

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

# **Procurement of GOODS**

Government of the Republic of the Philippines

Procurement of Services for the conduct of  
Thailand Dive Expo (TDEX) 2025 on May 20  
to 26, 2025 at Queen Sirikit National  
Convention Center, Bangkok, Thailand

Project Identification Number:  
**DOT-BAC IB NO. 2025-002**

**Sixth Edition  
July 2020**

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# *Glossary of Acronyms, Terms, and Abbreviations*

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

## ***Section I. Invitation to Bid***



**INVITATION TO BID**  
**Procurement of Services for the conduct of Thailand**  
**Dive Expo (TDEX) 2025 on May 20 to 26, 2025 at**  
**Queen Sirikit National Convention**  
**Center, Bangkok, Thailand**  
**DOT-BAC IB NO. 2025-002**

1. The *Department of Tourism (DOT)*, through the *General Appropriation Act 2025* intends to apply the sum of *Two Million Three Hundred Ninety-Five Thousand Pesos (PhP2,395,000.00) inclusive of applicable taxes*, being the ABC to payments under the contract for *Procurement of Services for the conduct of Thailand Dive Expo (TDEX) 2025 on May 20 to 26, 2025 at Queen Sirikit National Convention Center, Bangkok, Thailand*. 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 on May 20 to 26, 2025. Bidders should have completed, within *six (6) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary *“pass/fail”* criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from the Bids and Awards Committee (BAC) Secretariat through the contact details given below and inspect the Bidding Documents as posted on the websites of the DOT and the Philippine Government Electronic Procurement System (PhilGEPS).
5. A complete set of Bidding Documents may be acquired by interested Bidders from *19 March 2025 until 08 April 2025 (8:00 a.m. to 5:00 p.m.)* and *09 April 2025 (until 9:00 a.m.)* 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 Philippine Pesos (PhP5,000.00) OR deposited to:*

Account Name	Department of Tourism-Regular Trust
Account Number	00-0-05002-407-4
Beneficiary's Bank	Development Bank of the Philippines (DBP)
Bank Branch	F. Zobel Branch
Address	809 J.P Rizal corner F. Zobel St., Makati City, Philippines

(Note: Pls. send copy of the Transaction report or any proof of payment at the email address [vccervantes@tourism.gov.ph](mailto:vccervantes@tourism.gov.ph))

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of DOT, provided that **bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.**

6. The **DOT** will hold a Pre-Bid Conference on **27 March 2025 at 10:00 a.m.** at the **4<sup>th</sup> Floor, Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Avenue, Makati City**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission **on or before 09 April 2025 at 9:00 a.m. only** at the office address indicated below. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **09 April 2025 at 10:00 a.m.** at the **4<sup>th</sup> Floor, Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Avenue, Makati City**.
10. All documents shall be current and updated and any missing document in the checklist is a ground for outright rejection of the bid. Bidder shall submit **one (1) original** and **five (5) photocopies** of the first and second components of its bid in sealed envelope.

To facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the checklist when placed in an Envelope, with documents bounded, tabbed and labeled accordingly.

11. The **DOT** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:  
**Mr. GODOFREDO R. MALDONADO, JR.**  
**Head, DOT-BAC Secretariat**  
**Procurement Management Division**  
**4th Floor, DOT Bldg. 351 Sen. Gil Puyat Ave., Makati City**  
**Telephone Nos. 8459-5200 to 30 Loc. 425**  
**Email Address: [dot.bac@tourism.gov.ph](mailto:dot.bac@tourism.gov.ph)**  
**Website Address: [www.tourism.gov.ph](http://www.tourism.gov.ph)**



13. You may visit the following websites:

For downloading of Bidding Documents: [www.tourism.gov.ph](http://www.tourism.gov.ph) /[www.philgeps.gov.ph](http://www.philgeps.gov.ph)

**USEC. FERDINAND C. JUMAPAO**  
DOT-BAC Chairperson

19 March 2025



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The DOT Building, 351 Sen. Gil Puyat Ave., 1200 Makati City, Philippines  
Tel. Nos. (632) 8459-5200 to 8459-5230 • [www.tourism.gov.ph](http://www.tourism.gov.ph)

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

## 1. Scope of Bid

- I. The Procuring Entity, *Department of Tourism*, wishes to receive Bids for *Procurement of Services for the conduct of Thailand Dive Expo (TDEX) 2025 on May 20 to 26, 2025 at Queen Sirikit National Convention Center, Bangkok, Thailand* with Project Identification Number *DOT-BAC IB NO. 2025-002*.

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

## 2. Funding Information

- 2.1. The GOP through the source of funding as indicated below for FY 2024 in the amount of *Two Million Three Hundred Ninety-Five Thousand Pesos (PhP2,395,000.00)*. The period for the performance of the obligations under the Contract shall not go beyond the validity of the appropriation for the Project.

- 2.2. The source of funding is the FY 2025 General Appropriations Act.

## 3. Bidding Requirements

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

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

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

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

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

## 5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

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

## **7. Subcontracts**

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

The Procuring Entity has prescribed that subcontracting is not allowed.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on *27 March 2025 at 10:00 a.m.* at the *4th Floor, Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Avenue, Makati City*, as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

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

## **10. Documents comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *five (5) years* prior to the deadline for the submission and receipt of bids.

- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Bid Prices**

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

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

- ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

### **13. Bid and Payment Currencies**

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

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

### **14. Bid Security**

14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid *one hundred twenty (120) calendar days from the date of opening of bids*. 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 as indicated in *paragraph 10 of the IB*. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

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

### **16. Deadline for Submission of Bids**

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

### **17. Opening and Preliminary Examination of Bids**

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing,

webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

## **18. Domestic Preference**

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

## **19. Detailed Evaluation and Comparison of Bids**

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as one project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid

through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the BDS.

## **21. Signing of the Contract**

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



## ***Section III. Bid Data Sheet***

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li>a. a. project with the same nature as the project to be bid; events management services with booth set-up</li> <li>b. completed within <i>six (6)</i> years prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	<i>Subcontracting is not allowed.</i>
12	<i>Not applicable</i>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>a. The amount of not less than <b>PhP 47,900.00</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>PhP 119,750.00</b> if bid security is in Surety Bond.</li> </ul>
19.3	<i>No further instructions</i>
20	<i>No further instructions</i>
21	<i>No further instructions</i>

## ***Section IV. General Conditions of Contract***

## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

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

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

## 3. Performance Security

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

## 4. Inspection and Tests

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

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

## **5. Warranty**

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

## **6. Liability of the Supplier**

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

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

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

## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></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:            Katrina Louise B. Cruz            Project Officer            kbacruz@tourism.gov.ph</p>
2.2	<i>Partial payment is not allowed.</i>
4	<i>The deliverables shall be subject to the inspection and acceptance of the Project Officer.</i>

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



## *Section VI. Schedule of Requirements*

<b>Item No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Total Amount</b>	<b>Delivered, Weeks/Months</b>
1	Procurement of Services for the conduct of Thailand Dive Expo (TDEX) 2025 on May 20 to 26, 2025 at Queen Sirikit National Convention Center, Bangkok, Thailand	1 lot	PhP2,395,000.00	May 20 to 26, 2025

\*More detailed service requirements and technical specifications are found under Section VII. Technical Specifications. \*

Conforme:

\_\_\_\_\_  
Name of Bidder's/Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

# Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation]</i></p>

		<p><i>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><b>I. BACKGROUND</b></p> <ul style="list-style-type: none"> <li>• The Thailand Dive Expo (TDEX) is an annual four-day expo established in 2004 to support the growth of the scuba diving industry and showcase dive-related activities and equipment.</li> <li>• The show is one of the most recognized scuba diving expos in Asia and is marketed as “The Real Business Hub for the Diving Industry,” registering more than 80,000 visitors and more than 250 booths from local and international dive companies including dive certifying schools, dive equipment manufacturers, underwater photographer equipment manufacturers, underwater photographers, dive resort operators and dive enthusiasts.</li> </ul> <p><b>II. OBJECTIVES</b></p> <ul style="list-style-type: none"> <li>• To provide a platform for DOT and the private sector to establish/renew linkages and promote Philippine dive packages with dive industry partners in Thailand;</li> <li>• To generate product development leads that the Department can utilize to further its goals in the marketplace; <i>and</i></li> <li>• To showcase the country’s competitive edge as a premier dive destination in the region by fostering</li> </ul>	

collaborations with regional and international dive operators.

### **III. MINIMUM REQUIREMENTS**

- A. Must be a Philippine Registered Company;
- B. Must be registered PLATINUM with the Philippine Government Electronic Procurement System (PhilGEPS);
- C. Must be a DOT accredited MICE organizer (must present current accreditation certificate);
- D. Must have experience in rendering services at international exhibitions outside the Philippines;
- E. Must have handled events management services for at least 9 international and local dive exhibitions or events in the last 6 years (must show proof, attach Certificate of Completion);
- F. Must have experienced at least 2 event management and booth set up in Asia;
- G. Must have experience in dealing with National Tourism Organizations (NTO) preferably the Philippine Department of Tourism (PDOT);
- H. Must have the capability to execute the project in Bangkok, Thailand;
- I. Must handle and coordinate with the organizer the Damage Insurance Fee;
- J. Must have a dedicated team composed of 1 overall team manager and 2 project managers who will focus on the Philippine booth and EMC components;
- K. Must have the capability to invest, coordinate shipment to organizers for the dive show, and assemble and install audio-visual (AV) equipment and furniture accent pieces for the Philippine booth;
- L. Bidders must submit their quotation with cost breakdown to differentiate the amount of the service fee and the amount to be earmarked for the payment to the third parties or other proprietors.

	<p>Otherwise, tax withheld will be credited from the total contract price.</p> <p>M. Price must be inclusive of all logistical requirements;</p> <p>N. Must be able submit a documentation and terminal report of the event and activities handled; <i>and</i></p> <p>O. Must be willing to provide services on a send-bill arrangement.</p> <p><b>IV. SCOPE OF WORK AND DELIVERABLES</b></p> <p><b>SET UP, INSTALLATION, AND DISMANTLING OF THE PHILIPPINE BOOTH</b></p> <p>Booth Size and Location</p> <ul style="list-style-type: none"> <li>• Date : May 22 to 25, 2025 (TDEX 2025)</li> <li>• Venue : Queen Sirikit National Convention Center</li> <li>• Booth Space : 36 sqm (6x6)</li> </ul> <p>A. The following specifications must be provided and applied to the PDOT booth:</p> <ul style="list-style-type: none"> <li>• One (1) Philippine information counter with lockable storage intended for promotional and information materials on a strategic side of the stand with the following: <ul style="list-style-type: none"> <li>○ Back lit graphic work (official DOT logos and key visuals) in appropriate high print quality;</li> <li>○ Two (2) bar stools;</li> <li>○ Two (2) brochure racks; <i>and</i></li> <li>○ Electrical outlets for laptops/tablets.</li> </ul> </li> <li>• Provision of eight (8) information counters for each private sector participant along the perimeter of the Philippine Booth with company/stakeholder’s signage/logo with the following per counter: <ul style="list-style-type: none"> <li>○ At least two (2) chairs;</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>○ Electrical outlet with at least two (2) sockets for charging;</li> <li>○ Lockable storage intended for exhibitors' promotional and information materials and personal belongings; <i>and</i></li> <li>○ Trash bins with ample supply of trash bags for the duration of the event.</li> <li>● Two (2) sets of meeting tables with 2 to 3 chairs for tabletop meetings with Thai industry stakeholders;</li> <li>● One (1) mobile bar area that can serve free-flowing Filipino coffee and hot and cold water dispenser with ample supply of water for the duration of the expo;</li> <li>● Wireless internet connection with a speed of at least 50 mbps;</li> <li>● One (1) LED TV (65 inches) with USB connection capability;</li> <li>● At least 6 large-scale photo panels (3 to 3.5 meters in height) with underwater photos (in appropriate high print quality) taken in key and emerging dive destinations in the Philippines featuring diverse marine life (photos to be provided by the DOT OPD-Dive);</li> <li>● One (1) storage room with the following: <ul style="list-style-type: none"> <li>○ Cabinet with at least 4 lockable compartments for personal belongings;</li> <li>○ Cabinet with at least 4 shelves for storing stock promotional and information materials;</li> <li>○ Working table;</li> <li>○ Lockable doors;</li> <li>○ Hot and cold water dispenser with ample supply of water for the duration of the event; <i>and</i></li> <li>○ Trash bins with ample supply of trash bags for the duration of the event.</li> </ul> </li> <li>● Strong lighting in general areas to highlight stand visibility;</li> </ul>	
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- All exhibition venue connections (electricity, water, and hanging banner suspensions);
- Other necessary accessories needed to achieve the desired theme;
- Trash bins with ample supply of trash bags for the duration of the event;
- Daily stand cleaning and disinfection of the Philippine stand – before opening, after the closing, and as needed;
- Stand set-up and dismantling supervision and stand maintenance for the duration of the fair. Dismantling inclusive of storage/disposal of the aforementioned booth parts and egress on the dates designated by the event organizer;
- Set-up and installation of the aforementioned booth while strictly following the rules and regulations set by the fair/event organizer; and
- Must cover the damage insurance fee.

**B. Other Requirements**

- Provide at least one (1) project manager [must have experience managing a dive-related event in the past five (5) years] to oversee the set up and dismantling of the Philippine booth and act as main point between the company and the PDOT.

**C. Time Frame and Schedule of Work**

<b>Activity</b>	<b>Date</b>
Submission of design to NCC	May 07, 2025
Set up of the Philippine Booth (Ingress)	May 20, 2025
TDEX Show Proper (Stand Maintenance)	May 22 to 25, 2025
Stand Dismantling (Egress)	May 25, 2025



**EVENTS MANAGEMENT COMPANY**

**A. B2B Networking and Product Presentation Program**

- Facilitate the reservation and rental of a function room within the Queen Sirikit National Convention Center on May 22, 2025 from 8:00 AM to 12:00 NN, following below venue set up requirements:
  - Function room must be at least 220 sqm;
  - 15 x work stations with 1 IBM table and 2 chairs each;
  - 1 x waiting/holding area with 30 chairs;
  - 15 x table top signage on acrylic stands printed with company names of participating sellers;
  - 2 x wireless microphone;
  - 1 x speaker system (appropriate for function room size);
- Organize program based on below schedule:

<b>TIME</b>	<b>ACTIVITY</b>	<b>REMARKS</b>
8:00 to 8:30 AM	Registration	
8:30 to 8:35 AM	Welcome Remarks	DOT
8:35 to 8:50 AM	Airline Presentation	PAL/5J
8:50 to 9:10 AM	Dive Philippines Presentation	DOT
9:10 to 9:25 AM	Airline Presentation	PAL/5J
9:25 to 9:45 AM	New Dive Destination Presentation	DOT
9:45 to 9:55 AM	AM Snacks/Coffee Break	For buyers and sellers
9:55 to 10:00 AM	Presentation of B2B Mechanics	EMC
10:00 to 12 NN	B2B Networking Session	
12:00 to 1:00 PM	Lunch Break	For buyers and sellers

	<ul style="list-style-type: none"> <li>• Generate a shortlist of Thai buyers composed of at least 30 dive tour operators/agents/club leaders, to be screened and approved by the end-user;</li> <li>• Facilitate the invitation and confirmation of at least 20 Thai buyers to participate in the B2B;</li> <li>• Generate the schedule of B2B meetings between 15 Philippine sellers and 20 Thai buyers;</li> <li>• Provide the following meal arrangements for 60 participants: <ul style="list-style-type: none"> <li>○ Free-flowing coffee, tea, and water;</li> <li>○ AM and PM snacks</li> <li>○ Buffet lunch inclusive of rice, 1 pasta dish, 1 chicken dish, 1 beef dish, salad, and soup;</li> </ul> </li> <li>• Hire the services of a host who will oversee and manage the flow of the program;</li> <li>• Hire the services of 8 Thai/English interpreters to assist during the B2B meetings between Philippine sellers and Thai buyers;</li> </ul> <p>B. Product and Market Development Activities at the Philippine Booth</p> <ul style="list-style-type: none"> <li>• Propose and implement interactive consumer activation activities (at least two per day) to encourage foot traffic to the booth and allow more visitors to connect with Philippine exhibitors;</li> <li>• Hire the services of two (2) Thai interpreters (per day) to act as brand ambassadors, assist in the conduct of consumer activation activities, and provide translation services at the Philippine booth;</li> </ul> <p>C. Exhibition Main Stage Program</p> <p>Implement an appropriate budget to invite, engage, and hire the professional services of two (2) Thai key opinion leaders with Philippine diving experience to deliver one (1) 20 to 30-minute product presentation each at the exhibition main stage;</p> <p>D. Other Requirements</p> <p>Provide at least one (1) project manager [must have experience managing a dive-related event in the past five (5)</p>	
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	<p>years] to plan, coordinate, manage, and oversee the the events management components and act as main point between the company and the PDOT.</p> <p>E. Post Event Activities</p> <p>Prepare a terminal report (in collaboration with the end-user) with relevant show statistics, incorporating the generated sales and business leads during the four-day event, including the B2B Networking and Product Presentation Program. This report should be completed and submitted to the end-user within fifteen (15) days from the last day of the event.</p>	
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Conforme:

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Name of Bidder's/Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Section VIII. Checklist of Technical and  
Financial Documents***

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR.

#### Technical Documents

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

#### Financial Documents

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

### *Class “B” Documents*

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

## II. FINANCIAL COMPONENT ENVELOPE

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

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

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

