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

BAGONG PILIPINAS

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

EVENTS MANAGEMENT FOR BOOSTING YOUTH ENTREPRENEUR'S ADVANCEMENT IN THE MARKET (BEAM) AND LINGGO NG KABATAAN

PROJECT NO. QCYDO-25-EM-0498

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.

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 FOR BOOSTING YOUTH ENTREPRENEUR'S ADVANCEMENT IN THE MARKET (BEAM) AND LINGGO NG KABATAAN*** *with* identification number **QCYDO-25-EM-0498.**

[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 **Thirteen (13)** ***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 **2025** in the amount of **THREE MILLION FIVE HUNDRED NINETY-ONE THOUSAND THREE HUNDRED FIFTY PESOS AND 00/100 ONLY (Php3,591,350.00).**

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 Declaration[1] 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. *A single contract similar **to the items to be bid** and must be at least **fifty percent (50%)** of the ABC.* 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 *within Quezon City* 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 ***Php71,827.00*** 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 b. The amount of not less than ***Php179,567.50*** or equivalent to **five percent (5%)** of ABC if bid security is in Surety Bond.
19.3	**BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT** FOR ITEM NOS. 1-2 — Php960,000.00 FOR ITEM NO. 3 — Php5,400.00 FOR ITEM NO. 4 — Php800.00 FOR ITEM NO. 5 — Php512,200.00 FOR ITEM NOS. 6-7 — Php131,950.00 FOR ITEM NOS. 8-9 — Php385,000.00 FOR ITEM NOS. 10-13 — Php1,596,000.00 **TOTAL ABC — Php3,591,350.00**
20.2	List of required licenses and permits relevant to the Project and the corresponding law requiring it. • **No additional requirement**
21.2	Additional required documents relevant to the Project that are required by existing laws and/or the Procuring Entity. • Track Record/Company Profile with Project Number and Project Title 1. The service provider should have at least three (3) years of actual experience in conducting and managing events that involve business fairs, conference and conventions, expos, summits, job fairs, assemblies, conventions and symposiums.

- Organizational Chart with Project Number and Project Title.
- List of Manpower requirement with Project Number and Project Title supported by Curriculum Vitae (CV)

FOR BEAM (BOOSTING YOUTH ENTREPRENEURS' ADVANCEMENT IN MARKET)

PERSONNEL	REQUIRED NO. OF PERSONNEL	PERSONNEL MINIMUM QUALIFICATIONS
Event Organizer	1	Must be a Filipino with extensive knowledge and experience in overall management of a business fairs, conference and conventions, expos, summits, job fairs, assemblies, conventions and symposiums. Or possess a TESDA certification in EVENTS MANAGEMENT SERVICES NC III (*optional)*
Host	2	Must have experience in hosting assemblies, conventions, forums, and symposiums with 200-500 participants. Or possess a TESDA certification in EVENTS MANAGEMENT SERVICES NC III (*optional)*
Technical Staff/Operator	2	Must have extensive knowledge in the set-up and operation of technical equipment. Manages any audio-visual equipment, internet connectivity, and technical issues. Or possess a TESDA certification in LIGHTING FOR LIVE PERFORMANCES NC II (*optional)*

FOR LINGGO NG KABATAAN

PERSONNEL	REQUIRED NO. OF PERSONNEL	PERSONNEL MINIMUM QUALIFICATIONS
Event Organizer	1	Must be a Filipino with extensive knowledge and experience in overall management of a business fairs, conference and conventions, expos, summits, job fairs, assemblies, conventions and symposiums. Or possess a TESDA certification in EVENTS MANAGEMENT SERVICES NC III (*optional)*
Host	2	Must have experience in hosting assemblies, conventions, forums, and symposiums with 200-500 participants. Or possess a TESDA certification in EVENTS MANAGEMENT SERVICES NC III (*optional)*
Technical Staff/Operator	2	Must have extensive knowledge in the set-up and operation of technical equipment. Manages any audio-visual equipment, internet connectivity, and technical issues. Or possess a TESDA certification in LIGHTING FOR LIVE PERFORMANCES NC II (*optional)*
Logistic Manager	1	Must have experience assisting and managing the logistical aspects, including booth setup, transportation and event-day operations
Production Staff/ Support Staff	4	Must have experience in safety and security of attendees, staff, and exhibits. Maintains the cleanliness of the fairgrounds and booths.

(Please refer to the attached Terms of Reference)

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	
1	*[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:]* **Delivery and Documents –** 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: *[For Goods supplied from abroad, state:]* "The delivery terms applicable to the Contract are DDP delivered [*indicate place of destination*]. In accordance with INCOTERMS." *[For Goods supplied from within the Philippines, state:*] "The delivery terms applicable to this Contract are delivered *[indicate place of destination].* Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination." Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements). For purposes of this Clause the Procuring Entity's Representative at the Project Site is *[indicate name(s)].* **Incidental Services –** The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: *Select appropriate requirements and delete the rest.* 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
	e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. f. *[Specify additional incidental service requirements, as needed.]* The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

Spare Parts –

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

Select appropriate requirements and delete the rest.

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; and

b. in the event of termination of production of the spare parts:

   i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and

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

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

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

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

Packaging –

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.

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.

The outer packaging must be clearly marked on at least four (4) sides as follows:

Name of the Procuring Entity
Name of the Supplier

	Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications
	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. **Transportation –** 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. 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.
	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. 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. **Intellectual Property Rights –** 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.
2.2	*[If partial payment is allowed, state]* "The terms of payment shall be as follows:"
4	The inspections and tests that will be conducted are: *Product Presentation/Demonstration/Site Inspection, if applicable.*

Section VI. Schedule of Requirements

PROJECT NAME: EVENTS MANAGEMENT FOR BOOSTING YOUTH ENTREPRENEUR'S ADVANCEMENT IN THE MARKET (BEAM) AND LINGGO NG KABATAAN
PROJECT NO. QCYDO-25-EM-0498

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
	EVENTS MANAGEMENT FOR BEAM (BOOSTING YOUTH ENTREPRENEURS' ADVANCEMENT IN MARKET) PROJECT DESCRIPTION The BEAM (Boosting Youth Entrepreneurs' Advancement in the Market) Project aims to highlight businesses owned and operated by youth who have undergone training in Quezon City, specifically with the following objectives; • To create networking opportunities and mentorship programs to connect young entrepreneurs with industry professionals and potential investors. • To establish a sustainable support system to help youth entrepreneurs navigate the challenges of a dynamic business environment. • To fortify, enhance, and expand the brand of youth in Quezon City • To develop the start-up ecosystem in a rapidly evolving business environment. PROJECT SCOPE OF WORK The Scope of Work for this Project is designed to achieve the project objectives. The following outlines the minimum activities that the Service Provider must undertake to fulfill this aim: A. PRE-EVENT MANAGEMENT AND COORDINATION 1. Manage and coordinate with the QCYDO on the planning, styling and logistic management. 2. Conduct preparatory meetings to discuss the provisions and items of services. 3. Conduct of ocular visit to the venue together with the QCYDO. 4. Source and hire the necessary staff and manpower for coordinating and executing the technical and logistical requirements. B. EVENT CONCEPTUALIZATION 1. Create and conceptualize design for the following: a. Design of Marketing Materials - Signages - Tarpaulin b. Design of Tarpaulin of each business booth 2. Conceptualize and propose the following: a. Floor plan including the booth arrangement, setup for full stage design, booth design and area to build the entrance decor. b. Recommend photo-op or photo booth ideas which fit to the venue and theme design.			**Upon request by the End-User until September 30, 2025**

3. Track key performance indicators to measure the project's success and make data-driven adjustments.

No	Item Description	Qty
1	Full Stage Design: Provide sketches and drafts which give detailed drawings or 3D models. Once the stage design is approved by the program lead. The following must consider; The stage floor material (wood, carpet etc.), color and any special features such doors or pathways which are accessible to the host, performers, production crew and audience members. With the provision of backdrops and drapes these can create mood and visual interest. Select props that enhance production and stage functionality. Choose colors that reflect the mood and theme of the event. Ensure the stage design complements the event's overall aesthetic.	3 PACKAGE
2	Full Booth Design: Provide a basic floor plan that will showcase the layout of the booth this will help to visualize the flow and key areas. The end-user will provide the list of participating youth entrepreneurs or businesses, and conduct a thorough assessment to specify the dimensions of the booth space. Put the name of the event where the booth will be located this will help potential clients to visualize the context of the program. The structure of the booth can be standard modular, custom built or unique design based on the final alignment between the end-users and the service provider. Inclusion of the following items; • With 35 sets of wirings and sockets for electricity source of each booth • Provision of thirty-five (35) pieces of booth tent 2m height x2m width tents with corresponding 5-6 ft tables, table cover and chairs. • With 35 pieces of customized banner for booth names, designs of each business tarpaulin 2ft height x 3ft width, with 4 corners eyelet, customized lay-out, 10-13 oz thickness.	
3	Styled Photo-op Area: The set-up of this item must align to the overall event theme and location. Preferably, photo-op with the use of backdrop with props and lighting setup, incorporate the use of technology such as instant printing, social media integration (*sharing of photos directly to social media)* or interactive screen (*a screen setup displaying the photos and encouraging engagement)*. The ideal size of the photo-opt area is 10feet x 6.5feet framed photo wall, with 4 corners eyelet, customized lay-out, 10-13 oz thickness. Consider safety measures in the place in terms of props and accessibility at least two (2) staff will assist in the photo-op area.	
4	Themed Entrance Decor: These items are in the form of an archway with key design elements such as visuals, materials for ribbon cutting (ribbon, theme design, props and special effects, scissors). This was the main entrance and ribbon cutting as the opening of the programs of three days. The specifications of materials will further be discussed during the coordination meeting of the end-user and supplier. Inclusion of Welcome Arch 10 feet x 12 feet	

Upon request by the End-User until September 30, 2025

	with the entrance space of 8 ft height x 8ft. width.	
5	Lights, Sounds and LED Wall The following items must observe the specifications, quantity and quality: **Professional Sound System** Audio Mixer 4-8 Units Highmaxx Powered speakers 2 Units Monitor Speaker 2 -4 Units Wireless Microphone 2 Units Wired Microphone 1 Unit Laptop (Music Source) Line, Accessories and Others 2 Units Microphone Stand **Lights** Light Stand Light Control Light Accessories 2-4 Units of Amber Lights 2-4 Units Beam Moving Heads 2-6 Units Par Lights with Stand 1 Unit Spotlight **Ledwall** Led Wall Panels 9 ft height x12 ft width Video Processor Sender Box AV Matrix Video Mixer with Monitor Screen Aluminum Riser (Rubber Wood Panels, Aluminum Brace, Alum Post, Base Jack) 1 Unit - High Performance Laptop or Gaming Laptop AVP Lines, Cables and Accessories Electrical Cord, Wires and Other Accessories Inclusions of 2 to 4 manpower for technical and manpower and 14 Hours of use of ingress and egress. Use of energy efficient lighting fixtures and components. Use of water efficient fixtures and components.	2 PACKAGE

C. PRODUCTION OF KITS, PRINTED MATERIALS & PARAPHERNALIAS

1. The following kits shall be delivered to the QCYDO Fourteen (14) calendar days prior to the event: *Supplies*

No	Item Description	Qty
1	Special Paper (A4, 230-300gsm, 10 sheets/pack)	10 packs

2. The following printed materials and booth designs shall be printed and available during the ingress:

No	Item Description	Qty
1	Customized Merchant Apron- *Customized full apron 9 inches x 13 inches with logo print (5inch x 5inch), 2 pocket, polyester fabric, navy blue*	200 pieces
2	Promotional Materials (*Customized Tarpaulin, 10 height x 3 width, good quality full color print, eyelets on corner, thickness (13 oz)*	6 pieces

The service provider handles the initial design concept. The design will be revised and resubmitted within two days of receiving end-user feedback on the layout.

Upon request by the End-User until September 30, 2025

	D. EVENT MANAGEMENT AND COORDINATION 1. Manage the venue and coordinate with the suppliers of each provision of services. 2. Implement and execute the action points from the meeting and the approved Floor Plan and Event Layout. 3. Conduct a technical run at least one hour before the event begins, involving the host, program, technical, and organizing staff. 4. Provide one round trip of a 1000 kg-capacity FB/Van for transporting office equipment and materials between the venue and QCYDO. 5. Source and hire the event host, necessary staff and manpower for the execution of the actual event.			
1	**Event Management Services** Event styling for 3 days of Pre-event Management and coordination Events Conceptualization includes design, propose floor plan and recommend photo-op ideas which fit to the venue and theme design. Provision of Full Stage Design: provides layout, theme backdrop, props and decor, carpet. Inclusion of Full Booth Design: - With 35 sets of wirings and sockets for electricity source of each booth - Provision of thirty-five (35) pieces of booth tent 2 meters height x2 meters width tents with corresponding 5-6 ft tables, table cover and chairs. - With 35 pieces of customized banner for booth names, designs of each business tarpaulin 2ft height x 3ft width, with 4 corners eyelet, customized lay-out, 10-13 oz thickness. Styled Photo-op Area: align to the overall event theme and location, consider accessibility and safety measures with at least two (2) staff to assist in the photo-opt area. The ideal size of the photo-opt area is 10 feet height x 6.5 feet width framed photo wall, with 4 corners eyelet, customized lay-out, 10-13 oz thickness. Theme Entrance Decor- with scissor and ribbon for props, inclusion of Welcome Arch 10 feet height x 12 feet width with the entrance space of 8ft height x8ft. width.	Package	3	**Upon request by the End-User until September 30, 2025**
2	**Customized Merchant Apron** Includes in this project are production of kits, printed materials and Paraphernalia's: Merchant Apron: Customized full apron 9 inches x 13 inches with logo print (5 inches x 5 inches), 2 pocket, polyester fabric, navy blue	Piece	200	
3	**Customized Tarpaulin** **Promotional Materials -** Customized Tarpaulin, 10 ft height x 3ft width, good quality full color print, eyelets on corner, thickness (13 oz)	Piece	6	
4	**Special Paper** - White A4 Specialty Paper 230 to 300 gsm; 10 sheets/pack	Pack	10	
5	Lights, Sound and LED Wall The following items must observe the specifications, quantity and quality; Professional Sound System Audio Mixer 4-8 Units Highmaxx Powered speakers 2 Units Monitor Speaker 2 -4 Units Wireless Microphone 2 Units Wired Microphone 1 Unit Laptop (Music Source) Line, Accessories And Others 2 Units Microphone Stand	Package	2	

	Lights Light Stand Light Control Light Accessories 2-4 Units of Amber Lights 2-4 Units Beam Moving Heads 2-6 Units Par Lights with Stand 1 Unit Spotlight Ledwall Led Wall Panels 9ft height x 12ft width Video Processor Sender Box AV Matrix Video Mixer with Monitor Screen Aluminum Riser (Rubber Wood Panels, Aluminum Brace, Alum Post, Base Jack) 1 Unit - High Performance Laptop or Gaming Laptop AVP Lines, Cables and Accessories Electrical Cord, Wires and Other Accessories Inclusions of 2 to 4 manpower for technical and manpower and 14 Hours of use of ingress and egress. Use of energy efficient lighting fixtures and components. Use of water efficient fixtures and components.			
	EVENTS MANAGEMENT FOR LINGGO NG KABATAAN PROJECT DESCRIPTION The Quezon City Linggo ng Kabataan (Youth Week) aims to empower, engage, and celebrate the youth of Quezon City, fostering their active participation in community development and shaping a brighter future. • To showcase the talents, creativity, and potential of Quezon City's youth through a week-long series of events and activities. • To provide a platform for youth participation in community development initiatives. • To create a vibrant and engaging environment that inspires youth leadership and civic engagement. • To foster collaboration and networking among youth organizations and stakeholders. • To promote youth empowerment and development through workshops, seminars, and mentorship opportunities. • To increase awareness of youth-related issues and concerns within the Quezon City community. **PROJECT SCOPE OF WORK** The Scope of Work for this Project is designed to achieve the project objectives. The following outlines the minimum activities that the Service Provider must undertake to fulfill this aim: A. PRE-EVENT MANAGEMENT AND COORDINATION 1. Manage and coordinate with the QCYDO on the planning, styling and logistic management. 2. Conduct preparatory meetings to discuss the provisions and items of services.			**Upon request by the End-User until September 30, 2025**

3. Conduct of ocular visit to the venue together with the QCYDO.
4. Source and hire the necessary staff and manpower for coordinating and executing the technical and logistical requirements.

B. EVENT CONCEPTUALIZATION

1. Create and conceptualize design of the Marketing Materials
   a. Photowall
   b. Drop Down Banner
   c. Signages
2. Conceptualize and propose the following:
   a. Floor plan including the booth arrangement, setup for full stage design, booth design and area to build the entrance decor.
   b. Recommend photo-op or photo booth ideas which fit to the venue and theme design.
   c. Discuss a strategy for installing drop-down banners to boost the campaign and promote the series of activities and events.
3. Track key performance indicators to measure the project's success and make data-driven adjustments.

No	Item Description	Qty
1	**LINGGO NG KABATAAN - EVENTS MANAGEMENT SERVICES** Stage Platform and Full Stage Design: For Stage Platform: Use of frame material (usually aluminum alloy), deck material (plywood with anti-slip finish), load capacity, adjustable leg height, platform size, optional accessories (like handrails, stairs), and compliance with safety standards. The dimension of the platform depends upon the ocular of the end-user and the provider. For Full Stage Design: Provide sketches and drafts which give detailed drawings or 3D models. Once the stage design is approved by the program lead. The following must consider; The stage floor material (wood, carpet etc.), color and any special features such doors or pathways which are accessible to the host, performers, production crew and audience members. With the provision of backdrops and drapes these can create mood and visual interest. Select props that enhance production and stage functionality. Choose colors that reflect the mood and theme of the event. Ensure the stage design complements the event's overall aesthetic.	1 PACKAGE

Upon request by the End-User until September 30, 2025

	2	**LINGGO NG KABATAAN - EVENTS MANAGEMENT SERVICES** Styled Photo-op Area: The set-up of this item must align to the overall event theme and location. Preferably, photo-op with the use of backdrop with props and lighting setup, incorporate the use of technology such as instant printing, social media integration (*sharing of photos directly to social media)* or interactive screen (*a screen setup displaying the photos and encouraging engagement)*. The ideal size of the photo-opt area is 10feet x 6.5feet framed photo wall, with 4 corners eyelet, customized lay-out, 10-13 oz thickness. Consider safety measures in the place in terms of props and accessibility at least two (2) staff will assist in the photo-op area.	1 PACKAGE			
	3	**LINGGO NG KABATAAN - ENTRANCE ARC DECOR** Entrance Decor: These items are in the form of an archway with key design elements such as visuals, materials, theme design, props and special effects. This was the main entrance and ribbon cutting as the opening of the programs. The ideal size of the Welcome Arch is 10 ft height x 12 ft width. Entrance space 8 ft. height x 8ft. width with installation, manpower, and transportation fee-	1 PACKAGE			**Upon request by the End-User until September 30, 2025**
	4	**LINGGO NG KABATAAN - LIGHTS, SOUND, AND LED WALL** Lights, Sounds and LED Wall The following items must observe the specifications, quantity and quality; **Professional Sound System** Audio Mixer 4-8 Units Highmaxx Powered speakers 2 Units Monitor Speaker 4 -6 Units Wireless Microphone 2 Units Wired Microphone 1 Unit Laptop (Music Source) Line, Accessories And Others 2 Units Microphone Stand **Generator 1 Set** **Capacity:** Apparent Power: 60-100 kVA Real Power (kW): 48-80 kW (assuming a power factor of 0.8) **Voltage:** Output: Typically available in multiple voltage options, such as 220V, 380V, or 400V Phase Configuration: Single-phase or three-phase, depending on the application **Frequency:**	1 PACKAGE			

		Standard: 50 Hz or 60 Hz, depending on the region Fuel Type: Diesel, natural gas, propane, or other fuels, depending on the generator model **Engine:** Type: Internal combustion engine, usually a diesel engine for generators of this size Cooling System: Air or liquid cooling system to regulate the engine's temperature **Control Panel:** Features: Digital displays, warning lights, and control buttons for monitoring and managing the generator Enclosure: Protection: Soundproof or weatherproof enclosure for protection against environmental conditions and noise reduction **Run Time:** Duration: Depends on the generator's load level and fuel tank capacity Regulations: Compliance with local environmental regulations and emission standards is crucial. **Lights** Light Stand Light Control Light Accessories 2-4 Units of Amber Lights 2-4 Units Beam Moving Heads 2-12 Units Par Lights with Stand 1 Unit Spotlight **Ledwall** Ledwall Panels 9 ft height x 12 ft width Video Processor Sender Box AV Matrix Video Mixer with Monitor Screen Aluminum Riser (Rubber Wood Panels, Aluminum Brace, Alum Post, Base Jack) 1 Unit - High Performance Laptop or Gaming Laptop AVP Lines, Cables and Accessories Electrical Cord, Wires and Other Accessories Inclusions of 2 to 4 manpower for technical and manpower and 14 Hours of use of ingress and egress. Use of energy efficient lighting fixtures and components. Use of water efficient fixtures and components.				**Upon request by the End-User until September 30, 2025**
	C. PRODUCTION OF KITS, PRINTED MATERIALS & PARAPHERNALIAS 1. The following items will be delivered to the QCYDO Fourteen (14) calendar days prior to the event:					

Token for Participants

No	Item Description	Qty
1	Customized Cap Trucker Cap, Imprint Method: Embroidered, Silkscreen Printed, Color: Navy Blue and White, Black and Gray, Red and White	1,500 pieces
2	Raincoat Disposable poncho raincoat with 130 x 101CM/145-180 size and 1mm thickness, Material: EVA, color Blue	1,500 pieces
3	Customized Tote Bag Tote bag, jute/abaca material, natural brown/beige color 25-30 cm x 25-30 cm x 15-18 cm	1,500 pieces
4	Customized Collapsible Tumbler Cup Program Logo Print, Material: FDA Approved Silicone + Food Grade PP, Capacity: 380-500ml, Net Weight: 140g, Applicable for holding hot and cold drinks, safe for the dishwasher.	1,500 pieces

Token for Resource Speakers

No	Item Description	Qty
1	Custom steel mug with lid (logo engraved)	40 pieces
2	Custom bamboo notebook (13 x 17.5 cm) with ballpen	40 pieces
3	Custom tote bag, jute/abaca material, natural brown/beige color 25-30cm x 25-30cm x 15-18cm	40 pieces

2. The following printed materials and booth designs shall be printed and available during the ingress:

No	Item Description	Qty
1	Customized Printed Certificate Design Template, Letter/A4 Paper 150-250 gsm	450 pieces
2	Photowall (Approved design, tarpaulin, 8ft height x 8ft width, water resistant or waterproof material with 4 corner eyelet, customized layout, 10-13 oz thickness)	1 piece

Upon request by the End-User until September 30, 2025

	3 Drop down banner *(Approved design, Tarpaulin, 3ft height x 8 ft width, water resistant or waterproof material with 4 corners eyelet, customized lay-out, 10-13 oz thickness)* — 75 pieces D. EVENT MANAGEMENT AND COORDINATION 1. Conduct and manage the Event Ingress at least one day before the event date. 2. Implement and execute the action points from the meeting and the approved Floor Plan and Event Layout. 3. Manage the venue and coordinate with the suppliers of each provision of services for the 8-hour event. 4. Conduct a technical run at least 2-3 hours before the event begins, involving the host, program, technical, and organizing staff. 5. Provide one round trip of a 1000 kg-capacity FB/Van for transporting office equipment and materials between the venue and QCYDO.			
6	**Photo wall** Customized Tarpaulin, 8 ft height x 8 ft. width, good quality print, with wooden base panel layout	Piece	1	
7	**Drop down banners** 75 dropdown 10oz tarpaulin banners 3x8 ft. with wood frame with installation service	Piece	75	**Upon request by the End-User until September 31, 2025**
8	**Lights, Sound and LED Wall** The following items must observe the specifications, quantity and quality; Professional Sound System Audio Mixer 4-8 Units Highmaxx Powered speakers 2 Units Monitor Speaker 4 -6 Units Wireless Microphone 2 Units Wired Microphone 1 Unit Laptop (Music Source) Line, Accessories and Others 2 Units Microphone Stand Generator 1 Set Capacity: Apparent Power: 60-100 kVA Real Power (kW): 48-80 kW (assuming a power factor of 0.8) Voltage: Output: Typically available in multiple voltage options, such as 220V, 380V, or 400V Phase Configuration: Single-phase or three-phase, depending on the application Frequency: Standard: 50 Hz or 60 Hz, depending on the region Fuel Type: Diesel, natural gas, propane, or other fuels, depending on the generator model Engine: Type: Internal combustion engine, usually a diesel engine for generators of this size Cooling System: Air or liquid cooling system to regulate the engine's temperature Control Panel: Features: Digital displays, warning lights, and control buttons for monitoring and managing the generator Enclosure: Protection: Soundproof or weatherproof enclosure for protection against environmental conditions and noise reduction	Package	1	

	Duration: Depends on the generator's load level and fuel tank capacity Regulations: Compliance with local environmental regulations and emission standards is crucial. Lights Light Stand Light Control` Light Accessories 2-4 Units of Amber Lights 2-4 Units Beam Moving Heads 2-12 Units Par Lights with Stand 1 Unit Spotlight Ledwall Led wall panels 9ft height x12 ft width Video Processor Sender Box AV Matrix Video Mixer with Monitor Screen Aluminum Riser (Rubber Wood Panels, Aluminum Brace, Alum Post, Base Jack) 1 Unit - High Performance Laptop or Gaming Laptop AVP Lines, Cables and Accessories Electrical Cord, Wires and Other Accessories Inclusions of 2 to 4 manpower for technical and manpower and 14 Hours of use of ingress and egress. Use of energy efficient lighting fixtures and components. Use of water efficient fixtures and components.			**Upon request by the End-User until September 30, 2025**
9	**Entrance Arc Decor** with design and visualization of the entrance theme, ideally the size of the welcome arch is 10ft height x12 ft width. Entrance space 8ft height x 8ft width with installation, manpower, and transportation fee	Package	1	
10	**Event Management Services** Inclusion of the following items; Pre event conceptualization and coordination-planning, styling and logistic management, conduct preparatory meeting, ocular visit and source hire for manpower logistical requirements. Event Conceptualization- create and conceptualize design of marketing materials, floor plan, recommend photo opt. and installing of drop-down banners. Stage Platform and Full Stage Design: stage design, provide sketch and layout, create mood in event based on the theme of the program. Styled Photo-op Area: align to the overall event theme and location, consider accessibility and safety measures with at least two (2) staff to assist in the photo-opt area. The ideal size of the photo-opt area is 10ft height x 6.5 feet width framed photo wall, with 4 corners eyelet, customized lay-out, 10-13 oz thickness.	Package	1	
11	**Customized token for participants** **Cap (customized)** Trucker Cap, Imprint Method: Embroidered, Silkscreen Printed, Color: Navy Blue and White, Black and Gray, Red and White **Raincoat** Disposable poncho raincoat with 130 x 101CM/145-180 size and 1mm thickness, Material: EVA, color Blue **Tote Bag (customized)**	Set	1,500	

	Tote Bag (customized) tote bag, jute/abaca material, natural brown/beige color, 25-30 cm x 25-30 cm x 15-18 cm **Collapsible Tumbler Cup (customized)** Program Logo Print, Material: FDA Approved Silicone + Food Grade PP, Capacity: 380-500ml, Net Weight: 140g, Applicable for hold hot and cold drinks, safe for the dishwasher.			
12	**Training Expenses for Global Mobility** Customized Printed Certificate Design Template, Letter/A4 Paper 150-250 gsm – 100 pieces **Training Expenses of AGRICULTURE (Joy Urban Farming)** Customized Printed Certificate Design Template, Letter/A4 Paper 150-250 gsm -100 pieces **Training Expenses of Environment** Customized Printed Certificate Design Template, Letter/A4 Paper 150-250 gsm – 100 pieces **Training Expenses of Mental Health Mindfulness and Meditation Activity** Customized Printed Certificate Design Template, Letter/A4 Paper 150-250 gsm – 100 pieces **Training Expenses for Culminating Activity** Customized Printed Certificate Design Template, Letter/A4 Paper 150-250 gsm- 50 pieces	Piece	450	**Upon request by the End-User until September 30, 2025**
13	**Training Expenses for Global Mobility – 10 set** Custom steel mug with lid (logo engraved) Custom bamboo notebook (13 x 17.5 cm) with ballpen Custom tote bag, jute/abaca material, natural brown/beige color 25-30cm x 25-30cm x 15-18cm **Training Expenses of AGRICULTURE (Joy Urban Farming) - 10 set** Custom steel mug with lid (logo engraved) Custom bamboo notebook (13 x 17.5 cm) with ballpen Custom tote bag, jute/abaca material, natural brown/beige color 25-30cm x 25-30cm x 15-18cm **Training Expenses of Environment – 10 set** Custom steel mug with lid (logo engraved) Custom bamboo notebook (13 x 17.5 cm) with ballpen Custom tote bag, jute/abaca material, natural brown/beige color 25-30cm x 25-30cm x 15-18cm **Training Expenses of Mental Health Mindfulness and Meditation Activity – 10 set** Custom steel mug with lid (logo engraved) Custom bamboo notebook (13 x 17.5 cm) with ballpen Custom tote bag, jute/abaca material, natural brown/beige color 25-30cm x 25-30cm x 15-18cm	Set	40	
	Terms of Payment: *Payment shall be made upon every successful delivery and completion of Activity Report.*			
	(With attached Terms of Reference which will form an integral part of the Philippine bidding documents)			

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 FOR BOOSTING YOUTH ENTREPRENEUR'S ADVANCEMENT IN THE MARKET (BEAM) AND LINGGO NG KABATAAN
PROJECT NO. QCYDO-25-EM-0498

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.	**EVENTS MANAGEMENT FOR BEAM (BOOSTING YOUTH ENTREPRENEURS' ADVANCEMENT IN MARKET)** PROJECT DESCRIPTION The BEAM (Boosting Youth Entrepreneurs' Advancement in the Market) Project aims to highlight businesses owned and operated by youth who have undergone training in Quezon City, specifically with the following objectives; • To create networking opportunities and mentorship programs to connect young entrepreneurs with industry professionals and potential investors. • To establish a sustainable support system to help youth entrepreneurs navigate the challenges of a dynamic business environment. • To fortify, enhance, and expand the brand of youth in Quezon City • To develop the start-up ecosystem in a rapidly evolving business environment. PROJECT SCOPE OF WORK The Scope of Work for this Project is designed to achieve the project objectives. The following outlines the minimum activities that the Service Provider must undertake to fulfill this aim: A. PRE-EVENT MANAGEMENT AND COORDINATION 5. Manage and coordinate with the QCYDO on the planning, styling and logistic management. 6. Conduct preparatory meetings to discuss the provisions and items of services. 7. Conduct of ocular visit to the venue together with the QCYDO. 8. Source and hire the necessary staff and manpower for coordinating and executing the technical and logistical requirements. B. EVENT CONCEPTUALIZATION 4. Create and conceptualize design for the following: c. Design of Marketing Materials - Signages	

- Tarpaulin

d. Design of Tarpaulin of each business booth

5. Conceptualize and propose the following:
   a. Floor plan including the booth arrangement, setup for full stage design, booth design and area to build the entrance decor.
   b. Recommend photo-op or photo booth ideas which fit to the venue and theme design.
6. Track key performance indicators to measure the project's success and make data-driven adjustments.

No	Item Description	Qty
1	Full Stage Design: Provide sketches and drafts which give detailed drawings or 3D models. Once the stage design is approved by the program lead. The following must consider; The stage floor material (wood, carpet etc.), color and any special features such doors or pathways which are accessible to the host, performers, production crew and audience members. With the provision of backdrops and drapes these can create mood and visual interest. Select props that enhance production and stage functionality. Choose colors that reflect the mood and theme of the event. Ensure the stage design complements the event's overall aesthetic.	3 PACKAGE
2	Full Booth Design: Provide a basic floor plan that will showcase the layout of the booth this will help to visualize the flow and key areas. The end-user will provide the list of participating youth entrepreneurs or businesses, and conduct a thorough assessment to specify the dimensions of the booth space. Put the name of the event where the booth will be located this will help potential clients to visualize the context of the program. The structure of the booth can be standard modular, custom built or unique design based on the final alignment between the end-users and the service provider. Inclusion of the following items; • With 35 sets of wirings and sockets for electricity source of each booth • Provision of thirty-five (35) pieces of booth tent 2m height x2m width tents with corresponding 5-6 ft tables, table cover and chairs. • With 35 pieces of customized banner for booth names, designs of each business tarpaulin 2ft height x 3ft width, with 4 corners eyelet, customized lay-out, 10-13 oz thickness.	
3	Styled Photo-op Area: The set-up of this item must align to the overall event theme and location. Preferably, photo-op with the use of backdrop with props and lighting setup, incorporate the use of technology such as instant printing, social media integration (*sharing of photos directly to social media)* or interactive screen (*a screen setup displaying the photos and encouraging engagement).* The ideal size of the photo-opt area is 10feet x 6.5feet framed photo wall, with 4 corners eyelet, customized lay-out, 10-13 oz thickness.	

	Consider safety measures in the place in terms of props and accessibility at least two (2) staff will assist in the photo-op area.	
4	Themed Entrance Decor: These items are in the form of an archway with key design elements such as visuals, materials for ribbon cutting (ribbon, theme design, props and special effects, scissors). This was the main entrance and ribbon cutting as the opening of the programs of three days. The specifications of materials will further be discussed during the coordination meeting of the end-user and supplier. Inclusion of Welcome Arch 10 feet x 12 feet with the entrance space of 8 ft height x 8ft. width.	
5	Lights, Sounds and LED Wall The following items must observe the specifications, quantity and quality; **Professional Sound System** Audio Mixer 4-8 Units Highmaxx Powered speakers 2 Units Monitor Speaker 2 -4 Units Wireless Microphone 2 Units Wired Microphone 1 Unit Laptop (Music Source) Line, Accessories and Others 2 Units Microphone Stand **Lights** Light Stand Light Control Light Accessories 2-4 Units of Amber Lights 2-4 Units Beam Moving Heads 2-6 Units Par Lights with Stand 1 Unit Spotlight **Ledwall** Led Wall Panels 9 ft height x12 ft width Video Processor Sender Box AV Matrix Video Mixer with Monitor Screen Aluminum Riser (Rubber Wood Panels, Aluminum Brace, Alum Post, Base Jack) 1 Unit - High Performance Laptop or Gaming Laptop AVP Lines, Cables and Accessories Electrical Cord, Wires and Other Accessories Inclusions of 2 to 4 manpower for technical and manpower and 14 Hours of use of ingress and egress. Use of energy efficient lighting fixtures and components. Use of water efficient fixtures and components.	2 PACKAGE

C. PRODUCTION OF KITS, PRINTED MATERIALS & PARAPHERNALIAS

3. The following kits shall be delivered to the QCYDO Fourteen (14) calendar days prior to the event: *Supplies*

No	Item Description	Qty
1	Special Paper (A4, 230-300gsm, 10 sheets/pack)	10 packs

4. The following printed materials and booth designs shall be printed and available during the ingress:

No	Item Description	Qty
1	Customized Merchant Apron- *Customized full apron 9 inches x 13 inches with logo print (5inch x 5inch), 2 pocket, polyester fabric, navy blue*	200 pieces

	2 | Promotional Materials (*Customized Tarpaulin, 10 height x 3 width, good quality full color print, eyelets on corner, thickness (13 oz)* | 6 pieces The service provider handles the initial design concept. The design will be revised and resubmitted within two days of receiving end-user feedback on the layout. **D. EVENT MANAGEMENT AND COORDINATION** 6. Manage the venue and coordinate with the suppliers of each provision of services. 7. Implement and execute the action points from the meeting and the approved Floor Plan and Event Layout. 8. Conduct a technical run at least one hour before the event begins, involving the host, program, technical, and organizing staff. 9. Provide one round trip of a 1000 kg-capacity FB/Van for transporting office equipment and materials between the venue and QCYDO. Source and hire the event host, necessary staff and manpower for the execution of the actual event.	
1	**Event Management Services** Event styling for 3 days of Pre-event Management and coordination Events Conceptualization includes design, propose floor plan and recommend photo-op ideas which fit to the venue and theme design. Provision of Full Stage Design: provides layout, theme backdrop, props and decor, carpet. Inclusion of Full Booth Design: - With 35 sets of wirings and sockets for electricity source of each booth - Provision of thirty-five (35) pieces of booth tent 2 meters height x2 meters width tents with corresponding 5-6 ft tables, table cover and chairs. - With 35 pieces of customized banner for booth names, designs of each business tarpaulin 2ft height x 3ft width, with 4 corners eyelet, customized lay-out, 10-13 oz thickness. Styled Photo-op Area: align to the overall event theme and location, consider accessibility and safety measures with at least two (2) staff to assist in the photo-opt area. The ideal size of the photo-opt area is 10 feet height x 6.5 feet width framed photo wall, with 4 corners eyelet, customized lay-out, 10-13 oz thickness. Theme Entrance Decor- with scissor and ribbon for props, inclusion of Welcome Arch 10 feet height x 12 feet width with the entrance space of 8ft height x8ft. width.	
2	**Customized Merchant Apron** Includes in this project are production of kits, printed materials and Paraphernalia's: Merchant Apron: Customized full apron 9 inches x 13 inches with logo print (5 inches x 5 inches), 2 pocket, polyester fabric, navy blue	
3	**Customized Tarpaulin** **Promotional Materials -** Customized Tarpaulin, 10 ft height x 3ft width, good quality full color print, eyelets on corner, thickness (13 oz)	
4	**Special Paper -** White A4 Specialty Paper 230 to 300 gsm; 10 sheets/pack	
5	Lights, Sound and LED Wall The following items must observe the specifications, quantity and quality; Professional Sound System Audio Mixer 4-8 Units Highmaxx Powered speakers	

	2 Units Monitor Speaker 2 -4 Units Wireless Microphone 2 Units Wired Microphone 1 Unit Laptop (Music Source) Line, Accessories And Others 2 Units Microphone Stand Lights Light Stand Light Control Light Accessories 2-4 Units of Amber Lights 2-4 Units Beam Moving Heads 2-6 Units Par Lights with Stand 1 Unit Spotlight Ledwall Led Wall Panels 9ft height x 12ft width Video Processor Sender Box AV Matrix Video Mixer with Monitor Screen Aluminum Riser (Rubber Wood Panels, Aluminum Brace, Alum Post, Base Jack) 1 Unit - High Performance Laptop or Gaming Laptop AVP Lines, Cables and Accessories Electrical Cord, Wires and Other Accessories Inclusions of 2 to 4 manpower for technical and manpower and 14 Hours of use of ingress and egress. Use of energy efficient lighting fixtures and components. Use of water efficient fixtures and components.	
	EVENTS MANAGEMENT FOR LINGGO NG KABATAAN PROJECT DESCRIPTION The Quezon City Linggo ng Kabataan (Youth Week) aims to empower, engage, and celebrate the youth of Quezon City, fostering their active participation in community development and shaping a brighter future. • To showcase the talents, creativity, and potential of Quezon City's youth through a week-long series of events and activities. • To provide a platform for youth participation in community development initiatives. • To create a vibrant and engaging environment that inspires youth leadership and civic engagement. • To foster collaboration and networking among youth organizations and stakeholders. • To promote youth empowerment and development through workshops, seminars, and mentorship opportunities. • To increase awareness of youth-related issues and concerns within the Quezon City community. **PROJECT SCOPE OF WORK** The Scope of Work for this Project is designed to achieve the project objectives. The following outlines the minimum activities that the Service Provider must undertake to fulfill this aim: C. PRE-EVENT MANAGEMENT AND COORDINATION 1. Manage and coordinate with the QCYDO on the planning, styling and logistic management. 2. Conduct preparatory meetings to discuss the provisions and items of services. 3. Conduct of ocular visit to the venue together with the QCYDO.	

4. Source and hire the necessary staff and manpower for coordinating and executing the technical and logistical requirements.

D. EVENT CONCEPTUALIZATION

1. Create and conceptualize design of the Marketing Materials
   a. Photowall
   b. Drop Down Banner
   c. Signages
2. Conceptualize and propose the following:
   a. Floor plan including the booth arrangement, setup for full stage design, booth design and area to build the entrance decor.
   b. Recommend photo-op or photo booth ideas which fit to the venue and theme design.
   c. Discuss a strategy for installing drop-down banners to boost the campaign and promote the series of activities and events.
3. Track key performance indicators to measure the project's success and make data-driven adjustments.

No	Item Description	Qty
1	**LINGGO NG KABATAAN - EVENTS MANAGEMENT SERVICES** Stage Platform and Full Stage Design: For Stage Platform: Use of frame material (usually aluminum alloy), deck material (plywood with anti-slip finish), load capacity, adjustable leg height, platform size, optional accessories (like handrails, stairs), and compliance with safety standards. The dimension of the platform depends upon the ocular of the end-user and the provider. For Full Stage Design: Provide sketches and drafts which give detailed drawings or 3D models. Once the stage design is approved by the program lead. The following must consider; The stage floor material (wood, carpet etc.), color and any special features such doors or pathways which are accessible to the host, performers, production crew and audience members. With the provision of backdrops and drapes these can create mood and visual interest. Select props that enhance production and stage functionality. Choose colors that reflect the mood and theme of the event. Ensure the stage design complements the event's overall aesthetic.	1 PACKAGE
2	**LINGGO NG KABATAAN - EVENTS MANAGEMENT SERVICES** Styled Photo-op Area: The set-up of this item must align to the overall event theme and location. Preferably, photo-op with	1 PACKAGE

		the use of backdrop with props and lighting setup, incorporate the use of technology such as instant printing, social media integration (*sharing of photos directly to social media)* or interactive screen (*a screen setup displaying the photos and encouraging engagement).* The ideal size of the photo-opt area is 10feet x 6.5feet framed photo wall, with 4 corners eyelet, customized lay-out, 10-13 oz thickness. Consider safety measures in the place in terms of props and accessibility at least two (2) staff will assist in the photo-op area.			
	3	**LINGGO NG KABATAAN - ENTRANCE ARC DECOR** Entrance Decor: These items are in the form of an archway with key design elements such as visuals, materials, theme design, props and special effects. This was the main entrance and ribbon cutting as the opening of the programs. The ideal size of the Welcome Arch is 10 ft height x 12 ft width. Entrance space 8 ft. height x 8ft. width with installation, manpower, and transportation fee-	1 PACKAGE		
	4	**LINGGO NG KABATAAN - LIGHTS, SOUND, AND LED WALL** Lights, Sounds and LED Wall The following items must observe the specifications, quantity and quality; **Professional Sound System** Audio Mixer 4-8 Units Highmaxx Powered speakers 2 Units Monitor Speaker 4 -6 Units Wireless Microphone 2 Units Wired Microphone 1 Unit Laptop (Music Source) Line, Accessories And Others 2 Units Microphone Stand **Generator 1 Set** **Capacity:** Apparent Power: 60-100 kVA Real Power (kW): 48-80 kW (assuming a power factor of 0.8) **Voltage:** Output: Typically available in multiple voltage options, such as 220V, 380V, or 400V Phase Configuration: Single-phase or three-phase, depending on the application **Frequency:** Standard: 50 Hz or 60 Hz, depending on the region Fuel Type: Diesel, natural gas, propane, or other fuels, depending on the generator model **Engine:**	1 PACKAGE		

	Type: Internal combustion engine, usually a diesel engine for generators of this size Cooling System: Air or liquid cooling system to regulate the engine's temperature **Control Panel:** Features: Digital displays, warning lights, and control buttons for monitoring and managing the generator Enclosure: Protection: Soundproof or weatherproof enclosure for protection against environmental conditions and noise reduction **Run Time:** Duration: Depends on the generator's load level and fuel tank capacity Regulations: Compliance with local environmental regulations and emission standards is crucial. **Lights** Light Stand Light Control Light Accessories 2-4 Units of Amber Lights 2-4 Units Beam Moving Heads 2-12 Units Par Lights with Stand 1 Unit Spotlight **Ledwall** Ledwall Panels 9 ft height x 12 ft width Video Processor Sender Box AV Matrix Video Mixer with Monitor Screen Aluminum Riser (Rubber Wood Panels, Aluminum Brace, Alum Post, Base Jack) 1 Unit - High Performance Laptop or Gaming Laptop AVP Lines, Cables and Accessories Electrical Cord, Wires and Other Accessories Inclusions of 2 to 4 manpower for technical and manpower and 14 Hours of use of ingress and egress. Use of energy efficient lighting fixtures and components. Use of water efficient fixtures and components.		

C. PRODUCTION OF KITS, PRINTED MATERIALS & PARAPHERNALIAS

2. The following items will be delivered to the QCYDO Fourteen (14) calendar days prior to the event:

   Token for Participants

No	Item Description	Qty

1	Customized Cap Trucker Cap, Imprint Method: Embroidered, Silkscreen Printed, Color: Navy Blue and White, Black and Gray, Red and White	1,500 pieces
2	Raincoat Disposable poncho raincoat with 130 x 101CM/145-180 size and 1mm thickness, Material: EVA, color Blue	1,500 pieces
3	Customized Tote Bag Tote bag, jute/abaca material, natural brown/beige color 25-30 cm x 25-30 cm x 15-18 cm	1,500 pieces
4	Customized Collapsible Tumbler Cup Program Logo Print, Material: FDA Approved Silicone + Food Grade PP, Capacity: 380-500ml, Net Weight: 140g, Applicable for holding hot and cold drinks, safe for the dishwasher.	1,500 pieces

Token for Resource Speakers

No	Item Description	Qty
1	Custom steel mug with lid (logo engraved)	40 pieces
2	Custom bamboo notebook (13 x 17.5 cm) with ballpen	40 pieces
3	Custom tote bag, jute/abaca material, natural brown/beige color 25-30cm x 25-30cm x 15-18cm	40 pieces

3. The following printed materials and booth designs shall be printed and available during the ingress:

No	Item Description	Qty
1	Customized Printed Certificate Design Template, Letter/A4 Paper 150-250 gsm	450 pieces
2	Photowall (Approved design, tarpaulin, 8ft height x 8ft width, water resistant or waterproof material with 4 corner eyelet, customized layout, 10-13 oz thickness)	1 piece

	3 | Drop down banner *(Approved design, Tarpaulin, 3ft height x 8 ft width, water resistant or waterproof material with 4 corners eyelet, customized lay-out, 10-13 oz thickness)* | 75 pieces D. EVENT MANAGEMENT AND COORDINATION 1. Conduct and manage the Event Ingress at least one day before the event date. 2. Implement and execute the action points from the meeting and the approved Floor Plan and Event Layout. 3. Manage the venue and coordinate with the suppliers of each provision of services for the 8-hour event. 4. Conduct a technical run at least 2-3 hours before the event begins, involving the host, program, technical, and organizing staff. 5. Provide one round trip of a 1000 kg-capacity FB/Van for transporting office equipment and materials between the venue and QCYDO.	
6	**Photo wall** Customized Tarpaulin, 8 ft height x 8 ft. width, good quality print, with wooden base panel layout	
7	**Drop down banners** 75 dropdown 10oz tarpaulin banners 3x8 ft. with wood frame with installation service	
8	**Lights, Sound and LED Wall** The following items must observe the specifications, quantity and quality; Professional Sound System Audio Mixer 4-8 Units Highmaxx Powered speakers 2 Units Monitor Speaker 4 -6 Units Wireless Microphone 2 Units Wired Microphone 1 Unit Laptop (Music Source) Line, Accessories and Others 2 Units Microphone Stand Generator 1 Set Capacity: Apparent Power: 60-100 kVA Real Power (kW): 48-80 kW (assuming a power factor of 0.8) Voltage: Output: Typically available in multiple voltage options, such as 220V, 380V, or 400V Phase Configuration: Single-phase or three-phase, depending on the application Frequency: Standard: 50 Hz or 60 Hz, depending on the region Fuel Type: Diesel, natural gas, propane, or other fuels, depending on the generator model Engine: Type: Internal combustion engine, usually a diesel engine for generators of this size Cooling System: Air or liquid cooling system to regulate the engine's temperature Control Panel: Features: Digital displays, warning lights, and control buttons for monitoring and managing the generator Enclosure: Protection: Soundproof or weatherproof enclosure for protection against environmental conditions and noise reduction Run Time:	

	Regulations: Compliance with local environmental regulations and emission standards is crucial. Lights Light Stand Light Control` Light Accessories 2-4 Units of Amber Lights 2-4 Units Beam Moving Heads 2-12 Units Par Lights with Stand 1 Unit Spotlight Ledwall Led wall panels 9ft height x12 ft width Video Processor Sender Box AV Matrix Video Mixer with Monitor Screen Aluminum Riser (Rubber Wood Panels, Aluminum Brace, Alum Post, Base Jack) 1 Unit - High Performance Laptop or Gaming Laptop AVP Lines, Cables and Accessories Electrical Cord, Wires and Other Accessories Inclusions of 2 to 4 manpower for technical and manpower and 14 Hours of use of ingress and egress. Use of energy efficient lighting fixtures and components. Use of water efficient fixtures and components.	
9	**Entrance Arc Decor** with design and visualization of the entrance theme, ideally the size of the welcome arch is 10ft height x12 ft width. Entrance space 8ft height x 8ft width with installation, manpower, and transportation fee	
10	**Event Management Services** Inclusion of the following items; Pre event conceptualization and coordination- planning, styling and logistic management, conduct preparatory meeting, ocular visit and source hire for manpower logistical requirements. Event Conceptualization- create and conceptualize design of marketing materials, floor plan, recommend photo opt. and installing of drop-down banners. Stage Platform and Full Stage Design: stage design, provide sketch and layout, create mood in event based on the theme of the program. Styled Photo-op Area: align to the overall event theme and location, consider accessibility and safety measures with at least two (2) staff to assist in the photo-opt area. The ideal size of the photo-opt area is 10ft height x 6.5 feet width framed photo wall, with 4 corners eyelet, customized lay-out, 10-13 oz thickness.	
11	**Customized token for participants** **Cap (customized)** Trucker Cap, Imprint Method: Embroidered, Silkscreen Printed, Color: Navy Blue and White, Black and Gray, Red and White **Raincoat** Disposable poncho raincoat with 130 x 101CM/145-180 size and 1mm thickness, Material: EVA, color Blue **Tote Bag (customized)** tote bag, jute/abaca material, natural brown/beige color, 25-30 cm x 25-30 cm x 15-18 cm **Collapsible Tumbler Cup (customized)** Program Logo Print, Material: FDA Approved Silicone + Food Grade PP, Capacity: 380-500ml, Net Weight: 140g, Applicable for hold hot and cold drinks, safe for the dishwasher.	
12	**Training Expenses for Global Mobility**	

	Applicable for hold hot and cold drinks, safe for the dishwasher.	
12	**Training Expenses for Global Mobility** Customized Printed Certificate Design Template, Letter/A4 Paper 150-250 gsm – 100 pieces **Training Expenses of AGRICULTURE (Joy Urban Farming)** Customized Printed Certificate Design Template, Letter/A4 Paper 150-250 gsm -100 pieces **Training Expenses of Environment** Customized Printed Certificate Design Template, Letter/A4 Paper 150-250 gsm – 100 pieces **Training Expenses of Mental Health Mindfulness and Meditation Activity** Customized Printed Certificate Design Template, Letter/A4 Paper 150-250 gsm – 100 pieces **Training Expenses for Culminating Activity** Customized Printed Certificate Design Template, Letter/A4 Paper 150-250 gsm- 50 pieces	
13	**Training Expenses for Global Mobility – 10 set** Custom steel mug with lid (logo engraved) Custom bamboo notebook (13 x 17.5 cm) with ballpen Custom tote bag, jute/abaca material, natural brown/beige color 25-30cm x 25-30cm x 15-18cm **Training Expenses of AGRICULTURE (Joy Urban Farming) - 10 set** Custom steel mug with lid (logo engraved) Custom bamboo notebook (13 x 17.5 cm) with ballpen Custom tote bag, jute/abaca material, natural brown/beige color 25-30cm x 25-30cm x 15-18cm **Training Expenses of Environment – 10 set** Custom steel mug with lid (logo engraved) Custom bamboo notebook (13 x 17.5 cm) with ballpen Custom tote bag, jute/abaca material, natural brown/beige color 25-30cm x 25-30cm x 15-18cm **Training Expenses of Mental Health Mindfulness and Meditation Activity – 10 set** Custom steel mug with lid (logo engraved) Custom bamboo notebook (13 x 17.5 cm) with ballpen Custom tote bag, jute/abaca material, natural brown/beige color 25-30cm x 25-30cm x 15-18cm	
	Terms of Payment: *Payment shall be made upon every successful delivery and completion of Activity Report.*	
	(With attached Terms of Reference which will form an integral part of the Philippine bidding documents)	
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: _____

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; **and**
☐ (b) Original of duly signed and accomplished Price Schedule(s).

III. REQUIRED DOCUMENTS in BDS SECTION 20.2 and 21.2

- Track Record/Company Profile with Project Number and Project Title
  1. The service provider should have at least three (3) years of actual experience in conducting and managing events that involve business fairs, conference and conventions, expos, summits, job fairs, assemblies, conventions and symposiums.

- Organizational Chart with Project Number and Project Title.
- List of Manpower requirement with Project Number and Project Title supported by Curriculum Vitae (CV)

FOR BEAM (BOOSTING YOUTH ENTREPRENEURS' ADVANCEMENT IN MARKET)

PERSONNEL	REQUIRED NO. OF PERSONNEL	PERSONNEL MINIMUM QUALIFICATIONS
Event Organizer	1	Must be a Filipino with extensive knowledge and experience in overall management of a business fairs, conference and conventions, expos, summits, job fairs, assemblies, conventions and symposiums. Or possess a TESDA certification in EVENTS MANAGEMENT SERVICES NC III *(optional)*
Host	2	Must have experience in hosting assemblies, conventions, forums, and symposiums with 200-500 participants. Or possess a TESDA certification in EVENTS MANAGEMENT SERVICES NC III *(optional)*
Technical Staff/Operator	2	Must have extensive knowledge in the set-up and operation of technical equipment. Manages any audio-visual equipment, internet connectivity, and technical issues. Or possess a TESDA certification in LIGHTING FOR LIVE PERFORMANCES NC II *(optional)*

FOR LINGGO NG KABATAAN

PERSONNEL	REQUIRED NO. OF PERSONNEL	PERSONNEL MINIMUM QUALIFICATIONS
Event Organizer	1	Must be a Filipino with extensive knowledge and experience in overall management of a business fairs, conference and conventions, expos, summits, job fairs, assemblies, conventions and symposiums. Or possess a TESDA certification in EVENTS MANAGEMENT SERVICES NC III *(optional)*
Host	2	Must have experience in hosting assemblies, conventions, forums, and symposiums with 200-500 participants. Or possess a TESDA certification in EVENTS MANAGEMENT SERVICES NC III *(optional)*
Technical Staff/Operator	2	Must have extensive knowledge in the set-up and operation of technical equipment. Manages any audio-visual equipment, internet connectivity, and technical issues.

		Or possess a TESDA certification in LIGHTING FOR LIVE PERFORMANCES NC II (*optional)*
Logistic Manager	1	Must have experience assisting and managing the logistical aspects, including booth setup, transportation and event-day operations
Production Staff/ Support Staff	4	Must have experience in safety and security of attendees, staff, and exhibits. Maintains the cleanliness of the fairgrounds and booths.

- **(Please refer to the attached Terms of Reference)**

Note:

1. Please refer to [https://drive.google.com/file/d/1uiYurh5WrpBL5B_pqpzAb62yucAblR1p/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

Republic of the Philippines

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