate unit of the DOT Regional Office that has oversight function of the region from where the vehicle will be sourced; 	

Item	Specification	Statement of Compliance
	<p>3. The vehicles should be in good running condition with well-functioning air-conditioning (for vans), PA system and CCTVs (<i>for buses and coasters</i>) and on-board insurance.</p> <p>4. Vehicle models should only be at least 2018 model and up (Vehicle's OR / CR to be presented during vehicle inspection).</p> <p>5. Ensure that all service vehicles are cleaned and sanitized on a daily basis;</p> <p>6. Pick-up and drop-off points from and to official hotels / pick-up points within Metro Manila will be designated and communicated to the winning bidder.</p> <p>4. Tour Guiding Services</p> <p>1. Only DOT-accredited, English-speaking tour guides shall be contracted by the official tour operator/s to provide guiding (and interpretation) services during the hosted tours for all delegates, as well as for optional paying</p>	

Item	Specification	Statement of Compliance
	<p>tours for the duration of the Summit.</p> <p>2. Tour guides should have a valid DOT Accreditation at the time they are contracted/engaged. DOT Regional Offices shall (pre-) approve the hiring of tour guides for tour programs to be conducted in their respective region;</p> <p>3. All tour guides running the same tour itinerary should have a common, pre-prepared tour guiding spiel to ensure that all information provided to the delegates are accurate and relevant. The spiels should be screened and approved by the DOT Regional Office concerned.</p> <p>5. Tour Health Kits</p> <p>Delegates participating in each of the hosted tours and/or paying tours shall be provided with appropriate tour kits containing the following basic amenities:</p> <p>1. One (1) 500ml reusable water tumbler per tour participant, per tour program. The winning</p>	

Item	Specification	Statement of Compliance
	<p>bidder is enjoined to remind participants to refill the water tumblers in refilling stations (e.g., hotels / resorts) during tours.</p> <p>2. Hygiene kits in reusable drawstring pouches or sustainable packaging with Philippine branding. It should contain the following:</p> <ul style="list-style-type: none"> • One (1) pack of facial tissue (handy pack, 2 ply, minimum 40 pulls each) • One (1) pack wet wipes (handy pack, 25 sheets, biodegradable material) • 50ml. of 70% isopropyl alcohol (<i>in a spray bottle</i>) or natural hand sanitizer • Two (2) pieces individually-wrapped disposable KN-95 masks and lanyard (for participants in each tour program); 	

Item	Specification	Statement of Compliance
	<p>3. One (1) piece sun visor / hat and one (1) umbrella</p> <p>4. Two (2) packs (100 mg) hand-carry Philippine food biscuits / delicacy</p> <p>5. At least Ten (10) pieces of fruit-flavored candies</p> <p>6. The provision of peanuts is not allowed.</p> <p><i>Note:</i> <i>Target number of health kits:</i> <i>60 to 100 health kits for the Manila Heritage Tour;</i> <i>40 to 80 health kits for the Investment Tour to Clark, Pampanga</i></p> <p>GENERAL REQUIREMENTS</p> <p>1. Cover all expenses related to the conduct of the tours, as stipulated in this Technical Specifications.</p> <p>2. Professional fees, meals, accommodations, COVID-19 RT-PCR tests or border antigen tests, PPEs and other miscellaneous fees of drivers, tour guides, coordinator and assigned personnel. Assigned personnel must be fully vaccinated (<i>vaccination</i></p>	

Item	Specification	Statement of Compliance
	<p><i>cards / DOH vaccination certificates will be required).</i> Copies of Vaccination cards together with a negative RT-PCR test result should be submitted to the WTTC Tours Committee at least 24 hours prior to the trip.</p> <p>3. Bidders must adhere to the DOT Guidelines from the Memorandum Circular No. 2020-008 and 2020- 011, as well as the IATF Safety Guidelines and Protocols.</p> <p>4. Willing to provide services on a “send-bill” arrangement. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier <i>(including boarding passes per COA regulations).</i> Payment must be made in accordance with prevailing accounting and auditing rules and regulations.</p> <p>5. Able to troubleshoot and recalibrate through unforeseen changes in the tour specifications.</p>	

Item	Specification	Statement of Compliance
	<p>6. Able to work on a minimum guarantee of pax per tour vehicle per run. (If a tour vehicle during the Manila Heritage Tour (per run) does not reach the minimum guarantee of participants, this will result in the cancellation of that tour vehicle/run).</p> <p>7. Tour activities and/or schedules/dates are subject to change according to the recommendations of the WTTC 2021 Organizing Committee and/or the DOT Regional Office involved.</p> <p>OTHER QUALIFICATIONS OF BIDDERS</p> <p>1. Must be engaged in the travel and tour operator business for at least three (3) years at the date of the opening of bids;</p> <p>2. Must have experience in organizing tours for high level government delegates and VIPs from national or international organizations;</p> <p>3. Must have a minimum of 3 years' experience in providing logistical requirements and tour operator services for small, medium, or large scale tours, events, and the activities;</p>	

Item	Specification	Statement of Compliance
	<p data-bbox="357 315 770 495">4. Must have expertise in organizing and coordinating travel arrangements, specifically within Metro Manila and Clark area;</p> <p data-bbox="336 568 751 633">ADDITIONAL TECHNICAL REQUIREMENTS</p> <p data-bbox="349 678 790 819">The following additional technical requirements must be submitted together with the proposal.</p> <ol data-bbox="357 864 778 1805" style="list-style-type: none"> <li data-bbox="357 864 778 1368">1. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The WTTC NOC-initiated sponsorships (hosted/discounted) will be deducted from the bid amount or billing. Thus, the tour operator will bill DOT <i>based on the individual cost and actual number of participants subject to minimum guarantee.</i> <li data-bbox="357 1413 778 1585">2. Valid Department of Tourism (DOT) Certificate of Accreditation or Provisional Certificate of Accreditation. <li data-bbox="357 1630 778 1805">3. Provide an alternative itinerary, without additional cost to WTTC NOC, in case of rain, typhoon, and other unforeseen or fortuitous 	

Item	Specification	Statement of Compliance
	<p>events.</p> <p>4. Provide a tour package price on a “1) per pax basis and 2) a total package cost”.</p> <p>PERSONNEL REQUIREMENTS FOR THE TOURS AND TOUR DESKS</p> <p>The service provider shall provide the following:</p> <ol style="list-style-type: none"> 1. At least one coordinator capable of decision-making to manage the tour requirements (pre-, on-site and post-tour) and tour desks at official hotels. 2. Two (2) staff in corporate attire or appropriate dress code as prescribed by the NOC or the end user, to man the tour desks located at the main meeting venue and official hotels to be designated by the DOT. The staff should be able to handle inquiries on the hosted tours and tours for sale. The display of the winning bidder’s branding material(s) at the tour desks is discouraged. 3. Provide a list of personnel to the WTTC Security Committee three (3) days before the scheduled hosted tours. Changes in the 	

Item	Specification	Statement of Compliance
	<p>personnel assignment are highly discouraged.</p> <p>TOUR BROCHURES/ HANDBOOK</p> <p>An online description and related content of the tours (to include itineraries, schedules, photos, dress code and other relevant information in pdf format) shall be prepared and submitted to the WTTC Secretary General (DOT Official) at least seven (7) working days (prior to the conduct of the tour) for approval. The approved content must be made available to the participants at least two (2) working days prior to the tour.</p> <p>MINIMUM NUMBER OF GUARANTEED PARTICIPANTS</p> <ol style="list-style-type: none"> 1. The DOT shall guarantee a minimum number of participants as indicated in this Technical Specifications or as prescribed target number of participants. 2. For excess in the number of participants, the winning tour operator shall charge the NOC based on the rate of the tour package computed per pax. 	

Item	Specification	Statement of Compliance
	<p>TOUR DOCUMENTATION AND TERMINAL REPORT</p> <ol style="list-style-type: none"> 1. The winning bidder shall document the actual conduct of the hosted tour through photos and videos. This shall form part of supporting documents to be submitted to DOT for processing of payment. 2. A Same Day Edit (SDE) video will be submitted to the WTTC Tours Committee for showing during the function/event. Length of video shall be discussed and agreed upon by the winning bidder and the WTTC NOC through the Tours Committee. 3. A terminal report shall also be prepared by the winning bidder which shall include among others, feedback from participants, photos and videos. The terminal report shall be submitted together with the Billing Statement and all the other supporting documents. <p>TOUR SIGNAGES AND BANNER</p> <p>The winning bidder shall provide bus banners, number signages (inside the bus), identifiers for the delegates, lollipop signages for tour guides, table nameplates / placecards for the coordinators</p>	

Item	Specification	Statement of Compliance
	and tour committee members upon claiming the identifiers.	

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable;
 - Submission of valid DOT Certificate of Accreditation or Provisional Certificate of Accreditation; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

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

II. FINANCIAL COMPONENT ENVELOPE

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

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

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