

PHILIPPINE BIDDING DOCUMENTS

Procurement of Events Management Company for SALAAM: The Halal Tourism and Trade Expo Philippines 2025

Government of the Republic of the Philippines

**Reference Number:
DOT-BAC-IB NO. 2025-004**

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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 for the Procurement of Events Management Company for SALAAM: The Halal Tourism and Trade Expo Philippines 2025

1. The ***Department of Tourism (DOT)***, through the ***General Appropriation Act 2025*** intends to apply the sum of ***Two Million Five Hundred Thousand Pesos (PhP2,500,000.00)*** being the ABC to payments under the contract for ***“Procurement Events Management Company for SALAAM: The Halal Tourism and Trade Expo Philippines 2025”*** 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 within the dates provided in the Schedule of Requirements and Technical Specifications. Bidders should have completed, within ***ten (10) 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-BAC Secretariat*** through the contact details given below during ***8:00 a.m. to 3:00 p.m. Monday to Friday Excluding holidays*** 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 ***17 April 2025 to 06 May 2025 (8:00 a.m. to 3:00 p.m.)*** and ***to 07 May 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 total 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 addresses kmcueto@tourism.gov.ph and dot.bac@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 **24 April 2025 at 10:00 a.m.** to be held at the 4th Floor Conference Room, DOT Bldg., 351 Sen. Gil Puyat Ave., Bel-Air, Makati City.
7. Bids must be duly received by the BAC Secretariat through manual submission **on or before 07 May 2025 at 09:00 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 **07 May 2025 at 10:00 a.m.** at the given address below.
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
Facsimile No.: 8459-5200 to 30 Loc. 425
Website Address: www.tourism.gov.ph

13. You may visit the following websites:

For downloading of Bidding Documents: *www.tourism.gov.ph /www.philgeps.gov.ph*

(Originally signed)
USEC. FERDINAND C. JUMAPAO
DOT-BAC Chairperson

16 April 2025

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Department of Tourism*, wishes to receive Bids for the *Procurement of Events Management Company for SALAAM: The Halal Tourism and Trade Expo Philippines 2025* with Project Identification Number *DOT-BAC-IB NO. 2025-004*

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 *General Appropriation Act 2025* in the total amount of *Two Million Five Hundred Thousand Pesos (PhP2,500,000.00)*.

2.2. The source of funding is the General Appropriations Act 2024.

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:
- 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 **24 April 2025 at 10:00 a.m.** to be held at the 4th Floor Conference Room, DOT Bldg., 351 Sen. Gil Puyat Ave., Bel-Air, 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 the last ten (10) 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 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**.

14.2. The Bid and bid security shall be valid until **September 04, 2025**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one 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

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

17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present

shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as one 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	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. project with the same nature as the project to be bid b. completed within the last ten (10) years prior to the deadline for the submission and receipt of bids.
7.1	<i>Subcontracting is not allowed.</i>
12	<i>Not applicable</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 2% (Php50,000.00) of the ABC per lot, 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 5% (Php125,000.00) of the ABC per lot if bid security is in Surety Bond.
19.3	<i>No further instructions</i>
20.2	<i>No further instructions</i>
21.2	<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 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

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
	<p>Delivery and Documents –</p> <p>The Delivery terms of this Contract shall be as follows:</p> <p>Delivery of the Goods and/or Services 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><i>Mr. Uan Cornelio E. Llaneta</i> <i>Project Officer</i> <i>Office of Halal Tourism and Muslim Concerns</i> <i>+63 968 869 1221</i> <i>uellaneta@tourism.gov.ph</i></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

Schedule of Requirements

Item No.	Description	Qty.	Total	Delivered, Weeks/Months
1	Procurement of Events Management Company for SALAAM: The Halal Tourism and Trade Expo Philippines 2025	1 Lot	PhP2,500,000.00	June 27-29, 2025

**More specific scope and deliverables in Section VII. Technical Specifications*

Conforme:

Name of Bidder's/Representative

Signature

Date

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance
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	<p><u>TERMS OF REFERENCE</u></p> <p><u>PROJECT:</u> SALAAM: The Halal Tourism and Trade Expo Philippines 2025</p> <p><u>IMPLEMENTATION DATE:</u> June 27-29, 2025</p> <p><u>VENUE:</u> Quantum Skyview, Gateway Mall 2, Cubao, Quezon City</p> <p><u>BACKGROUND:</u></p> <p>The Department of Tourism, as stated in RA 9593 or the Tourism Act of 2009, is mandated to be the primary planning, programming, coordinating, implementing and regulatory government agency in the development and promotion of the tourism industry, both domestic and international, in coordination with attached agencies and other government instrumentalities. It shall instill in the Filipino the industry's fundamental importance in the generation of employment, investment and foreign exchange.</p> <p>In the advent of the Marcos administration, due notice has been given to the island of Mindanao in terms of tourism development, with its consistently improving state of security. Last May, the Department of Tourism, together with the Department of National Defense and the Department of the Interior and Local Government signed a Memorandum of Agreement for the "Mindanao Tourism Convergence Plan," forging a collaboration in promoting the region as a peaceful and viable destination for domestic and international travelers.</p> <p>As per Department Order No. 2024-0094. Usec. Myra Paz Valderrosa-Abubakar has been designated to serve as the Focal Person of the Department on matters regarding Mindanao Affairs and Halal and Muslim-friendly tourism. Holding the Halal Expo Philippines 2025 gives significant importance as it serves as a pivotal platform for promoting and showcasing a diverse array of Halal-certified and Muslim-friendly products and services. By bringing together Halal business owners, entrepreneurs, and tourism stakeholders, the event facilitates networking and collaboration, fostering growth within the Philippine Halal Economy.</p> <p><u>PURPOSE / OBJECTIVE</u></p> <ul style="list-style-type: none"> Promote Halal Tourism: To showcase the Philippines as a leading Halal-friendly tourist 	<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</i></p>
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	<p>destination and encourage both local and international tourists to explore the diverse offerings of the country.</p> <ul style="list-style-type: none"> • Strengthen Industry Networks: To facilitate networking opportunities among industry stakeholders, including tourism agencies, travel operators, businesses, and cultural organizations, promoting collaboration within the Halal tourism sector. • Increase Awareness: To raise awareness about the importance of Halal Tourism in the country. <p><u>MINIMUM REQUIREMENTS</u></p> <ul style="list-style-type: none"> • COMPANY EXPERIENCE & CREDENTIALS <ul style="list-style-type: none"> • At least 10 years of experience in large-scale event management • Proven track record in handling at least 5 Halal-themed events (conferences, trade expos, cultural showcases, or food festivals) Experience in government, tourism, and cultural events is a plus Must have handled events with at least 1,000 attendees • Must be registered with SEC, BIR, and DTI with complete business permits and licenses. • The firm/company must be a legally registered Events Management Company (EMC)/ Professional Congress Organizer (PCO)/Conference Integrator under Philippine laws and must be in operation in the last ten (10) years handling similar projects. • EVENT PLANNING & EXECUTION CAPABILITIES <ul style="list-style-type: none"> • Ability to provide end-to-end event management (concept, planning, execution, and post-event evaluation) • Experience in handling VIPs, dignitaries, and international delegates 	<p><i>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>
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	<ul style="list-style-type: none"> • Must provide a detailed event proposal, including timeline, budget breakdown, and risk management plan • Proven capability to implement culturally appropriate and Halal-compliant event logistics • TECHNICAL & CREATIVE CAPABILITIES <ul style="list-style-type: none"> • Must have an in-house technical team for stage, sound, lighting, and live streaming • Must provide 3D renderings and visual layout of the event space • Ability to produce high-quality video presentations and multimedia content • Experience in managing hybrid events (onsite & online streaming) • MANPOWER & LOGISTICS CAPACITY <ul style="list-style-type: none"> • Must have a dedicated team for: <ul style="list-style-type: none"> • Event Director (10+ years experience) • Production & Program Managers • Technical Directors & Crew Stage • Managers Cultural & Halal Compliance • Consultants Logistics & Security Coordinators Capability to deploy at least 50 event staff for setup, execution, and crowd control • Must provide backup equipment and contingency plans • The bidder must submit list of events similar to the requirement handled in the past Ten (10) years with the same magnitude. The list of events should be submitted together with the technical bid, supported by the Certificate of Project Completion of the aforementioned events. 	
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	<ul style="list-style-type: none"> • Contact information references of past clients may be included for verification purposes provided there is consent from the particular client. • The bidder must submit proposed renderings, floor plan, detailed scenario/ script based plan, Crisis Management approach and Plan for the whole program for both technical and physical requirements. <p><u>SPECIFICATIONS / SCOPE OF WORK / DELIVERABLES</u></p> <p>EVENT MANAGEMENT</p> <ul style="list-style-type: none"> • Venue Setup: Total event styling package, fabrications, staging and venue design. With inclusions of: <ul style="list-style-type: none"> • 35 Fabricated Booths, 10 Tables and Chairs • Staging, Audio and Lighting Systems • Central Pavillion Area • Overall Event Coordination and facilitation • Attend meetings with organizers and exhibitors • Daily Exhibit maintenance and cleaning for the duration of the event. • Coordination and arrangement for the exhibit area set-up and other technical requirements of the event. • Assist in managing guest relations. • Provisions for manpower, trucking services for ingress and egress. • Halal and Cultural Compliance <ul style="list-style-type: none"> • Must demonstrate awareness and respect for Islamic culture and Halal standards • Must ensure prayer areas, gender-sensitive arrangements, and Halal-certified catering • Ability to curate Muslim-friendly stage design, themes, and performances. 	
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	<p>CONTENT PRODUCTION AND DOCUMENTATION</p> <ul style="list-style-type: none"> • Script, Voice Over, and Direction: Support the development scripts and voiceover of the event, for approval of DOT and provide overall direction to ensure a cohesive flow. • Promotion and Marketing: Media Graphic Collaterals with a minimum of 10 graphic collaterals such as but not limited to <ul style="list-style-type: none"> • Event teaser video • Event teaser poster • Save-The-Date posting 10 days • Countdown series postings • Program speaker spotlight posting • Exhibitors spotlight posting • Program highlights poster • SVD - 5 Days • SVD - 1 day • Halal awareness postings • The final design shall be submitted for review and is subject to the approval of the end user prior to production. <p>OTHER TECHNICAL REQUIREMENTS</p> <ul style="list-style-type: none"> • Event Venue Exhibition <ul style="list-style-type: none"> • 35 fabricated booths <ul style="list-style-type: none"> • With 1 booth as the Dedicated Prayer Room • Booth Requirements <ul style="list-style-type: none"> • Size: 3X2 Meters • 1 Table • 1 Chair 	
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	<ul style="list-style-type: none"> • Outlet • Exhibitor name signage • Lighting • 10 fabricated tables and chairs • Provision of DOT Central Pavillion Area <ul style="list-style-type: none"> • 10 Square Tables and 10 Chairs • Daily Production Team (3 Days + Ingress) <ul style="list-style-type: none"> • Director (1) • Production Manager (1) • Production Assistant (2) • Scriptwriter (2) • Technical Director (2) • Professional Sound Engineer (1) • Spinner (2) • Playback (2) • Teleprompter operator (1) • Project Manager (1) • Production Assistants (10) • Backend Manager (2) • Lighting Director and Assistant (2) • Talent and Performers <ul style="list-style-type: none"> • 1 Professional Host (3 days) • Cultural Performers (3 days) <ul style="list-style-type: none"> • Islamic Cultural Dance Troupe (e.g., Singkil, Pangalay) Traditional Halal Music Ensemble • Theater Roleplay of Muslim History 	
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	<ul style="list-style-type: none"> • Technical Equipment Requirements <ul style="list-style-type: none"> • Audio System <ul style="list-style-type: none"> • AudioCenter Dual12 Line Array Type Speakers (FOH) (24 Units) • AudioCenter Dual-18 Base Sub-Woofers (8 Units) • AudioCenter Column Array Speakers (Side Fill Speakers) (4 Units) • AudioCenter Wedge 210 Monitor Speaker (12 Units) • AudioCenter TS 12 Powered Monitor Speaker (8 Units) • M32-channel Digital Mixing Console (2 Units) • DL32 Digital Stage Box (2 Units) • Communication Set (10 Units) • Pioneer XDJ-RR Controller (1 Unit) • Digital Mixer (DJM Mixer) (1 Unit) • Audio Laptop for music library with premium spotify account for music playlist (1 Unit) • Wireless Hand-held Microphones (15 Units) • Wired Mic Shure Beta 58 (8 Units) • Microphone Stand (10 Units) • Main Power Line (1 Roll) • Snake Cables (1 Set) • Royal Cables (1 Lot) • Cable, Extension Wires and Connectors (1 Lot) • Confetti Blasters (1 Lot) 	
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	<ul style="list-style-type: none"> • Lighting System <ul style="list-style-type: none"> • Par Led White Amber 84x5 (20 Units) • Par Led RGBW 84x5 (30 Units) • Moving Head, Sharpy Beam BSW420 (15 Units) • Mac Aura Moving Head (15 Units) • Bee-eye Moving Head (15 Units) • Moving Head Beam650 (18 Units) • IP65 1320 Led Pixel Strobe (18 Units) • Antari 1600watts Haze Machine (2 Units) • Cables and Connectors (1 Lot) • Avolites Arena Digital Lights controller with Dimmer (1 Unit) • Lights stand (8 Units) • Distro Box (2 Lot) • LED Wall <ul style="list-style-type: none"> • 9ft x 18ft P2 Panoramic View Led Wall with License Resolume Arena7 • 9ft x 18ft P2 Panoramic View Led Wall with License Resolume Arena7 (entrance arches) • FEELWORLD L2 PLUS Multi Camera Video Mixer Switcher 5.5inch screen (1 Unit) • 6ft Platform for LED wall Riser (3 Lots) • Video Processor (3 Units) • Wireless HDMI Cables (1 Lot) • HD Video Switcher (1 Unit) • Sender Box Server (3 Units) • ASUS LAPTOP for configuration (2 Units) 	
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	<ul style="list-style-type: none"> • RGB Link (1 Unit) • LED TV Monitor (1 unit) • Power Cord Connector (1 Lot) • CAT5 Signal Cable (1 Lot) • Main Power Cord (4 Set) • CAT5 Cable Connector (4 Roll) • Steel Brace Lock (4 Set) • Patching Cable (4 Set) • Power Extension (1 Lot) • Back Stand Support / Scaffolding (4 Set) • Counter Weight (8 Pieces) • Staging System <ul style="list-style-type: none"> • 5mts x 8mtrs x 2ft Fabricated Stage (1 Set) • With Metal framing and sturdy material that can support 25 pax (approx. weight: at 60kg/pax) • Black Cloth for Skirting (1 Lot) • Base Jack (1 Lot) • Fabricated Stage in Front with 8mtrs wide (1 Set) • Caution Tapes (1 Lot) • Trussing System <ul style="list-style-type: none"> • 300mm x 300mm x 3mtrs Aluminum Trusses (8 Units) • 300mm x 300mm x 2mtrs Aluminum Trusses (4 Units) • Aluminum Coupling (4 Units) • Aluminum out trigger (4 Lot) • Aluminum 45 degree roof support (8 Units) 	
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	<ul style="list-style-type: none"> • 1 ton chain block (4 Units) • Aluminum Base Panel with balancer (4 Units) • Aluminum TOP section (4 Units) • Documentations, Photo and Video Coverage (3 Days) <ul style="list-style-type: none"> • Live feed Coverage (to be projected to the Led Wall) • Live Streaming • 2 Lots Photographer and Videographer • Giveaways <ul style="list-style-type: none"> • 50 Tokens (for VIP's) <ul style="list-style-type: none"> • Mindanawon Design Furniture/Table-top Token • 40 Plaques (for Panelists, Speakers) <ul style="list-style-type: none"> • Materials: Wood (Base) with glass plaque • Dimensions: 8" x 10" • Text and Graphic: (Front) Event title, event logo, and signatories; (Back) Blank • The final design shall be submitted for review and is subject to the approval of the end user prior to production. <p>TOTAL BUDGET: PHP 2,500,000.00 (VAT-inclusive)</p> <ul style="list-style-type: none"> • Chargeable against FY 2025 Halal Tourism and Muslim Concerns (1.d. Halal Expo) <p><u>CONFIDENTIALITY</u></p> <p>The EMC shall keep all information related to the project confidential and shall not disclose any information to any third party without the written consent of the Department of Tourism.</p>	
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Conforme:

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

Financial Documents

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

Class “B” Documents

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

II. FINANCIAL COMPONENT ENVELOPE

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

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

- ☐ (k) [For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in

- government procurement activities for the same item or product.
- ☐ (1) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

