PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

Sixth Edition
April 26, 2024

PROJECT REFERENCE NO. CWD 20-2024

INVITATION TO BID FOR
Supply of Services of an Event Organizer for CWD Team Building and Mid-Year Activity for CY 2024

Item No.	Item Description	Qty.	Unit	Unit Cost	Total Amount
	Supply of Services of an Event Organizer for CWD Team Building and Mid-Year Activity for CY 2024 including the following;				
1	**Entrance Fee and Use of Amenities as follows:**				
2	Rooms for Accommodation of Guest Participants (inclusive of Buffet Breakfast, pack AM Snacks, Buffet Lunch, packed PM Snacks, Buffet Dinner on the 1st Day) (for 350pax)	1	Lot	884,000.00	884,000.00
3	Additional Meal for the 2nd Day (Breakfast, AM Snacks, Lunch) (for 350pax)	1	Lot	271,000.00	271,000.00
4	Additional Refreshments	1	Lot	43,000.00	43,000.00
5	Team Building Facilitators	1	Lot	60,500.00	60,500.00
6	**Socials and Fellowship Night Inclusive/s:**	1	Lot	237,000.00	237,000.00
	• Exclusive Dinner inside the Function Hall • Seven (7) Lechon Baboy • Use of Technical Equipment, Sound System and Microphone • Use of Water Dispenser • Disk Jockey • Three (3) hours Bar Lights and Sound • Assorted Chips • 550 cans of Assorted Beverages • Bottles of Soft drinks • Glazing Table with assorted pica-pica foods				
7	Use of Different Amenities of the venue	1	Lot	197,500.00	197,500.00
8	Multi-Purpose Hall	1	Lot	30,000.00	30,000.00
9	Full Band and Program Host	1	Lot	60,000.00	60,000.00
10	Dri-Fit T-Shirt with collar and print to be provided by CWD (high performance, microfiber polyester fabric)	352	Pax	400.00	140,800.00

11	**Wellness and Hygiene Kit** • Draw String Back Pack Bag (14x16 inches, 34x40cm) (Assorted Colors: Red, Blue, White, Yellow, Orange, Green, Pink, Violet) • 1 Bath Towel L 140 cm x 70 cm (absorbent, 100% cotton) (Assorted Colors: Red, Blue, White, Yellow, Orange. Green, Pink, Violet) • 1 Antibacterial Soap 135g. • 1 Bottle Shampoo with Conditioner 90ml. • 1 Sun screen for face and body 50 SPF 100ml. • Baseball cap with CWD Logo only (assorted colors)	352	Pax	850.00	299,200.00
12	Transportation (Tourist Bus) and Parking Fee	6	Buses	40,000.00	240,000.00
13	Transportation and Resort Insurance (for 300pax)	1	Lot	27,500.00	27,500.00
14	Documentation/Photo printing/Videographer (with 100 pcs. printed photos)	1	Lot	40,000.00	40,000.00
15	**Tarpaulins:**				
	Size: 2.5ft x 3ft.	6	Pcs.	500.00	3,000.00
	Size: 10ft x 8ft.	1	Pc.	2,500.00	2,500.00
	Size: 3ft x 5ft.	1	Pc.	500.00	500.00
				Approved Budget for the Contract Php	**2,536,500.00**

1. The ***CALAMBA WATER DISTRICT***, through the ***General Fund 2024*** intends to apply the sum of ***Two Million Five Hundred Thirty-Six Thousand Five Hundred Pesos Only (Php 2,536,500.00)*** being the ABC to payments under the contract for ***Supply of Services of an Event Organizer for CWD Team Building and Mid-Year Activity for CY 2024 (CWD 20-2024)***. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The ***CALAMBA WATER DISTRICT*** now invites bids for the above Procurement Project. Delivery of the Goods is required ***on June 13-14, 2024 upon receipt of Purchase Order***. Bidders should have completed, within ***Two (2) years*** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

   Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country

the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from ***CALAMBA WATER DISTRICT BAC*** and inspect the Bidding Documents at the address given below during ***Monday thru Friday, from 8:00AM to 5:00PM.***

5. A complete set of Bidding Documents may be acquired by interested Bidders on ***April 26, 2024 up to 01:00pm of May 15, 2024*** from the given address and website(s) below *[and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of* ***Five Thousand Pesos Only (Php 5,000.00)***. The Procuring Entity shall allow the bidder to present its proof of payment for the fees ***in person, by facsimile, or through electronic means.***

6. The ***CALAMBA WATER DISTRICT*** will hold a Pre-Bid Conference[1] on ***May 03, 2024, 01:00pm*** at ***3rd Floor CWD Training Room, Lakeview Subdivision, Barangay Halang, Calamba City***, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through ***manual submission at 3rd Floor CWD Training Room, Lakeview Subdivision, Barangay Halang, Calamba City***, on or before ***01:00pm of May 15, 2024***. Late bids shall not be accepted.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

9. Bid opening shall be on ***May 15, 2024, 01:00pm*** at the ***3rd Floor CWD Training Room, Lakeview Subdivision, Barangay Halang, Calamba City***. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. *Calamba Water District shall not be held liable for any expenses incurred by the bidders arising from their bid nor from erroneous interpretations or conclusion by the prospective or eligible bidder out of the data furnished.*

11. The ***CALAMBA WATER DISTRICT*** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

    MR. ROLANDO M. PIZARRA
    CALAMBA WATER DISTRICT
    Lakeview Subdivision, Barangay Halang Calamba City, Laguna
    (049) 545-1614, 545-2863 Local 213: (049) 502-7108, 0917-625-1689
    cwd_bac@yahoo.com
    (049) 502-7108
    cwd.com.ph

[1] May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

13. You may visit the following websites:

For downloading of Bidding Documents: *cwd.com.ph, philgeps*

April 26, 2024

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MR. EDWIN L. CARTAGO
BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, ***CALAMBA WATER DISTRICT*** wishes to receive Bids for the ***Supply of Services of an Event Organizer for CWD Team Building and Mid-Year Activity for CY 2024*** with identification number ***CWD 20-2024***.

The Procurement Project (referred to herein as "Project") is composed of ***One (1) Lot***, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for ***General Fund 2024*** in the amount of ***Two Million Five Hundred Thirty-Six Thousand Five Hundred Pesos Only (Php 2,536,500.00).***

2.2. The source of funding is:

the Corporate Operating Budget.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

5.2. ***Foreign ownership limited to those allowed under the rules may participate in this Project.***

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

For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) 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:

a. ***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 at ***3rd Floor CWD Training Room, Lakeview Subdivision, Barangay Halang, Calamba City*** as indicated in paragraph 6 of the **IB.**

To reduce the risks and hazards of community transmission of COVID-19, only ONE (1) representative per prospective bidder will be allowed to attend the pre-bid conference.

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 ***Two (2) 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[2] or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

[2] 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.

14.2. The Bid and bid security shall be valid until ***September 11, 2024.*** 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.

A scanned copy of the submitted documents saved on a Flash Drive is also requested.

However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring 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

20.2. ***Post Qualification Documents stated in the BDS shall be submitted together with the Eligibility, Technical and Financial Requirements on or before the scheduled submission and opening of bids***.

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

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: a. ***Supply of Services of an Event Organizer*** b. completed within ***Two (2) Years*** prior to the deadline for the submission and receipt of bids.
7.1	***Subcontracting is not allowed***
10.1	***Not Applicable***
12	The price of the Goods shall be quoted DDP ***Calamba 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 ***Php 50,730.00*** *[Indicate the amount 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 ***Php 126,825.00****[Indicate the amount equivalent to five percent (5%) of ABC]* if bid security is in Surety Bond.
19.3	***No further instruction***
20.2	1. Photocopy of Single Largest Completed Contract or Purchase Order or NTP, which should be signed by both parties. 2. The corresponding proof of completion, which could either be: i. Certificate of final acceptance/completion from the bidder's client; or ii. Official receipt of sales invoice of the bidder covering the full amount of the contract 3. Present and Previous Supplier of Calamba Water District must secure a Certificate of Completion on the Delivery of Contract for Goods within Five (5) Years if applicable. 4. Latest six (6) month's income tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS)**.** 5. Latest two (2) quarter's business tax returns (VAT Payments) filed and paid through the BIR Electronic Filing and Payment System (eFPS)**.**

	6. Copy of Certificate of Notarial Commission of the Notary Public issued by the Regional Trial Court. 7. Notarized authorization to the Calamba Water District-Bid and Awards Committee, Technical Working Group for the verification of the following at the BIR Office (Regional Office) attached with photocopy of two (2) valid Identification Cards with signature of the signatory; • Latest Income and Business Tax Return (VAT Payment) within the last six months preceding the date of bid submission, and • Payment Confirmation
21.1	*Documents for CWD Legal Counsel to be submitted by the Lowest Calculated and Responsive Bid* *(For Corporation)* *1. Secretary's Certificate (for authorized signatory)* *2. Board Resolution Duly Notarized (for authorized signatory)* *3. Incumbent Officers to be Certified by the Corporate Secretary* *4. Latest General Information Sheet (GIS)* *5. Articles of Incorporation* *6. By Laws* *7. Two (2) Valid Government Issued ID's (for authorized signatory)* *(For Single Proprietorship)* *1. Special Power of Attorney for the authorized representative of the owner* *2. Two (2) Valid Government Issued ID's of the owner and the authorized representative*

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

GCC Clause	
1	**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 ***in Calamba City.*** 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 ***Ms. Remedios L. Marfori – Property and Materials Management Division Manager***. **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: 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. 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.
	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	"The terms of payment shall be as follows: ***Fifty percent (50%) upon signing of contract,*** ***Balance after the commencement of the Event***
4	***The inspection and approval as to the acceptability of the Goods vis-à-vis its compliance with the technical specifications will be done with prior notice, written or verbal, to the authorized representative of the Supplier. The inspection will push through as scheduled even in the absence of the Supplier's representative, of the latter was duly notified. In which case, the result of the inspection conducted by the Procuring Entity shall be final an binding upon the Supplier.***

Section VI. Schedule of Requirements

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

Item No.	Item Description	Qty.	Unit	Delivered, Weeks/Months
	Supply of Services of an Event Organizer for CWD Team Building and Mid-Year Activity for CY 2024 including the following;			
1	**Entrance Fee and Use of Amenities as follows:**	1	Lot	***June 13-14, 2024 upon receipt of Purchase Order***
2	Rooms for Accommodation of Guest Participants (inclusive of Buffet Breakfast, pack AM Snacks, Buffet Lunch, packed PM Snacks, Buffet Dinner on the 1st Day) (for 300pax)			
3	Additional Meal for the 2nd Day (Breakfast, AM Snacks, Lunch) (for 300pax)	1	Lot	
4	Additional Refreshments	1	Lot	
5	Team Building Facilitators	1	Lot	
6	**Socials and Fellowship Night Inclusive/s:**	1	Lot	
	• Exclusive Dinner inside the Function Hall • Seven (7) Lechon Baboy • Use of Technical Equipment, Sound System and Microphone • Use of Water Dispenser • Disk Jockey • Three (3) hours Bar Lights and Sound • Assorted Chips • 550 cans of Assorted Beverages • Bottles of Soft drinks • Glazing Table with assorted pica-pica foods			
7	Use of Different Amenities of the venue	1	Lot	
8	Multi-Purpose Hall	1	Lot	
9	Full Band and Program Host	1	Lot	
10	Dri-Fit T-Shirt with collar and print to be provided by CWD (high performance, microfiber polyester fabric)	352	Pax	
11	**Wellness and Hygiene Kit** • Draw String Back Pack Bag (14x16 inches, 34x40cm) (Assorted Colors: Red, Blue, White, Yellow, Orange, Green, Pink, Violet)	352	Pax	

	• 1 Bath Towel L 140 cm x 70 cm (absorbent, 100% cotton) (Assorted Colors: Re, Blue, White, Yellow, Orange. Green, Pink, Violet) • 1 Antibacterial Soap 135g. • 1 Bottle Shampoo with Conditioner 90ml. • 1 Sun screen for face and body 50 SPF 100ml. • Baseball cap with CWD Logo only (assorted colors)				
12	Transportation (Tourist Bus) and Parking Fee	6	Buses		
13	Transportation and Resort Insurance (for 300pax)	1	Lot		
14	Documentation/Photo printing/ Videographer (with 100 pcs. printed photos)	1	Lot		
15	**Tarpaulins:**				
	Size: 2.5ft x 3ft.	6	Pcs.		
	Size: 10ft x 8ft.	1	Pc.		
	Size: 3ft x 5ft.	1	Pc.		

Section VII. Technical Specifications

(please see attached separate document)

Technical Specifications

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.]

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);

☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
And

☐ (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
And

☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

☐ **(e)** ***Bureau of Internal Revenue Certificate of Registration***

Technical Documents

☐ (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**

☐ (g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**

☐ (h) 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**

☐ (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**

☐ (j) 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

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

☐ (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

☐ (m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

or

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

☐ (n) Original of duly signed and accomplished Financial Bid Form; **and**

☐ (o) Original of duly signed and accomplished Price Schedule(s).

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

☐ (p) *[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.

☐ (q) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Sample Forms

(please see attached separate document)