



REPUBLIC OF THE PHILIPPINES
QUEZON CITY GOVERNMENT
BIDS AND AWARDS COMMITTEE –
GOODS AND SERVICES



PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

EVENTS MANAGEMENT PACKAGE FOR VARIOUS ACTIVITIES

PROJECT NO. OCM-23-EM-1514

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

Preface

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

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

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

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

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

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

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

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

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

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

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



QUEZON CITY GOVERNMENT
BAC – GOODS AND SERVICES



INVITATION TO BID

September 14, 2023

	PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
1.	BCRD-23-FOODSTUFF-1326	BARANGAY AND COMMUNITY RELATIONS DEPARTMENT	RICE	P 29,999,250.00	GENERAL FUND	30 CD
2.	BCRD-23-GARMENTS-1410	BARANGAY AND COMMUNITY RELATIONS DEPARTMENT	POLO SHIRT	P 2,932,000.00	GENERAL FUND	2 MONTHS
3.	BCRD-23-GI2-1324	BARANGAY AND COMMUNITY RELATIONS DEPARTMENT	GROCERY BAGS	P 4,800,021.23	GENERAL FUND	2 MONTHS
4.	BCRD-23-HLMF-1409	BARANGAY AND COMMUNITY RELATIONS DEPARTMENT	FOOD AND DRINKS, VENUE AND OTHERS	P 10,644,000.00	GENERAL FUND	2 MONTHS
5.	CAO(CPDD)-23-GM-1507	CITY ADMINISTRATOR'S OFFICE (CPDD)	CELLPHONE PREPAID CARDS	2,074,000.00	GENERAL FUND	30 CD
6.	CCRD-23-SERVICES-1498	CITY CIVIL REGISTRY DEPARTMENT	DOCUMENT DIGITIZATION SERVICES PHASE III FOR THE CITY CIVIL REGISTRY DEPARTMENT (CCRD) OF QUEZON CITY	P 4,000,000.00	GENERAL FUND	45 CD
7.	CGSD-23-GRMS-1490	CITY GENERAL SERVICES DEPARTMENT	REPAIR OF DEFECTIVE AIR CONDITIONING UNITS WITHIN QUEZON CITY HALL COMPOUND BUILDINGS	P 2,447,500.00	GENERAL FUND	2 MONTHS
8.	CGSD-23-OSD-1484	CITY GENERAL SERVICES DEPARTMENT	MULTI-COPY PAPER AND OTHERS	P 4,823,669.50	GENERAL FUND	30 CD
9.	CGSD-23-VRM-0427	CITY GENERAL SERVICES DEPARTMENT	RM - MOTOR VEHICLE (PARTS AND LABOR)	P 2,144,192.62	GENERAL FUND	2 MONTHS
10.	CLIMATE-23-EHSE-1265	CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT	SUPPLY AND DELIVERY OF CONTINUOUS NON-REFERENCE (LOW-TO-MEDIUM COST) AIR QUALITY MONITORING SENSORS INCLUDING CALIBRATION AND MAINTENANCE	P 1,940,000.00	GENERAL FUND	120 CD
11.	ENGINEERING-23-CE2-0453B	DEPARTMENT OF ENGINEERING	TROLLEY MOUNTED COMPRESSOR WITH PNEUMATIC HAMMER	P 1,950,500.00	GENERAL FUND	60 CD
12.	ENGINEERING-23-HCS-1433	DEPARTMENT OF ENGINEERING	CEMENT AND OTHERS	P 2,376,386.00	GENERAL FUND	60 CD
13.	DPOS-23-VPA-1396	DEPARTMENT OF PUBLIC ORDER AND SAFETY	REPAIR AND MAINTENANCE OF MOTOR VEHICLE (SPARE PARTS)	P 1,091,070.00	GENERAL FUND	30 CD
14.	DSQC-23-SERVICES-1427	DEPARTMENT OF SANITATION AND CLEANUP WORKS OF QUEZON CITY	COLLECTION, TRANSPORTATION, TREATMENT AND DISPOSAL OF USED COOKING OIL PROJECT 2023	P 4,966,255.00	GENERAL FUND	2 MONTHS
15.	HCDRD-23-SS2-1420	HOUSING, COMMUNITY DEVELOPMENT AND RESETTLEMENT DEPARTMENT	SURVEY WORKS AND TITLING DOCUMENTATION	P 2,742,500.00	GENERAL FUND	2 MONTHS
16.	HRMD-23-SG-1002	HUMAN RESOURCE MANAGEMENT DEPARTMENT	VARIOUS SPORTING GOODS AND OTHERS	P 4,695,867.20	GENERAL FUND	2 MONTHS
17.	ITDD(QCU)-23-IS-1272	INFORMATION TECHNOLOGY DEVELOPMENT DEPARTMENT(QCU)	SUBSCRIPTION TO PROFESSIONAL INTEGRATED DEVELOPMENT ENVIRONMENT (IDE) SUITE WITH CLOUD DEVELOPMENT & OPERATIONS (DEVOPS) SERVICES	P 2, 246,400.00	GENERAL FUND	30 CD
18.	NDH-23-GRMS-1464	NOVALICHES DISTRICT HOSPITAL	REPAIR AND MAINTENANCE OF ELEVATOR	P 1,200,000.00	GENERAL FUND	30 CD
19.	OSCA-23-FOODSTUFF-1406	OFFICE FOR THE SENIOR CITIZENS AFFAIRS	ADULT NUTRITIONAL POWDER AND DIABETIC DIETARY POWDER	P 1,789,194.66	GENERAL FUND	30 CD
20.	OCIBELMONTE-23-FOODSTUFF-1550	OFFICE OF COUN. IRENE BELMONTE	CUPCAKE AND BOTTLED WATER	P 1,259,995.00	GENERAL FUND	30 CD
21.	CONSO-23-GI2-1451	OFFICE OF THE CITY MAYOR	LINE 1: VARIOUS GROCERY ITEMS	P 6,499,500.00	GENERAL FUND	30 CD
			LINE 2: VARIOUS GROCERY ITEMS	P 24,320,000.00		
			LINE 3: VARIOUS GROCERY ITEMS	P 13,999,500.00		

22.	OCM-23-TFLES-1445	OFFICE OF THE CITY MAYOR	HOTEL ACCOMMODATION AND OTHERS	P 3,372,000.00	GENERAL FUND	2 MONTHS
23.	OCM-23-VPS2-1432	OFFICE OF THE CITY MAYOR	VIDEO PRODUCTION PACKAGE (SANDY IN THE CITY)	P 3,000,000.00	GENERAL FUND	2 MONTHS
24.	OCM-23-EM-1514	OFFICE OF THE CITY MAYOR	EVENTS MANAGEMENT PACKAGE FOR VARIOUS ACTIVITIES	P 17,453,362.50	GENERAL FUND	2 MONTHS
25.	OCM(POPS)-23-VEHICLES-0916B	OFFICE OF THE CITY MAYOR - POPS PLAN	AMBULANCE FOR BJMP	P 3,000,000.00	GENERAL FUND	90 CD
26.	OCM(GAD)-23-CS1-1439	OFFICE OF THE CITY MAYOR (GAD)	FOOD AND DRINKS	P 8,100,000.00	GENERAL FUND	2 MONTHS
27.	OCM(GAD)-23-SG-1534	OFFICE OF THE CITY MAYOR (GAD)	BICYCLE	P 4,440,000.00	GENERAL FUND	30 CD
28.	OVM-23-GI2-1348	OFFICE OF THE VICE MAYOR	GROCERY PACK AND RICE	P 89,864,890.00	GENERAL FUND	30 CD
29.	PDAD-23-VEHICLES-1510	PARKS DEVELOPMENT AND ADMINISTRATION DEPARTMENT	WOOD CHIPPER AND SHREDDER WITH VEHICLE	P 9,000,000.00	GENERAL FUND	90 CD
30.	CONSO-23-CS1-1513	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	LINE 1: FOOD AND DRINKS AND OTHERS	P 4,488,221.28	GENERAL FUND	2 MONTHS
			LINE 2: FOOD AND DRINKS AND OTHERS	P 1,999,990.00		
31.	CONSO-23-HLMF-1562	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	LINE 1: HOTEL ACCOMMODATION AND OTHERS	P 1,915,000.00	GENERAL FUND	2 MONTHS
			LINE 2: HOTEL ACCOMMODATION AND OTHERS	P 16,178,800.00		
32.	QCRRMO-23-VPS-1434	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	INFORMATION EDUCATION CAMPAIGN PROMOTING QUEZON CITY AS A SUSTAINABLE AND RESILIENT CITY AMONG QCITIZENS, ORGANIZATIONS AND VARIOUS SECTORS	P 30,000,000.00	GENERAL FUND	2 MONTHS
33.	QCRRMO-23-IT-1262	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	WEB BASED SOFTWARE AND PORTAL FOR COMMUNITY BASED DRRM PLAN BOOK AND RISK MAPS	P 21,000,000.00	GENERAL FUND	30 CD
34.	QCRRMO-23-VEHICLES-1111B	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	CUSTOMIZED MOBILE SERVICE VEHICLE WITH REPEATER SYSTEM	P 2,000,000.00	GENERAL FUND	3 MONTHS
35.	QCDTRC(TAHANAN)-23-FIXTURES-0632C	QUEZON CITY DRUG TREATMENT AND REHABILITATION CENTER (TAHANAN)	SUPPLY AND INSTALLATION OF CUBICLE FABRIC WITH GLASS AND OTHERS	P 1,013,631.89	GENERAL FUND	30 CD
36.	QCGH-23-OESC-1462	QUEZON CITY GENERAL HOSPITAL	LINE 1: COPY PRINTER INK AND MASTER ROLL	P 1,362,960.00	GENERAL FUND	30 CD
			LINE 2: INKS AND TONERS	P 1,421,915.65		
37.	QCGH-23-OSD-1431	QUEZON CITY GENERAL HOSPITAL	VARIOUS OFFICE SUPPLIES	P 1,398,198.25	GENERAL FUND	30 CD
38.	CONSO-23-DM-1456	QUEZON CITY HEALTH DEPARTMENT	LINE 1: MEBENDAZOLE	P 8,751,960.00	GENERAL FUND	30 CD
			LINE 2: FERROUS SULPHATE AND MORINGA CAPSULE	P 15,957,304.00		
			LINE 3: ANTI-RABIES VACCINE FOR HUMAN AND OTHERS	P 40,359,650.00		
39.	CONSO-23-MSLI-1457	QUEZON CITY HEALTH DEPARTMENT	LINE 1: DENGUE DIAGNOSTIC KIT, HIV KIT AND OTHERS	P 8,218,794.16	GENERAL FUND	30 CD
			LINE 2: HIV DIAGNOSTIC KIT AND OTHERS	P 5,230,729.20		
			LINE 3: VARIOUS MEDICAL SUPPLIES (REAGENTS FOR CHEMISTRY ANALYZER AND OTHERS)	P 13,134,678.00		
40.	HEALTH-23-HME-0551	QUEZON CITY HEALTH DEPARTMENT	AUTOMATIC AUTOCLAVE MACHINE AND OTHERS	P 1,782,673.83	GENERAL FUND	30 CD
41.	HEALTH-23-PCP1-0833	QUEZON CITY HEALTH DEPARTMENT	HYGIENE KIT AND OTHERS	P 2,316,072.00	GENERAL FUND	30 CD
42.	HEALTH-23-PS2-0823	QUEZON CITY HEALTH DEPARTMENT	IMMUNIZATION CARDS AND OTHERS	P 4,370,792.00	GENERAL FUND	30 CD
43.	HEALTH-23-SOP-1223	QUEZON CITY HEALTH DEPARTMENT	PROTECTIVE SUIT AND OTHERS	P 1,819,170.00	GENERAL FUND	30 CD
44.	HEALTH-23-HME-0573	QUEZON CITY HEALTH DEPARTMENT	ELECTRONIC FLAT SCALE AND OTHERS	P 3,186,436.00	GENERAL FUND	30 CD



45.	QCPL-23-EMS-1405	QUEZON CITY PUBLIC LIBRARY	TOY BOX WITH LEARNING TOOLS FOR CHILDREN	P 3,983,508.00	GENERAL FUND	60 CD
46.	CONSO-23-GM-1543	QUEZON CITY UNIVERSITY	DUMMY RIFLE AND OTHERS	P 1,124,700.25	GENERAL FUND	45 CD
47.	QCU-23-OE-0500	QUEZON CITY UNIVERSITY	UNINTERRUPTIBLE POWER SUPPLY AND OTHERS	P 7,108,757.00	GENERAL FUND	45 CD
48.	QCU-23-LSE-1129B	QUEZON CITY UNIVERSITY	VARIOUS EQUIPMENT AND APPARATUS FOR PHYSICS AND CHEMISTRY LABORATORY ROOMS	P 16,752,000.00	TRUST FUND	90 CD
49.	QCU-23-PS2-1485	QUEZON CITY UNIVERSITY	PRINTING OF ANNUAL REPORT AND OTHERS	P 1,842,150.00	GENERAL FUND	45 CD
50.	QCU-23-OE-1188B	QUEZON CITY UNIVERSITY	TECHNICAL AND SCIENTIFIC EQUIPMENT FOR COMPUTER ENGINEERING COURSE	P 13,826,000.00	TRUST FUND	90 CD
51.	CONSO-23-EMS-1458	SCHOOLS DIVISION OFFICE	LINE 1: MANIPULATIVE MATERIALS	P 14,921,000.00	SPECIAL EDUCATION FUND	60 CD
			LINE 2: LETTER CARDS AND OTHERS	P 3,111,000.00		
			LINE 3: MATHEMATICS NUMBER CARDS	P 24,880,000.00		
			LINE 4: MATHEMATICS MANIPULATIVE MATERIALS	P 17,062,920.00		
52.	SDO-23-PP-1448	SCHOOLS DIVISION OFFICE	MONOBLOC CHAIRS	P 39,600,000.00	SPECIAL EDUCATION FUND	60 CD
53.	SDO-23-PS2-1553	SCHOOLS DIVISION OFFICE	LINE 1: SCANNABLE ANSWER SHEETS	P 16,089,315.00	SPECIAL EDUCATION FUND	30 CD
			LINE 2: ALS MODULES	P 3,198,320.00		
54.	SDO-23-BMOP-0812B	SCHOOLS DIVISION OFFICE	SUPPLY AND DELIVERY OF ENGLISH READING RESOURCES FOR PUBLIC ELEMENTARY AND SECONDARY SCHOOLS IN QUEZON CITY	P 11,700,000.00	SPECIAL EDUCATION FUND	2 MONTHS
55.	SDO-23-BMOP-0948	SCHOOLS DIVISION OFFICE	LIFE SKILLS WORKBOOKS	P 4,800,000.00	SPECIAL EDUCATION FUND	60 CD
56.	SSDD-23-GARMENTS-0914	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	T-SHIRT AND OTHERS	P 1,028,937.40	GENERAL FUND	30 CD

1. The **QUEZON CITY LOCAL GOVERNMENT**, through the *General Fund, Trust Fund and Special Education Fund of various years* intends to apply the sums stated above being the ABC to payments under the contract for the above stated projects of contract for each lot/item. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **QUEZON CITY LOCAL GOVERNMENT** now invites bids for various **Projects**. Delivery of the Goods is required *as stated above*. Bidders should have completed, within **the last three (3) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. 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 **QUEZON CITY GOVERNMENT Bids and Awards Committee (BAC) Secretariat** and inspect the Bidding Documents at the address given below during **weekdays from 8:00 a.m. – 5:00 p.m.**
5. A complete set of Bidding Documents may be acquired by interested Bidders on **Friday, September 15, 2023** 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*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person*.



STANDARD RATES:

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
500,000 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00

The following are the requirements for purchase of Bidding Documents;

1. PhilGEPS Registration Certificate (Platinum – 3 pages)
 2. Document Request List (DRL)
 3. Authorization to Purchase Bidding Documents
 - 3.1 Corporate Secretary Certificate for corporation (specific for the project)
 - 3.2 Special Power of Attorney for single proprietorship (specific for the project)
 4. Notarized Joint Venture Agreement (as applicable)
6. The **Quezon City Local Government** will hold a Pre-Bid Conference on **9:30 A.M. of Friday, September 22, 2023** at **2nd Floor, Procurement Department-Bidding Room, Finance Building, Quezon City Hall Compound**, and/or through video conferencing *via Zoom* which shall be open to prospective bidders.

Topic: BAC-GOODS Pre-Bid Conference Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/84835002246?pwd=OVRuVE0weXZMNXYwZG5LaWdldXk1QT09>

Meeting ID: 848 3500 2246

Passcode: 154733

7. Bids must be duly received by the BAC Secretariat through manual submission at the 2nd Floor, Procurement Department, Finance Building, Quezon City Hall Compound on or before **10:00 A.M. of Thursday, October 05, 2023**. 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 **11:00 A.M. of Thursday, October 05, 2023** at the given address below and/or via Zoom. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Topic: BAC-GOODS & SERVICES BIDDING

Join Zoom Meeting

<https://us02web.zoom.us/j/85850855933?pwd=R2dZUUp4Z3lyU29iZGVlWmdKRjZCdz09>

Meeting ID: 858 5085 5933

Passcode: 118682

10. The **Quezon City Local Government** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

ATTY. DOMINIC B. GARCIA

OIC, Procurement Department

2nd Floor, Procurement Department,

Finance Building, Quezon City Hall Compound

Elliptical Road, Barangay Central Diliman, Quezon City.

Email Add: bacgoods.procurement@quezoncity.gov.ph

Tel. No. (02)8988-4242 loc. 8506/8710

Website: www.quezoncity.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents: www.quezoncity.gov.ph

By:


MS. MA. MARGARITA T. SANTOS, DPA
Chairperson, QC-BAC-Goods and Services

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, **Quezon City Local Government** *wishes* to receive Bids for the **EVENTS MANAGEMENT PACKAGE FOR VARIOUS ACTIVITIES** with identification number **OCM-23-EM-1514**.

[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]

The Procurement Project (referred to herein as “Project”) is composed of **Twenty-Eight (28) items**, 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 **2023** in the amount of **SEVENTEEN MILLION FOUR HUNDRED FIFTY-THREE THOUSAND THREE HUNDRED SIXTY-TWO PESOS AND 50/100 ONLY (Php17,453,362.50)**.

2.2. The source of funding is:

a. LGUs, the Annual or Supplemental Budget, as approved by the Sanggunian.

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 exceeding those allowed under the rules may participate pursuant to:
- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 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:
- a. For the procurement of **Non-Expendable Supplies and Services**: The Bidder must have completed a single contract that is similar to this Project, 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 the specified date and time and either at its physical address and/or through videoconferencing as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the

Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *the last three (3) 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:
 - a. 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 *in no case shall exceed One Hundred Twenty (120) calendar days from the date of opening of bids, unless duly extended by the bidder upon the request of the Head of the Procuring Entity (HoPE) of the Quezon City Local Government*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

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

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time through manual 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 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 follows:

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

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

ITB Clause															
5.3	For this purpose, contracts similar to the Project shall be: a. <i>A single contract similar to the items to be bid and must be at least fifty percent (50%) of the ABC.</i> b. Completed within the last three (3) years prior to the deadline for the submission and receipt of bids substantially in a FORM prescribed by the QC-BAC-GOODS AND SERVICES, must be accompanied by a copy of Certificate of Acceptance by the end-user or Official Receipt (O.R) or Sales Invoice (S.I.) issued for the Contract.														
7.1	Subcontracting is not allowed.														
12	The price of the Goods shall be quoted DDP <i>within Quezon City</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.														
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: a. The amount of not less than Php349,067.25 or equivalent to two percent (2%) of ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or a. The amount of not less than Php872,668.13 or equivalent to five percent (5%) of ABC if bid security is in Surety Bond.														
19.3		<table><tr><th colspan="2">APPROVED BUDGET FOR THE CONTRACT</th></tr><tr><td>Item No. 1</td><td>P 5,563,200.00</td></tr><tr><td>Item Nos. 2-23</td><td>P 8,805,912.50</td></tr><tr><td>Item Nos. 24-25</td><td>P 715,000.00</td></tr><tr><td>Item No. 26-28</td><td>P 2,369,250.00</td></tr><tr><td>TOTAL</td><td><u>P 17,453,362.50</u></td></tr></table>	APPROVED BUDGET FOR THE CONTRACT		Item No. 1	P 5,563,200.00	Item Nos. 2-23	P 8,805,912.50	Item Nos. 24-25	P 715,000.00	Item No. 26-28	P 2,369,250.00	TOTAL	<u>P 17,453,362.50</u>	
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Item No. 26-28	P 2,369,250.00														
TOTAL	<u>P 17,453,362.50</u>														
20.2	List of required licenses and permits relevant to the Project and the corresponding law requiring it. • <i>no additional requirements</i>														
21.2	Additional required documents relevant to the Project that are required by existing laws and/or the Procuring Entity. • <i>no additional requirements</i>														

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than 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

Notes on the Special Conditions of Contract

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

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

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

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

Special Conditions of Contract

GCC Clause	
<p>1</p>	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: <i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
	<ul style="list-style-type: none"> e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. f. <i>[Specify additional incidental service requirements, as needed.]</i> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

	<p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none">a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; andb. in the event of termination of production of the spare parts:<ul style="list-style-type: none">i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; andii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier</p>

	<p>Contract Description</p> <p>Final Destination</p> <p>Gross weight</p> <p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows:
4	The inspections and tests that will be conducted are: <i>Product Presentation/Demonstration/Site Inspection, if applicable.</i>

Section VI. Schedule of Requirements

PROJECT NAME: EVENTS MANAGEMENT PACKAGE FOR VARIOUS ACTIVITIES

PROJECT NO. OCM-23-EM-1514

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

Item Number	Description	Unit of Issue	Quantity	Delivered, Weeks / Months
1	<p>Rental of Provisions for Various Activities</p> <p>Venue/event's place: (PETA Theater)- Ingress/egress and event proper, use of function room, sound system, stage, lightings, tables for registration, table decorations, waiters</p> <p>Technical equipment: sound/lighting system, lighting console trusses/stage, Comset</p> <p>Generators: 150KV (2) with fuel</p> <p>Teleprompter: 2-days provision of Presidential teleprompter</p> <p>Video coverage/Multimedia playback system: use of cameras, video mixer/switcher, monitors, LED wall, cables, wires, video mixer/monitors, Live streaming, lights air-conditioned tents, LED screens, HD cameras</p> <p>Tables: 3ft. x 8ft. rectangular table with pleated cloth cover, inclusive of delivery fee</p> <p>ACTIVITY 1</p> <p>RENTAL OF TECHNICAL EQUIPMENT</p> <p>SOUND SYSTEM</p> <p>JBL VRX932LAP or any equivalent 12 units (FOH Speaker)</p> <p>Dual 18 inches Active Subwoofer 4 units</p> <p>15 inches Active Speaker or any equivalent 2 units (Delay Speaker)</p> <p>TLA300 Crank Stand (lot)</p> <p>Speaker Cables</p> <p>MONITORS</p> <p>210 FBT, RCF 6 units (Stage Frontal Monitors)</p> <p>Wires and cables (lot/s)</p> <p>Speaker stand (2 units)</p> <p>CONSOLES AND PROCESSORS</p> <p>MIDAS M32 (FOH Mix)</p> <p>MIDAS Stage box lot/s (Stage box)</p> <p>BELDEN 100 Mtrs cat 5 (Interface Cable)</p> <p>12 chl sub mixer 1 unit (Mixer)</p> <p>SIGNAL SOURCE</p> <p>SHURE UR4D 12 units (UHF Wireless Microphone)</p> <p>Headworn Mic 4 units</p> <p>Condenser Microphone 8 units</p> <p>SHURE SM 58, 57 1 unit (wired)</p> <p>Standard Tripods lot/s (for microphone)</p> <p>Pioneer CDJ 350 2 unit2</p> <p>LIGHTING SYSTEM</p> <p>LED PAR RGBW 24 units</p> <p>LED Fresnel 12 units</p> <p>MAC Aura 12 units</p> <p>SHARPY WIDE 16 units</p> <p>Clay Paky Stormy 8 units</p> <p>Follow Spot on 1 high scaffolding</p> <p>LED Malfoy 6 units</p> <p>Haze Machine 1 unit</p>	Package	1	Upon request by the end-user until December 31, 2023

<p>MAGIC Power packs</p> <p>LIGHTING CONSOLE</p> <p>Avolites Arena Controller 1 unit</p> <p>TRUSSES/STAGE/ROOFING</p> <p>20ft. x 16ft. Inverted U Truss</p> <p>10ft. Vertical Truss with top and base plate</p> <p>13ft. Vertical Truss with top and base plate</p> <p>20ft. x 8ft. x 3ft. Acrylic Stage with exits</p> <p>20ft. x 8ft. x 2ft. Acrylic Stage with exits</p> <p>Aluminum Truss, riggings, accessories and out riggers</p> <p>Chain Block</p> <p>COMSET</p> <p>Clearcom 702 1 unit</p> <p>PROJECT Intercom Wired Comms 12 units</p> <p>ACTIVITY 2</p> <p>RENTAL OF TECHNICAL EQUIPMENT (for 2 days)</p> <p>SOUND SYSTEM</p> <p>JBL VRX932LAP or any equivalent 20 units</p> <p>(FOH Speaker)</p> <p>D and B B22 8 units (Sub speakers)</p> <p>JBL VRX932LAP or any equivalent (Side fill/Delay)</p> <p>Speaker Cables 1 lot</p> <p>Power Distro Rack (lot) (Audio System)</p> <p>MONITORS</p> <p>210 FBT, RCF 8 units (Frontal Monitors)</p> <p>Wires and cables (lot/s)</p> <p>Speaker stand (2 units)</p> <p>CONSOLES AND PROCESSORS</p> <p>YAMAHA CL5 (FOH Mix)</p> <p>YAMAHA RIO (Stage mix)</p> <p>BELDEN 100 Mtrs cat 5 (Interface Cable)</p> <p>12 chl sub mixer 1 unit (Mixer)</p> <p>SIGNAL SOURCE</p> <p>SHURE UR4D 10 units (UHF Wireless Mic)</p> <p>Headworn Mic 2 units</p> <p>Condenser Microphone 6 units</p> <p>SHURE SM 58, 57 1 unit (wired mics)</p> <p>Standard Tripods lot/s (mic stand)</p> <p>Pioneer CDJ 350 2 units</p> <p>Pioneer MDJ 350 1 unit</p> <p>LIGHTING SYSTEM</p> <p>LED PAR RGBW 18 units</p> <p>LED Fresnel 12 units</p> <p>MAC Aura 12 units</p> <p>SHARPY WIDE 20 units</p> <p>Clay Paky Stormy 8 units</p> <p>Follow Spot on 1 high scaffolding</p> <p>LED Malfoy 8 units</p> <p>Haze Machine 1 unit</p> <p>MAGIC Power packs</p> <p>LIGHTING CONSOLE</p> <p>Avolites Arena Controller 1 unit</p> <p>TRUSSES</p> <p>13 ft. Vertical Truss with top and base plate</p> <p>Aluminum Truss, riggings, accessories and out triggers</p> <p>Chain Block 8 units</p> <p>BAND SET UP (TECHNICAL RIDER) 1 DAY ONLY</p> <p><u>Drums</u></p> <p>YAMAHA Maple Series or any equivalent drum set</p> <p>PRO series cymbal 1 unit</p> <p><u>Guitar</u></p> <p>FENDER Twin Reverb 2 units (Guitar Amplifier)</p>			
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<p><u>Bass</u> AMPEG SVT Head (Bass Amplifier) AMPEG 4x10 (Cabinet)</p> <p><u>Stage Piano</u> ROLAND KB 880 1 unit (Keyboard) ROLAND RD800 1 unit ULTIMATE Two-tier (Keyboard stand)</p> <p>COMSET Clearcom 702 1 unit TELEX BTR 800 1 unit TELEX TR 1 unit</p> <p>ACTIVITY 3 RENTAL OF TECHNICAL EQUIPMENT SOUND SYSTEM JBL VRX932LAP or any equivalent 15 units (FOH Speaker) D and B B22 10 units (Sub speakers) JBL VRX932LAP or any equivalent (Side fill/Delay) 210 FBT, RCF 8 units (Monitors) Speaker Cables 1 lot Power Distro Rack (lot) (Audio System) SHURE UR4D 10 units (UHF Wireless Mics) Headworn Mic 5 units Goose mics 5 units Condenser Microphone 12 units SHURE SM 58, 57 5 unit (wired microphone) Standard Tripods lot/s (microphone stand)</p> <p>LIGHTING SYSTEM LED PAR RGBW 16 units LED Fresnel 10 units MAC Aura 12 units SHARPY WIDE 24 units Clay Paky Stormy 8 units Follow Spot on 1 high scaffolding LED Malfoy 6 units Haze Machine 2 unit MAGIC Powerpacks</p> <p>LIGHTING CONSOLE Avolites Arena Controller 1 unit</p> <p>TRUSSES/STAGE 40ft. x 32ft. x 5ft. Vinyl Stage 12ft. x 8ft. x 2ft. Vinyl Stage 16ft. x 12ft. x 2ft. Vinyl Stage 15ft. Vertical Truss with top and base plate (4 units) 13ft. Vertical Truss with top and base plate (4 units) Aluminum Truss, riggings, accessories and out triggers Chain Block</p> <p>COMSET Clearcom 702 1 unit Project Intercom Wired Comms 12 units</p> <p>ACTIVITY 1 MULTIMEDIA AND VIDEO PLAYBACK SYSTEM REQUIREMENTS and INCLUSIONS: LEDWALL: P3 2m (H) x 2.5m (L) on 4ft. riser (2 sets) Video Mixer 1 unit (ROLAND V40HD) Video Monitors 1 unit (LED Monitors) NovaStar LED Processors 1 unit (System) Laptop, Scaler Configuration 1 lot Power Distribution System 1 lot Wires and Cables Connectors 1 lot</p>			
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	<p>ACTIVITY 2 MULTIMEDIA AND VIDEO PLAYBACK SYSTEM (for 2 days) REQUIREMENTS and INCLUSIONS: LEDWALL: P3 2m (H) x 2.5m (L) on 4ft. riser 4 sets (4 units) Video Mixer 1 unit (ROLAND V40HD) Video Monitors 1 unit (LED Monitors) NovaStar LED Processors 1 unit (System) Laptop, Scaler Configuration 1 lot Power Distribution System 1 lot Wires and Cables Connectors 1 lot</p> <p>ACTIVITY 3 MULTIMEDIA AND VIDEO PLAYBACK SYSTEM REQUIREMENTS and INCLUSIONS: LEDWALL: P3 2m (H) x 2.5m (L) on 4ft. riser (3 sets) Doorway tracks Video Mixer 1 unit (ROLAND V40HD) Video Monitors 1 unit (LED Monitors) NovaStar LED Processors 1 unit (System) Laptop, Scaler Configuration 1 lot Power Distribution System 1 lot Wires and Cables Connectors 1 lot</p> <p>ACTIVITY 3 RENTAL OF TELEPROMPTER 2 days provision of Presidential Teleprompter</p> <p>ACTIVITY 1 RENTAL OF GENERATOR 50 KV (1) with fuel</p> <p>ACTIVITY 2 RENTAL OF GENERATOR 50 KV (1) with fuel</p> <p>ACTIVITY 3 RENTAL OF GENERATOR 50 KV (2) with fuel</p> <p>ACTIVITY 1 VIDEO COVERAGE AND DOCUMENTATION REQUIREMENTS and INCLUSIONS: 5 units HD camera Cammate (20ft.) Camera Control system Video switcher (10 channels) TV Mix Broadcast Monitors (3) Cables (1 lot) Cameramen (5) Camera Assistants (5) Technical Director for TV/Video</p> <p>ACTIVITY 2 VIDEO COVERAGE (for 2 days) REQUIREMENTS and INCLUSIONS: 5 units HD camera Cammate (20ft.) Camera Control system Video switcher (10 channels) TV Mix Broadcast Monitors (3)</p>			
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<p>Cables (1 lot) Cameramen (5) Camera Assistants (5) Technical Director for TV/Video Drone <u>For Live Streaming</u> Desktop computer system 3 Laptops ATEM mini pro Graphics operator Live streaming operator Connectivity (WI-FI Mesh)</p> <p>ACTIVITY 3 VIDEO COVERAGE REQUIREMENTS and INCLUSIONS: 4 units HD camera Cammate (20ft.) Camera Control system Video switcher (10 channels) TV Mix Broadcast Monitors (3) Cables (1 lot) Cameramen (5) Camera Assistants (5) Technical Director for TV/Video (1) <u>For Live Streaming</u> Desktop computer system 3 Laptops ATEM mini pro Graphics operator Live Streaming operator Connectivity (WI-FI Mesh)</p> <p>ACTIVITY 3 RENTAL OF VENUE PETA Theater Inclusive of PETA Phinma Theater with air-con, multipurpose hall with air-con, front lobby with air-con</p> <p>Inclusions: 12-hours venue usage of Phinma Theater, 12- hours venue usage of multi-purpose hall, 12-hours venue usage of front lobby, 1 operator and 1 crew for sounds, 1 operator and 1 crew for lights, free usage of basic sounds and lights, free usage of backstage, free usage of pantry, free usage of dressing room</p> <p>ACTIVITY 2 RENTAL OF TABLE 3ft. x 8ft., rectangular table with pleated cloth cover, inclusive of delivery fee</p> <p>ACTIVITY 1 POCKET EVENT PRODUCTION TALENT COMPETITION - REQUIREMENTS and INCLUSIONS: Provision of Lights and Sound System Air-conditioned tents 12ft. x 24ft. (2 units) LED screens 2 HD cameras for documentation Production and Technical Team Director, Floor Director, Stage Manager, Production Assistant, Technical Director</p>			
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2	<p>Logistical Management Transportation, Meals for Creative and Technical Staff (75 pax) - Set-up meal (Breakfast, Lunch, Snack and Dinner); one the day meal (Breakfast, Lunch, Snack and Dinner), egress meal, Communication handset (10 units)</p> <p>ACTIVITY 1 LOGISTICAL MANAGEMENT TRANSPORTATION H100 utility van (2 units) L300/HI ACE Van (2 units) AIRCON TENTS (12ft. x 24ft. - 5 UNITS) MEALS (for Creative and Technical Staff - 75 pax) Ingress Day 1 - Breakfast, Lunch, Snack and Dinner Ingress Day 2 - Breakfast, Lunch, Snack and Dinner Event Day - Breakfast, Lunch, Snack and Dinner</p> <p>ACTIVITY 2 LOGISTICAL MANAGEMENT and TECHNICAL SUPPORT (for 2 days) TRANSPORTATION H100 utility van (2 units) L300/HI ACE Van (2 units) MEALS (Technical Staff and Crew - 75 pax) Set-up Meal - Breakfast, Lunch, Snack and Dinner Event Day - Breakfast, Lunch, Snack and Dinner COMMUNICATION HANDSET 10 UNITS TENTS Air-Con Tents 3 units (12ft. x 24ft.) Air-Con Tent 1 unit (12ft. x 24ft.) Open Tents 8 units (12ft. x 24ft.) Blower Fan PORTALETS 4 UNITS BARRICADES 40 UNITS TECHNICAL SUPPORT TEAM COMPOSITION Technical Director Video Playback Lighting Supervisor Music Spinner Production Assistant</p> <p>ACTIVITY 3 LOGISTICAL MANAGEMENT TRANSPORTATION H100 utility van (2 units) L300/HI ACE Van (2 units) MEALS (for Creative and Technical Staff - 75 pax) Set-up Meal - Breakfast, Lunch, Snack and Dinner On-the-day Meal - Breakfast, Lunch, Snack and Dinner Egress Meal COMMUNICATION HANDSET 10 UNITS</p>	Package	1	
3	<p>Production and Event Management - Composition of Creative Team: Director, Event Producer, Production Manager, Writer, Production Designer, Assistant Production Manager, Technical Director, Lighting Director, Video Director, Video Playback, Production Assistant (2), Floor</p>	Package	1	

<p>Director, Stage Manager 1 and 2, Photographers (2), Photobahn, Utility (3), Stage Crew (10)</p> <p>ACTIVITY 1 PRODUCTION AND EVENT MANAGEMENT CREATIVE TEAM COMPOSITION Director Event Producer Production Manager Writer Production Designer Assistant Production Manager Technical Director Lighting Director Video Director Video Playback Program Entertainers Production Assistants (2) Floor Director Stage Manager 1 Stage Manager 2 Choreographer Photographers (2) Photobahn Make-up Artists Utility (3) Stage Crew (10 pax)</p> <p>ACTIVITY 2 PRODUCTION AND EVENT MANAGEMENT CREATIVE TEAM COMPOSITION Director Event Producer Production Manager Writer Production Designer Assistant Production Manager Technical Director Lighting Director Video Director Video Playback Program Entertainers Production Assistants (2) Floor Director Stage Manager 1 Stage Manager 2 Photographers (2) Photobahn Utility (3) Stage Crew (10 pax)</p> <p>ACTIVITY 3 PRODUCTION AND EVENT MANAGEMENT CREATIVE TEAM COMPOSITION Director Event Producer Production Manager Writer Production Designer Assistant Production Manager</p>			
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	Technical Director Lighting Director Video Director Video Playback Program Entertainers Production Assistants (2) Floor Director Stage Manager 1 Stage Manager 2 Photographers (2) Photobahn Utility (3) Stage Crew (10 pax)			
4	<p>Video Production for Playback - Production of Intro video for each awardee (12 awardees: 1-minute video material for each; concept included); Production of Video (2.5mins: concept included)</p> <p>ACTIVITY 1 VIDEO PRODUCTION FOR PLAYBACK REQUIREMENTS AND INCLUSIONS: Production of Intro Video for each candidate (A) (45 candidates; 1-minute video material each) Production of B-roll video for each candidate (B) (at QC tourist spots; 45 candidates; 1-minute video material each) Production of Video B-roll edit for each candidate (C) (at work stations; 45 video materials) HD camera with complete support Lenses Tripod 3 LED lights Audio Lapel mic and recorder 3 Shooting Days Scripting Editing Graphics Music Scoring</p> <p>ACTIVITY 3 VIDEO PRODUCTION FOR PLAYBACK PRODUCTION OF INTRO VIDEO FOR EACH AWARDEE (12 awardees; 1-minute video material each) (Concept included) Requirements and Inclusions: HD Camera with complete support Lenses Tripod 3 LED lights Audio Lapel Mic and Recorder 3 Shooting Days Scripting Editing Graphics Music Scoring PRODUCTION OF VIDEO (2.5 mins.) (Concept included) Requirements and Inclusions: HD Camera with complete support</p>	Package	1	

	Lenses Tripod LED lights Audio Lapel Mic and Recorder 1 Shooting Day Scripting Editing Graphics Music Scoring Voice Over Talent Voice Over Recording			
5	<p>Production Design - Venue layout: Stage platforms/backdrop (20ft. x 24ft.); stage concept and design, stage design fabrication, plywood (boards), scaffolds, 2x2 wood support, metal and steel frames, Painting, stage set-up and dismantling, photowall design (12ft. x 8ft.); Photowall fabrication, Photowall set-up and dismantling</p> <p>ACTIVITY 1 PRODUCTION AND STAGE DESIGN REQUIREMENTS AND INCLUSIONS: Venue Layout Stage Platforms (20ft. x 24ft.) Stage Concept and Design Stage Design Fabrication Plywood (Boards) Scaffolds 2x2 Wood Support Metal and Steel Frames Painting Stage Set-up and Dismantling Sash (45 Candidates) Candidates Numbers Special Awards Sash (Male and Female Categories) Title Winners Sash</p> <p>ACTIVITY 2 STAGE BACKDROP/DESIGN REQUIREMENTS AND INCLUSIONS: Tarp Printing Stage Backdrop Panel Boards Scaffoldings 2x3 and 2x2 Wood Support Painting Stage Set-up and Dismantling</p> <p>ACTIVITY 3 PRODUCTION DESIGN REQUIREMENTS AND INCLUSIONS: Venue Layout Stage platforms (20ft. x 24ft.) Stage Concept and Design Stage Design Fabrication Plywood (Boards) Scaffolds 2x2 Wood Support Metal and Steel Frames</p>	Package	1	

	Painting Stage Set-up and Dismantling Photowall Design (12ft. x 8ft.) Photowall Fabrication Photowall Set-up and Dismantling			
6	Catered Meals ACTIVITY 3 Catered Meals Soup: choice of Oriental Molo Soup, Cream of Mushroom Soup, Pumpkin Soup Steamed Rice Beef Viand: choice of Korean Beef Stew, Italian Pot Roast, or Beef Rendang with Fried Potatoes Chicken Viand: choice of Fried Garlic Chicken, Rosemary Chicken, or Braised Oriental Basil Chicken Fish Viand: choice of Grilled Milkfish with Mango Salsa, or Grilled Lemongrass Fish with Chili Coriander Sauce Noodles: choice of Stir-Fried Vermicelli, Penne Pasta ala Norma, Meatball Spaghetti, or Vermicelli with Chicken and Water Chestnut Vegetables: choice of Fresh Vegetable Rolls with Garlic Peanut Sauce, Grilled Asparagus, or Stir-Fried Vegetables in Season Dessert: choice of Mango Tapioca and Sweet Potato Chips, or Assorted Pastries Drinks: Iced Tea Inclusions: Buffet Set-up Chafing Dishes Buffet Tables with skirting and center piece Props and Artificial flowers design Buffet Lamp Dining Setup Dining Table with floor length Linen Chair with cover Ribbon Runner Man Power for Dining Area Waiters Beverages Bartenders Buffet Man Head Waiter Table Appointments Spoon, Fork, Dinner Knife etc. Water Goblets Highball Drinking Glasses Table Cloth Napkin Paper Napkin Others Unlimited serve of Iced Tea or Lemonade Purified Water and Tube Ice Bar table with cover	Pax	500	
7	Catered Meals For VIP's (Event Proper) ACTIVITY 1 Catered Meals Steamed Rice	Pax	150	

	<p>Beef Viand: choice of Korean Beef Stew, Italian Pot Roast, or Beef Rendang with Fried Potatoes</p> <p>Chicken Viand: choice of Fried Garlic Chicken, Rosemary Chicken, or Braised Oriental Basil Chicken</p> <p>Fish Viand: choice of Grilled Milkfish with Mango Salsa, or Grilled Lemongrass Fish with Chili Coriander Sauce</p> <p>Vegetables: choice of Fresh Vegetable Rolls with Garlic Peanut Sauce, Grilled Asparagus, or Stir-Fried Vegetables in Season</p> <p>Dessert: choice of Mango Tapioca and Sweet Potato Chips, or Assorted Pastries</p> <p>Drinks: Iced Tea</p> <p>Inclusions:</p> <p>Buffet Set-up</p> <p>Chafing Dishes</p> <p>Buffet Tables with skirting and center piece</p> <p>Props and Artificial flowers design</p> <p>Buffet Lamp</p> <p>Dining Setup</p> <p>Dining Table with floor length Linen</p> <p>Chair with cover</p> <p>Ribbon</p> <p>Runner</p> <p>Man Power for Dining Area</p> <p>Waiters</p> <p>Beverages Bartenders</p> <p>Buffet Man</p> <p>Head Waiter</p> <p>Table Appointments</p> <p>Spoon, Fork, Dinner Knife etc.</p> <p>Water Goblets</p> <p>Highball Drinking Glasses</p> <p>Table Cloth Napkin</p> <p>Paper Napkin</p> <p>Others</p> <p>Unlimited serve of Iced Tea or Lemonade</p> <p>Purified Water and Tube Ice</p> <p>Bar table with cover</p>			
8	<p>ACTIVITY 3</p> <p>Plaque - Glass plaque: Customized design; Glass: 10.5 inches (W) x 15.5 inches (H) x 0.96cm (D); Wood: 12.25 inches (W) x 2.5 inches (H) x 2.5 inches (D); brass, Plate: 7.5 inches (W) x 1.5 inches (H)</p>	Piece	15	
9	<p>ACTIVITY 1</p> <p>Plaque - Glass plaque 15 inches x 12 inches; customized design and shape; made of glass with wooden presentation; for title holder winners (male and female)</p>	Piece	2	
10	<p>ACTIVITY 1</p> <p>Plaque - Glass plaque 13 inches x 10 inches; customized design and shape; made of glass with wooden presentation; for First runner-up winners (male and female)</p>	Piece	2	
11	<p>ACTIVITY 1</p> <p>Plaque - Glass plaque 11 inches x 8 inches; customized design and shape; made of glass with wooden presentation; for Second runner-up winners (male and female)</p>	Piece	10	
12	<p>ACTIVITY 1</p> <p>Flower Bouquet - hand bouquet made of fresh flowers, wrapped in waterproof floral wrapping paper; features 5</p>	Bouquet	10	

	stalks of roses, gerbera, carnation and peony and misty flowers			
13	ACTIVITY 1 Uniform Costume - top and bottom uniform of candidates	Piece	44	
14	ACTIVITY 1 Perpetual Crown - handcrafted and sustainable material with rhinestones/pearls (4 inches height - 5.5 inches diameter)	Piece	2	
15	ACTIVITY 3 Lei - made of Kalinga woven fabric, 1.5 inches width, about 15 inches length, beaded	Piece	15	
16	Packed Meals - for candidates and QC Government organizers on the Event Proper (150 pax x 3 meals) ACTIVITY 1 Packed Meals: Steamed Rice/Fried Rice, One Viand (Choice of Beef Tapa, Chicken Inasal, Pork Chop) One Vegetable Dish (Choice of Lumpiang Sariwa, Pinakbet, Chopsuey, Stir-Fried Vegetables), Fresh Fruits, Bottled Water 350ml	Pax	450	
17	Packed Meals - for candidates (during rehearsals and photoshoot) 50 pax x 8 days ACTIVITY 1 Packed Meals: Steamed Rice/Fried Rice, One Viand (Choice of Beef Tapa, Chicken Inasal, Pork Chop) One Vegetable Dish (Choice of Lumpiang Sariwa, Pinakbet, Chopsuey, Stir-Fried Vegetables), Fresh Fruits, Bottled Water 350ml	Pax	400	
18	Packed Snacks - for candidates (during rehearsals and photoshoot) 50 pax x 8 days ACTIVITY 1 Choice of Tuna and Cheese Sandwich/Chicken Teriyaki Sandwich/Steak and Cheese Sandwich, with Bottled Water or Juice 350ml	Pax	400	
19	Packed meals (Ingress, Egress-Event Proper) - 3 meals for two day ACTIVITY 2 Packed Meals: Steamed Rice/Fried Rice, One Viand (Choice of Beef Tapa, Chicken Inasal, Pork Chop) One Vegetable Dish (Choice of Lumpiang Sariwa, Pinakbet, Chopsuey, Stir Fried Vegetables), Fresh Fruits, Bottled Water 350ml	Pax	3000	
20	ACTIVITY 2 Tarpaulin - 1mm x 3ft. x 6ft., made of quality material, waterproof, color-printed, with wooden frame	Piece	100	
21	ACTIVITY 2 Fireworks - Pyrotechnics, duration of 4-5 minutes, including handling and professional services	Lot	1	
22	ACTIVITY 2 Same day Edit Video Production (2 minutes)- Inclusions: Editing, Graphics, Music scoring, Shooters (2)	Lot	1	
23	ACTIVITY 2 Palarong Pinoy - Inclusions: Materials for Palarong Pinoy	Lot	1	

	Pukpok palayok - Clay pot, wire, nylon rope, crepe paper, coins for each pot, glue, starch, assorted candies, big handkerchief Lato-lato - lato-lato toy Hula hoop - hula-hoop toy Patintero - masking tape Asintable - board and bags Includes packed meals and tokens for the winning group			
24	ACTIVITY 3 Souvenir Program - Production and printing of the Souvenir Program (300 copies): Stocks C2s220 matte laminated (cover paper); book 80lbs (inside paper); pages: min. of 45 pages; Size: Full 5.75 inches x 8 inches; Binding: perfect binding; Color: saddle stitching; Inclusive of conceptualization, development of layout and design, and text development for a max of 20 awardees	Piece	1,000	
25	ACTIVITY 3 Invitation card - Material: 200gsm board paper with special envelope, Print: Full color with Spot UV lamination; size: 5.5 inches x 8.5 inches	Piece	500	
26	ACTIVITY 3 Pen - Black fountain pen with custom engrave, inclusive of special packaging	Piece	15	
27	ACTIVITY 2 T-Shirts - with full color DTG print, 6 colors (ROYGVB); size: Available size from Small - 5XL	Piece	5,000	
28	ACTIVITY 2 Electrical Wirings - heavy duty electrical wiring, outlets and bulbs for purveyors	Lot	1	
	<i>***with attached Terms of Reference (TOR) which will form an integral part of this bidding document***</i>			

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

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

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

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

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

Sample Clause: Equivalency of Standards and Codes

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

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

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

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

Technical Specifications

PROJECT NAME: EVENTS MANAGEMENT PACKAGE FOR VARIOUS
ACTIVITIES

PROJECT NO. OCM-23-EM-1514

Item	Specification	Statement of Compliance
		[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]
A. 1	<p>Rental of Provisions for the Celebration</p> <p>Venue/event's place: (PETA Theater)- Ingress/egress and event proper, use of function room, sound system, stage, lightings, tables for registration, table decorations, waiters</p> <p>Technical equipment: sound/lighting system, lighting console trusses/stage, Comset</p> <p>Generators: 150KV (2) with fuel</p> <p>Teleprompter: 2-days provision of Presidential teleprompter</p> <p>Video coverage/Multimedia playback system: use of cameras, video mixer/switcher, monitors, LED wall, cables, wires, video mixer/monitors, Live streaming, lights air-conditioned tents, LED screens, HD cameras</p> <p>Tables: 3ft. x 8ft. rectangular table with pleated cloth cover, inclusive of delivery fee</p> <p>ACTIVITY 1</p> <p>RENTAL OF TECHNICAL EQUIPMENT</p> <p>SOUND SYSTEM</p> <p>JBL VRX932LAP or any equivalent 12 units (FOH Speaker)</p> <p>Dual 18 inches Active Subwoofer 4 units</p> <p>15 inches Active Speaker or any equivalent 2 units (Delay Speaker)</p> <p>TLA300 Crank Stand (lot)</p> <p>Speaker Cables</p> <p>MONITORS</p> <p>210 FBT, RCF 6 units (Stage Frontal Monitors)</p> <p>Wires and cables (lot/s)</p> <p>Speaker stand (2 units)</p> <p>CONSOLES AND PROCESSORS</p> <p>MIDAS M32 (FOH Mix)</p> <p>MIDAS Stage box lot/s (Stage box)</p> <p>BELDEN 100 Mtrs cat 5 (Interface Cable)</p> <p>12 chl sub mixer 1 unit (Mixer)</p> <p>SIGNAL SOURCE</p> <p>SHURE UR4D 12 units (UHF Wireless Microphone)</p>	

<p>Headworn Mic 4 units Condenser Microphone 8 units SHURE SM 58, 57 1 unit (wired) Standard Tripods lot/s (for microphone) Pioneer CDJ 350 2 unit2 LIGHTING SYSTEM LED PAR RGBW 24 units LED Fresnel 12 units MAC Aura 12 units SHARPY WIDE 16 units Clay Paky Stormy 8 units Follow Spot on 1 high scaffolding LED Malfoy 6 units Haze Machine 1 unit MAGIC Power packs LIGHTING CONSOLE Avolites Arena Controller 1 unit TRUSSES/STAGE/ROOFING 20ft. x 16ft. Inverted U Truss 10ft. Vertical Truss with top and base plate 13ft. Vertical Truss with top and base plate 20ft. x 8ft. x 3ft. Acrylic Stage with exits 20ft. x 8ft. x 2ft. Acrylic Stage with exits Aluminum Truss, riggings, accessories and out riggers Chain Block COMSET Clearcom 702 1 unit PROJECT Intercom Wired Comms 12 units</p> <p>ACTIVITY 2 RENTAL OF TECHNICAL EQUIPMENT (for 2 days) SOUND SYSTEM JBL VRX932LAP or any equivalent 20 units (FOH Speaker) D and B B22 8 units (Sub speakers) JBL VRX932LAP or any equivalent (Side fill/Delay) Speaker Cables 1 lot Power Distro Rack (lot) (Audio System) MONITORS 210 FBT, RCF 8 units (Frontal Monitors) Wires and cables (lot/s) Speaker stand (2 units) CONSOLES AND PROCESSORS YAMAHA CL5 (FOH Mix) YAMAHA RIO (Stage mix) BELDEN 100 Mtrs cat 5 (Interface Cable) 12 chl sub mixer 1 unit (Mixer) SIGNAL SOURCE SHURE UR4D 10 units (UHF Wireless Mic) Headworn Mic 2 units Condenser Microphone 6 units SHURE SM 58, 57 1 unit (wired mics) Standard Tripods lot/s (mic stand) Pioneer CDJ 350 2 units Pioneer MDJ 350 1 unit LIGHTING SYSTEM LED PAR RGBW 18 units LED Fresnel 12 units MAC Aura 12 units SHARPY WIDE 20 units Clay Paky Stormy 8 units Follow Spot on 1 high scaffolding LED Malfoy 8 units</p>	
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<p>Haze Machine 1 unit MAGIC Power packs LIGHTING CONSOLE Avolites Arena Controller 1 unit TRUSSES 13 ft. Vertical Truss with top and base plate Aluminum Truss, riggings, accessories and out triggers Chain Block 8 units BAND SET UP (TECHNICAL RIDER) 1 DAY ONLY <u>Drums</u> YAMAHA Maple Series or any equivalent drum set PRO series cymbal 1 unit <u>Guitar</u> FENDER Twin Reverb 2 units (Guitar Amplifier) <u>Bass</u> AMPEG SVT Head (Bass Amplifier) AMPEG 4x10 (Cabinet) <u>Stage Piano</u> ROLAND KB 880 1 unit (Keyboard) ROLAND RD800 1 unit ULTIMATE Two-tier (Keyboard stand) COMSET Clearcom 702 1 unit TELEX BTR 800 1 unit TELEX TR 1 unit</p> <p>ACTIVITY 3 RENTAL OF TECHNICAL EQUIPMENT SOUND SYSTEM JBL VRX932LAP or any equivalent 15 units (FOH Speaker) D and B B22 10 units (Sub speakers) JBL VRX932LAP or any equivalent (Side fill/Delay) 210 FBT, RCF 8 units (Monitors) Speaker Cables 1 lot Power Distro Rack (lot) (Audio System) SHURE UR4D 10 units (UHF Wireless Mics) Headworn Mic 5 units Goose mics 5 units Condenser Microphone 12 units SHURE SM 58, 57 5 unit (wired microphone) Standard Tripods lot/s (microphone stand) LIGHTING SYSTEM LED PAR RGBW 16 units LED Fresnel 10 units MAC Aura 12 units SHARPY WIDE 24 units Clay Paky Stormy 8 units Follow Spot on 1 high scaffolding LED Malfoy 6 units Haze Machine 2 unit MAGIC Powerpacks LIGHTING CONSOLE Avolites Arena Controller 1 unit TRUSSES/STAGE 40ft. x 32ft. x 5ft. Vinyl Stage 12ft. x 8ft. x 2ft. Vinyl Stage 16ft. x 12ft. x 2ft. Vinyl Stage 15ft. Vertical Truss with top and base plate (4 units) 13ft. Vertical Truss with top and base plate (4 units) Aluminum Truss, riggings, accessories and out triggers Chain Block COMSET</p>	
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	<p>Clearcom 702 1 unit Project Intercom Wired Comms 12 units</p> <p>ACTIVITY 1 MULTIMEDIA AND VIDEO PLAYBACK SYSTEM REQUIREMENTS and INCLUSIONS: LEDWALL: P3 2m (H) x 2.5m (L) on 4ft. riser (2 sets) Video Mixer 1 unit (ROLAND V40HD) Video Monitors 1 unit (LED Monitors) NovaStar LED Processors 1 unit (System) Laptop, Scaler Configuration 1 lot Power Distribution System 1 lot Wires and Cables Connectors 1 lot</p> <p>ACTIVITY 2 MULTIMEDIA AND VIDEO PLAYBACK SYSTEM (for 2 days) REQUIREMENTS and INCLUSIONS: LEDWALL: P3 2m (H) x 2.5m (L) on 4ft. riser 4 sets (4 units) Video Mixer 1 unit (ROLAND V40HD) Video Monitors 1 unit (LED Monitors) NovaStar LED Processors 1 unit (System) Laptop, Scaler Configuration 1 lot Power Distribution System 1 lot Wires and Cables Connectors 1 lot</p> <p>ACTIVITY 3 MULTIMEDIA AND VIDEO PLAYBACK SYSTEM REQUIREMENTS and INCLUSIONS: LEDWALL: P3 2m (H) x 2.5m (L) on 4ft. riser (3 sets) Doorway tracks Video Mixer 1 unit (ROLAND V40HD) Video Monitors 1 unit (LED Monitors) NovaStar LED Processors 1 unit (System) Laptop, Scaler Configuration 1 lot Power Distribution System 1 lot Wires and Cables Connectors 1 lot</p> <p>ACTIVITY 3 RENTAL OF TELEPROMPTER 2 days provision of Presidential Teleprompter</p> <p>ACTIVITY 1 RENTAL OF GENERATOR 50 KV (1) with fuel</p> <p>ACTIVITY 2 RENTAL OF GENERATOR 50 KV (1) with fuel</p> <p>ACTIVITY 3 RENTAL OF GENERATOR 50 KV (2) with fuel</p> <p>ACTIVITY 1 VIDEO COVERAGE AND DOCUMENTATION REQUIREMENTS and INCLUSIONS: 5 units HD camera Cammate (20ft.) Camera Control system Video switcher (10 channels) TV Mix Broadcast Monitors (3) Cables (1 lot)</p>	
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	<p> Cameramen (5) Camera Assistants (5) Technical Director for TV/Video </p> <p> ACTIVITY 2 VIDEO COVERAGE (for 2 days) REQUIREMENTS and INCLUSIONS: 5 units HD camera Cammate (20ft.) Camera Control system Video switcher (10 channels) TV Mix Broadcast Monitors (3) Cables (1 lot) Cameramen (5) Camera Assistants (5) Technical Director for TV/Video Drone <u>For Live Streaming</u> Desktop computer system 3 Laptops ATEM mini pro Graphics operator Live streaming operator Connectivity (WI-FI Mesh) </p> <p> ACTIVITY 3 VIDEO COVERAGE REQUIREMENTS and INCLUSIONS: 4 units HD camera Cammate (20ft.) Camera Control system Video switcher (10 channels) TV Mix Broadcast Monitors (3) Cables (1 lot) Cameramen (5) Camera Assistants (5) Technical Director for TV/Video (1) <u>For Live Streaming</u> Desktop computer system 3 Laptops ATEM mini pro Graphics operator Live Streaming operator Connectivity (WI-FI Mesh) </p> <p> ACTIVITY 3 RENTAL OF VENUE PETA Theater Inclusive of PETA Phinma Theater with air-con, multipurpose hall with air-con, front lobby with air-con </p> <p> Inclusions: 12-hours venue usage of Phinma Theater, 12-hours venue usage of multi-purpose hall, 12-hours venue usage of front lobby, 1 operator and 1 crew for sounds, 1 operator and 1 crew for lights, free usage of basic sounds and lights, free usage of backstage, free usage of pantry, free usage of dressing room </p> <p> ACTIVITY 2 RENTAL OF TABLE 3ft. x 8ft., rectangular table with pleated cloth cover, inclusive of delivery fee </p>	
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	<p>ACTIVITY 1 POCKET EVENT PRODUCTION TALENT COMPETITION - REQUIREMENTS and INCLUSIONS: Provision of Lights and Sound System Air-conditioned tents 12ft. x 24ft. (2 units) LED screens 2 HD cameras for documentation Production and Technical Team Director, Floor Director, Stage Manager, Production Assistant, Technical Director</p>	
2	<p>Logistical Management Transportation, Meals for Creative and Technical Staff (75 pax) - Set-up meal (Breakfast, Lunch, Snack and Dinner); one the day meal (Breakfast, Lunch, Snack and Dinner), egress meal, Communication handset (10 units)</p> <p>ACTIVITY 1 LOGISTICAL MANAGEMENT TRANSPORTATION H100 utility van (2 units) L300/HI ACE Van (2 units) AIRCON TENTS (12ft. x 24ft. - 5 UNITS) MEALS (for Creative and Technical Staff - 75 pax) Ingress Day 1 - Breakfast, Lunch, Snack and Dinner Ingress Day 2 - Breakfast, Lunch, Snack and Dinner Event Day - Breakfast, Lunch, Snack and Dinner</p> <p>ACTIVITY 2 LOGISTICAL MANAGEMENT and TECHNICAL SUPPORT (for 2 days) TRANSPORTATION H100 utility van (2 units) L300/HI ACE Van (2 units) MEALS (Technical Staff and Crew - 75 pax) Set-up Meal - Breakfast, Lunch, Snack and Dinner Event Day - Breakfast, Lunch, Snack and Dinner COMMUNICATION HANDSET 10 UNITS TENTS Air-Con Tents 3 units (12ft. x 24ft.) Air-Con Tent 1 unit (12ft. x 24ft.) Open Tents 8 units (12ft. x 24ft.) Blower Fan PORTALETS 4 UNITS BARRICADES 40 UNITS TECHNICAL SUPPORT TEAM COMPOSITION Technical Director Video Playback Lighting Supervisor Music Spinner Production Assistant</p> <p>ACTIVITY 3 LOGISTICAL MANAGEMENT TRANSPORTATION H100 utility van (2 units) L300/HI ACE Van (2 units) MEALS (for Creative and Technical Staff - 75 pax) Set-up Meal - Breakfast, Lunch, Snack and Dinner</p>	

	On-the-day Meal - Breakfast, Lunch, Snack and Dinner Egress Meal COMMUNICATION HANDSET 10 UNITS	
3	Production and Event Management - Composition of Creative Team: Director, Event Producer, Production Manager, Writer, Production Designer, Assistant Production Manager, Technical Director, Lighting Director, Video Director, Video Playback, Production Assistant (2), Floor Director, Stage Manager 1 and 2, Photographers (2), Photobahn, Utility (3), Stage Crew (10) ACTIVITY 1 PRODUCTION AND EVENT MANAGEMENT CREATIVE TEAM COMPOSITION Director Event Producer Production Manager Writer Production Designer Assistant Production Manager Technical Director Lighting Director Video Director Video Playback Program Entertainers Production Assistants (2) Floor Director Stage Manager 1 Stage Manager 2 Choreographer Photographers (2) Photobahn Make-up Artists Utility (3) Stage Crew (10 pax) ACTIVITY 2 PRODUCTION AND EVENT MANAGEMENT CREATIVE TEAM COMPOSITION Director Event Producer Production Manager Writer Production Designer Assistant Production Manager Technical Director Lighting Director Video Director Video Playback Program Entertainers Production Assistants (2) Floor Director Stage Manager 1 Stage Manager 2 Photographers (2) Photobahn Utility (3) Stage Crew (10 pax)	

	<p>ACTIVITY 3 PRODUCTION AND EVENT MANAGEMENT CREATIVE TEAM COMPOSITION Director Event Producer Production Manager Writer Production Designer Assistant Production Manager Technical Director Lighting Director Video Director Video Playback Program Entertainers Production Assistants (2) Floor Director Stage Manager 1 Stage Manager 2 Photographers (2) Photobahn Utility (3) Stage Crew (10 pax)</p>	
4	<p>Video Production for Playback - Production of Intro video for each awardee (12 awardees: 1-minute video material for each; concept included); Production of Video (2.5mins: concept included)</p> <p>ACTIVITY 1 VIDEO PRODUCTION FOR PLAYBACK REQUIREMENTS AND INCLUSIONS: Production of Intro Video for each candidate (A) (45 candidates; 1-minute video material each) Production of B-roll video for each candidate (B) (at QC tourist spots; 45 candidates; 1-minute video material each) Production of Video B-roll edit for each candidate (C) (at work stations; 45 video materials) HD camera with complete support Lenses Tripod 3 LED lights Audio Lapel mic and recorder 3 Shooting Days Scripting Editing Graphics Music Scoring</p> <p>ACTIVITY 3 VIDEO PRODUCTION FOR PLAYBACK PRODUCTION OF INTRO VIDEO FOR EACH AWARDEE (12 awardees; 1-minute video material each) (Concept included) Requirements and Inclusions: HD Camera with complete support Lenses Tripod 3 LED lights Audio Lapel Mic and Recorder</p>	

	<p>3 Shooting Days</p> <p>Scripting</p> <p>Editing</p> <p>Graphics</p> <p>Music Scoring</p> <p>PRODUCTION OF VIDEO</p> <p>(2.5 mins.)</p> <p>(Concept included)</p> <p>Requirements and Inclusions:</p> <p>HD Camera with complete support</p> <p>Lenses</p> <p>Tripod</p> <p>LED lights</p> <p>Audio Lapel Mic and Recorder</p> <p>1 Shooting Day</p> <p>Scripting</p> <p>Editing</p> <p>Graphics</p> <p>Music Scoring</p> <p>Voice Over Talent</p> <p>Voice Over Recording</p>	
5	<p>Production Design - Venue layout: Stage platforms/backdrop (20ft. x 24ft.); stage concept and design, stage design fabrication, plywood (boards), scaffolds, 2x2 wood support, metal and steel frames, Painting, stage set-up and dismantling, photowall design (12ft. x 8ft.); Photowall fabrication, Photowall set-up and dismantling</p> <p>ACTIVITY 1</p> <p>PRODUCTION AND STAGE DESIGN</p> <p>REQUIREMENTS AND INCLUSIONS:</p> <p>Venue Layout</p> <p>Stage Platforms (20ft. x 24ft.)</p> <p>Stage Concept and Design</p> <p>Stage Design Fabrication</p> <p>Plywood (Boards)</p> <p>Scaffolds</p> <p>2x2 Wood Support</p> <p>Metal and Steel Frames</p> <p>Painting</p> <p>Stage Set-up and Dismantling</p> <p>Sash (45 Candidates)</p> <p>Candidates Numbers</p> <p>Special Awards Sash</p> <p>(Male and Female Categories)</p> <p>Title Winners Sash</p> <p>ACTIVITY 2</p> <p>STAGE BACKDROP/DESIGN</p> <p>REQUIREMENTS AND INCLUSIONS:</p> <p>Tarp Printing</p> <p>Stage Backdrop</p> <p>Panel Boards</p> <p>Scaffoldings</p> <p>2x3 and 2x2 Wood Support</p> <p>Painting</p> <p>Stage Set-up and Dismantling</p>	

	<p>ACTIVITY 3</p> <p>PRODUCTION DESIGN</p> <p>REQUIREMENTS AND INCLUSIONS:</p> <p>Venue Layout</p> <p>Stage platforms (20ft. x 24ft.)</p> <p>Stage Concept and Design</p> <p>Stage Design Fabrication</p> <p>Plywood (Boards)</p> <p>Scaffolds</p> <p>2x2 Wood Support</p> <p>Metal and Steel Frames</p> <p>Painting</p> <p>Stage Set-up and Dismantling</p> <p>Photowall Design (12ft. x 8ft.)</p> <p>Photowall Fabrication</p> <p>Photowall Set-up and Dismantling</p>	
6	<p>Catered Meals</p> <p>ACTIVITY 3</p> <p>Catered Meals</p> <p>Soup: choice of Oriental Molo Soup, Cream of Mushroom Soup, Pumpkin Soup</p> <p>Steamed Rice</p> <p>Beef Viand: choice of Korean Beef Stew, Italian Pot Roast, or Beef Rendang with Fried Potatoes</p> <p>Chicken Viand: choice of Fried Garlic Chicken, Rosemary Chicken, or Braised Oriental Basil Chicken</p> <p>Fish Viand: choice of Grilled Milkfish with Mango Salsa, or Grilled Lemongrass Fish with Chili Coriander Sauce</p> <p>Noodles: choice of Stir-Fried Vermicelli, Penne Pasta ala Norma, Meatball Spaghetti, or Vermicelli with Chicken and Water Chestnut</p> <p>Vegetables: choice of Fresh Vegetable Rolls with Garlic Peanut Sauce, Grilled Asparagus, or Stir-Fried Vegetables in Season</p> <p>Dessert: choice of Mango Tapioca and Sweet Potato Chips, or Assorted Pastries</p> <p>Drinks: Iced Tea</p> <p>Inclusions:</p> <p>Buffet Set-up</p> <p>Chafing Dishes</p> <p>Buffet Tables with skirting and center piece</p> <p>Props and Artificial flowers design</p> <p>Buffet Lamp</p> <p>Dining Setup</p> <p>Dining Table with floor length Linen</p> <p>Chair with cover</p> <p>Ribbon</p> <p>Runner</p> <p>Man Power for Dining Area</p> <p>Waiters</p> <p>Beverages Bartenders</p> <p>Buffet Man</p> <p>Head Waiter</p> <p>Table Appointments</p> <p>Spoon, Fork, Dinner Knife etc.</p> <p>Water Goblets</p> <p>Highball Drinking Glasses</p> <p>Table Cloth Napkin</p> <p>Paper Napkin</p>	

	Others Unlimited serve of Iced Tea or Lemonade Purified Water and Tube Ice Bar table with cover	
7	Catered Meals For VIP's (Event Proper) ACTIVITY 1 Catered Meals Steamed Rice Beef Viand: choice of Korean Beef Stew, Italian Pot Roast, or Beef Rendang with Fried Potatoes Chicken Viand: choice of Fried Garlic Chicken, Rosemary Chicken, or Braised Oriental Basil Chicken Fish Viand: choice of Grilled Milkfish with Mango Salsa, or Grilled Lemongrass Fish with Chili Coriander Sauce Vegetables: choice of Fresh Vegetable Rolls with Garlic Peanut Sauce, Grilled Asparagus, or Stir-Fried Vegetables in Season Dessert: choice of Mango Tapioca and Sweet Potato Chips, or Assorted Pastries Drinks: Iced Tea Inclusions: Buffet Set-up Chafing Dishes Buffet Tables with skirting and center piece Props and Artificial flowers design Buffet Lamp Dining Setup Dining Table with floor length Linen Chair with cover Ribbon Runner Man Power for Dining Area Waiters Beverages Bartenders Buffet Man Head Waiter Table Appointments Spoon, Fork, Dinner Knife etc. Water Goblets Highball Drinking Glasses Table Cloth Napkin Paper Napkin Others Unlimited serve of Iced Tea or Lemonade Purified Water and Tube Ice Bar table with cover	
8	ACTIVITY 3 Plaque - Glass plaque: Customized design; Glass: 10.5 inches (W) x 15.5 inches (H) x 0.96cm (D); Wood: 12.25 inches (W) x 2.5 inches (H) x 2.5 inches (D); brass, Plate: 7.5 inches (W) x 1.5 inches (H)	
9	ACTIVITY 1 Plaque - Glass plaque 15 inches x 12 inches; customized design and shape; made of glass with wooden presentation; for title holder winners (male and female)	
10	ACTIVITY 1	

22	ACTIVITY 2 Same day Edit Video Production (2 minutes)- Inclusions: Editing, Graphics, Music scoring, Shooters (2)	
23	ACTIVITY 2 Palarong Pinoy - Inclusions: Materials for Palarong Pinoy Pukpok palayok - Clay pot, wire, nylon rope, crepe paper, coins for each pot, glue, starch, assorted candies, big handkerchief Lato-lato - lato-lato toy Hula hoop - hula-hoop toy Patintero - masking tape Asintable - board and bags Includes packed meals and tokens for the winning group	
24	ACTIVITY 3 Souvenir Program - Production and printing of the Souvenir Program (300 copies): Stocks C2s220 matte laminated (cover paper); book 80lbs (inside paper); pages: min. of 45 pages; Size: Full 5.75 inches x 8 inches; Binding: perfect binding; Color: saddle stitching; Inclusive of conceptualization, development of layout and design, and text development for a max of 20 awardees	
25	ACTIVITY 3 Invitation card - Material: 200gsm board paper with special envelope, Print: Full color with Spot UV lamination; size: 5.5 inches x 8.5 inches	
26	ACTIVITY 3 Pen - Black fountain pen with custom engrave, inclusive of special packaging	
27	ACTIVITY 2 T-Shirts - with full color DTG print, 6 colors (ROYGVB); size: Available size from Small - 5XL	
28	ACTIVITY 2 Electrical Wirings - heavy duty electrical wiring, outlets and bulbs for purveyors	
	with attached Terms of Reference (TOR) which will form an integral part of this bidding document	
B.	Compliance to the Schedule of Requirements (Section VI)	

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

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Cost Derivation

PROJECT NAME: EVENTS MANAGEMENT PACKAGE FOR VARIOUS
ACTIVITIES
PROJECT NO. OCM-23-EM-1514

FOR ITEM NO. 1

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	RENTAL OF TECHNICAL EQUIPMENT				
	ACTIVITY 1	LOT	1		
	ACTIVITY 2	LOT	2		
	ACTIVITY 3	LOT	1		
2	MULTIMEDIA AND VIDEO PLAYBACK SYSTEM				
	ACTIVITY 1	LOT	1		
	ACTIVITY 2	LOT	2		
	ACTIVITY 3	LOT	1		
3	RENTAL OF TELEPROMPTER (2 DAYS)				
	ACTIVITY 3	LOT	2		
4	RENTAL OF GENERATOR				
	ACTIVITY 1, 2, 3	UNIT	6		
5	VIDEO COVERAGE AND DOCUMENTATION				
	ACTIVITY 1	LOT	1		
	ACTIVITY 2	LOT	2		
	ACTIVITY 3	LOT	1		
6	RENTAL OF VENUE/EVENT'S PLACE				
	ACTIVITY 3	LOT	1		
7	RENTAL OF TABLES				
	ACTIVITY 2	PIECE	100		
8	POCKET EVENT PRODUCTION				
	ACTIVITY 1	LOT	1		
TOTAL BID AMOUNT					

FOR ITEM NO. 2

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	LOGISTICAL MANAGEMENT				
	ACTIVITY 1	LOT	1		
	ACTIVITY 2	LOT	2		
	ACTIVITY 3	LOT	1		
TOTAL BID AMOUNT					

FOR ITEM NO. 3

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	PRODUCTION AND EVENT MANAGEMENT				
	ACTIVITY 1	LOT	1		
	ACTIVITY 2	LOT	2		
	ACTIVITY 3	LOT	1		
TOTAL BID AMOUNT					

FOR ITEM NO. 4

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	VIDEO PRODUCTION FOR PLAYBACK				
	ACTIVITY 1	LOT	1		
	ACTIVITY 3	LOT	1		
TOTAL BID AMOUNT					

FOR ITEM NO. 5

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	PRODUCTION DESIGN				
	ACTIVITY 1	LOT	1		
	ACTIVITY 2	LOT	1		
	ACTIVITY 3	LOT	1		
TOTAL BID AMOUNT					

FOR ITEM NO. 23

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	PALARONG PINOY – MEALS AND MATERIALS				
	ACTIVITY 2				
	CLAY POT	PIECE	16		
	WIRE	KILO	5		
	NYLON ROPE	ROLL	5		
	CREPE PAPER	BUNDLE	10		
	COINS FOR POT	LOT	16		
	GLUE	BOTTLE	10		
	STARCH	PACK	10		
	ASSORTED CANDLES	PACK	16		
	BIG HANDKERCHIEF	PIECE	10		
	LATO-LATO (CLACKERS)	PIECE	30		
	HULA HOOP	PIECE	20		
	MASKING TAPE	PIECE	20		
	BOARD AND BAGS	SET	5		

	PACKED MEALS (200 pax x 3 meals)	PACK	600		
TOTAL BID AMOUNT					

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
2	PALARONG PINOY – PRIZES				
	ACTIVITY 2				
	PUKPOK PALAYOK	LOT	1		
	LATO-LATO (CLACKERS)	LOT	1		
	HULA HOOP	LOT	1		
	PATINTERO	LOT	1		
	ASINTABLE	LOT	1		
TOTAL BID AMOUNT					

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

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **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 (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES); 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 (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES); 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 Section VI. (Schedule of Requirements) and Section VII. (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) (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES);**
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.

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

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

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (a) Original of duly signed and accomplished Financial Bid Form;
- ☐ (b) Original of duly signed and accomplished Price Schedule(s); **and**
- ☐ (c) Cost Derivation.

III. REQUIRED DOCUMENTS in BDS SECTION 20.2 and 21.2

- *No additional requirements*

Note:

1. Please refer to
[https://drive.google.com/file/d/1uiYurh5WrpBL5B_pqpzAb62yucAbIR1p/view?usp=sharing] for the following requirements:
 - a. Computation of NFCC;
 - b. List of All Ongoing Contracts/List of Contracts already awarded but not yet started;
 - c. Statement of Single Largest Completed Contract
2. Please refer to GPPB Resolution No. 16-2020 for the following requirements:
 - a. Bid Form;
 - b. Price Schedule (for Goods Offered from Abroad/ Within the Philippines)
 - c. Bid Securing Declaration; and
 - d. Omnibus Sworn Statement

