



# **PHILIPPINE BIDDING DOCUMENTS**

## **Provision of Service for a Virtual Platform for the National Trade Fair**

Government of the Republic of the Philippines

**Bidding No. 20-020  
14 October 2020**

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# ***Glossary of Acronyms, Terms, and Abbreviations***

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

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

**EXW** – Ex works.

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

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.



## *Section I. Invitation to Bid*

### **Provision of Service for a Virtual Platform for the National Trade Fair**

1. The Department of Trade and Industry, through the General Appropriation Act for CY 2020 and/or continuing appropriations intends to apply the sum of **Four Million Pesos (PhP 4,000,000.00)** being the ABC to payments under the contract for the **Provision of Service for a Virtual Platform for the National Trade Fair (Bidding No. 20-020)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Department of Trade and Industry now invites bids for the above Procurement Project. Delivery of the Goods is required by **08 December 2020**. Bidders should have completed, within **three (3) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non- discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.  
  
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 Department of Trade and Industry and inspect the Bidding Documents at the address given below during office hours from 8 AM to 5 PM, Monday to Friday.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **16 October 2020** 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 (PhP5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or via electronic mail.
6. The Department of Trade and Industry will hold a Pre-Bid Conference on **23 October 2020, 9:30AM** through video conferencing or webcasting via Zoom, which shall be open to prospective bidders. Zoom Meeting link is contained in Section III (Bid Data Sheet).
7. Bids must be duly received by the BAC Secretariat through (i) manual

submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both on or before **9 AM of 05 November 2020**. 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 **05 November 2020, 9:30AM** at the Center Conference Room, Trade & Industry Building, 361 Sen. Gil Puyat Avenue, Makati City and/or via Zoom. Zoom Meeting link is contained in Section III (Bid Data Sheet). Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The bidders may submit their bids in any of the following form:
  - 10.1. Physical submission of the documents on the address stated below; or
  - 10.2. Electronic submission of bids with the following guidelines:
    - 10.2.1. The Bidder shall submit three (3) set of files of the same documents in PDF format, NOT EDITABLE, with different individual password before the set deadline. The Encryption Key and Password shall be submitted during the opening of the bids of the concerned bidder.
    - 10.2.2. The Bidder shall have the full responsibility on securing the files submitted are not corrupted. The DTI-BAC shall have three (3) attempts to open the submitted files.
      - If the first file was successfully opened, the two (2) remaining files shall be disregarded.
      - If the first file was corrupted, the DTI-BAC shall open the second file. If the second file was successfully opened, the first and third file shall be disregarded.
      - If the first and second file were corrupted, the third file shall be opened.
      - If the third file was corrupted, the bidder shall be automatically disqualified.
11. The Department of Trade and Industry 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:

**Maynard R. Peralta**

Chief, Procurement Management Division  
Human Resource and Administrative Service  
Department of Trade and Industry  
G/F, Trade and Industry Building

361 Sen. Gil Puyat Avenue, Makati City

Tel. No: +63 (2) 7791-3363/3367, Fax No: +63 (2) 895-3515

Email: [MaynardPeralta@dti.gov.ph](mailto:MaynardPeralta@dti.gov.ph)

Website: [www.dti.gov.ph](http://www.dti.gov.ph)

13. You may visit the following websites:

For downloading of Bidding Documents:

<https://notices.philgeps.gov.ph/>


<https://www.dti.gov.ph/good-governance-program/transparency-seal/bac-resources/>

For online bid submission:

[BACSecretariat@dti.gov.ph](mailto:BACSecretariat@dti.gov.ph)

14 October 2020

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**MARY JEAN T. PACHECO**  
Assistant Secretary   
Chairperson  
DTI-Bids and Awards Committee



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

### **1. Scope of Bid**

The Procuring Entity, Department of Trade and Industry, wishes to receive Bids for the **Provision of Service for a Virtual Platform for the National Trade Fair**, with identification number **20-020**.

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**

- a. The GOP through the source of funding as indicated below for 2020 in the amount of **Four Million Pesos (PhP 4,000,000.00)**.
- b. The source of funding is NGA, the General Appropriations Act or Special Appropriations.

### **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:

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/webcasting 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 **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 Philippine Pesos.

### 14. Bid Security

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

14.2. The Bid and bid security shall be valid for **one hundred twenty (120) calendar days**. 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.

## **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**

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*

### **Bid Data Sheet**

<b>ITB Clause</b>	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li>a. <b>Events Organizing and Management</b></li> <li>b. completed within <b>three (3) years</b> prior to the deadline for the submission and receipt of bids.</li> </ul> <p>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.</p>
7.1	Subcontracting is not allowed.
8	<p>The Department of Trade and Industry will hold a Pre-Bid Conference on <b>23 October 2020, 9:30AM</b> through video conferencing or webcasting via Zoom, which shall be open to prospective bidders.</p> <p>Zoom Meeting Details:  <a href="https://zoom.us/j/97169149762?pwd=RTFHYWRBK1UwWW4zTDBTd2pqVGxvdz09">https://zoom.us/j/97169149762?pwd=RTFHYWRBK1UwWW4zTDBTd2pqVGxvdz09</a></p> <p>Meeting ID: 971 6914 9762          Passcode: 839130</p>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>a The amount of not less than <b>Eighty Thousand Pesos (PhP80,000.00)</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b The amount of not less than <b>Two Hundred Thousand Pesos (PhP200,000.00)</b> if bid security is in Surety Bond.</li> </ul>
15	<ul style="list-style-type: none"> <li>a. Physical Submission: Each Bidder shall submit <b>one (1)</b> original and <b>five (5)</b> copies of the first and second components of its bid.</li> <li>b. Electronic Submission: Please refer to Section I (Invitation to Bid Clause 10).</li> </ul>

17	<p>Bid opening shall be on <b>05 November 2020, 9:30AM</b> at the Center Conference Room, Trade &amp; Industry Building, 361 Sen. Gil Puyat Avenue, Makati City and/or via Zoom. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.</p> <p>Zoom Meeting Details: <a href="https://zoom.us/j/92458485360?pwd=R05QcG1zWE1xWXIzamp4V2poZnRaUT09">https://zoom.us/j/92458485360?pwd=R05QcG1zWE1xWXIzamp4V2poZnRaUT09</a></p> <p>Meeting ID: 924 5848 5360 Passcode: 743002</p>
19.3	<p>The lot(s) and reference is/are: One (1) lot is <b>Provision of Service for a Virtual Platform for the National Trade Fair.</b></p>



## ***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**

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

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

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

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

## *Section V. Special Conditions of Contract*

### Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is:</p> <p><b>Director Marievic M. Bonoan</b>  <b>Bureau of Domestic Trade Promotion</b>  <b>Trade and Industry Bldg.,</b>  <b>361 Sen. Gil J. Puyat Ave.,</b>  <b>Makati City</b></p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> </ol>

	<p>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</p>
	<p>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.</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <p>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</p> <p>b. in the event of termination of production of the spare parts:</p> <p>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</p> <p>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</p> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>

	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity        Name of the Supplier        Contract Description        Final Destination        Gross weight        Any special lifting instructions        Any special handling instructions        Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p><b>TERMS OF PAYMENT</b></p> <ul style="list-style-type: none"> <li>• 50% Upon completion of uploading exhibitors requirement in the virtual expo platform</li> <li>• Full payment after the conclusion of the event.</li> </ul>
4	<p>The inspections and tests will be conducted in DTI.</p>

## ***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.

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivered, Weeks/Months</b>	<b>Statement of Compliance</b>
1	<b>Provision of Service for a Virtual Platform for the National Trade Fair</b>	1 lot	08-14 December 2020	

Conforme:

\_\_\_\_\_  
Name & Signature of the Authorized Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date

## *Section VII. Technical Specifications*

### Technical Specifications

Item	Specification	Statement of Compliance
1	<p><b>Provision of Service for a Virtual Platform for the National Trade Fair</b></p> <p>SPECIFICATIONS</p> <p><b>1. Platform UI Language</b></p> <ul style="list-style-type: none"> <li>• English UI</li> </ul> <p><b>2. Platform Browser Compatibility</b></p> <ul style="list-style-type: none"> <li>• Desktop: Latest 2 versions of Chrome, Firefox, Microsoft Edge, IE 11</li> <li>• Mobile device: Chrome, Safari</li> </ul> <p><b>3. Accessibility</b></p> <ul style="list-style-type: none"> <li>• Visitors can register, navigate, and interact with exhibitors with minimum of 5 mbps</li> <li>• Minimum bandwidth for using the video call feature and attending virtual conferences is 10mbps</li> <li>• Scalable platform capacity (can be as small as a hundred to hundreds of thousands of users)</li> <li>• Supports custom domain</li> <li>• Unlimited number of users who can enter/click/access the lobby, exhibit halls, at all features at any given time. For webinar maximum of 500 users</li> <li>• Unlimited size of data traffic that the system can accommodate without any lag from the point of view of the system developer.</li> </ul> <p><b>4. Event Theme Color and Font Type</b></p> <ul style="list-style-type: none"> <li>• Organizer can provide their event theme color and font type, ONE theme color and ONE font type per event</li> <li>• The theme color and font type will apply to the event platform</li> </ul> <p><b>5. Pre-event announcements and registration</b></p> <ul style="list-style-type: none"> <li>• Customizable registration forms</li> <li>• Can accept whatever information is required by the organizer upon registration (i.e., name, position, company name, address, telephone, etc.) and can automatically summarize it in excel format)</li> </ul>	<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification</i></p>



	<ul style="list-style-type: none"> <li>• Can send out customizable Electronic Direct Mail (EDM) to the organizer’s database of invitees</li> <li>• Automated email reminders to registered attendees</li> <li>• Secure payment gateway integration via Stripe</li> <li>• Option for offline payment (organizer will provide bank details to be included in the confirmation email to attendees)</li> <li>• Approval system to validate/confirm registration of participants</li> </ul> <p><b>6. Landing Page</b></p> <p>(1) Before event live date:</p> <ul style="list-style-type: none"> <li>• Custom background image: Static image or Video (mp4), less than 20MB in full screen for more immersive user-experience</li> <li>• Countdown widget</li> <li>• “Register” button link to organizer’s registration form</li> </ul> <p>(2) On event date:</p> <ul style="list-style-type: none"> <li>• Custom background image: Static image or Video (mp4)</li> <li>• “Register” button link to organizer’s registration form</li> <li>• Resend access link button</li> </ul> <p><b>7. Virtual Lobby</b></p> <ul style="list-style-type: none"> <li>• 1 virtual lobby: Static image or Video (mp4), less than 20MB. Video could a customized 3D-rendered environment with animated expo visitors.</li> <li>• Event logo on top bar menu</li> <li>• Top bar menu: Lobby, Exhibition Hall, Webinar (label name can be changed)</li> <li>• Custom background: Static image or Video (mp4), less than 20MB</li> <li>• 3 banner areas (carousel format) supports:       <ul style="list-style-type: none"> <li>✓ Images</li> <li>✓ videos (mp4)</li> </ul> </li> <li>• 2 entry points ((label name can be changed)       <ul style="list-style-type: none"> <li>✓ Exhibition Hall</li> <li>✓ Conference Hall</li> </ul> </li> </ul> <p><b>8. Exhibition Hall</b></p> <ul style="list-style-type: none"> <li>• 3 halls</li> <li>• 100 booths</li> <li>• Booths display in:       <ul style="list-style-type: none"> <li>✓ alphabetical order (default), OR</li> <li>✓ booth no.</li> </ul> </li> <li>• Booths thumbnails at Exhibition Hall page</li> <li>• Hover to booth thumbnails will show a synopsis of company introduction (Default), can only disable upon request but not changing the display text</li> <li>• Filters (optional): 2-level filters, e.g.       <ul style="list-style-type: none"> <li>✓ Industry:</li> </ul> </li> </ul>	<p><i>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</i></p>
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	<ul style="list-style-type: none"> <li>▪ Architectural</li> <li>▪ Catering</li> <li>▪ Retail</li> <li>✓ Location:           <ul style="list-style-type: none"> <li>▪ Australia</li> <li>▪ Philippines</li> <li>▪ Singapore</li> </ul> </li> </ul> <p>Select Catering and Retail =&gt; booths belong to Catering OR Retail          Select Catering and Australia =&gt; booths belong to Catering AND Australia</p> <p>Filter logic:</p> <ul style="list-style-type: none"> <li>- Show “OR” result within the same category</li> <li>- Show “AND” result across different category</li> </ul> <p><b>9. Content Management System</b></p> <ul style="list-style-type: none"> <li>• Dashboard for exhibitors to upload their digital materials for the event</li> <li>• Features unique access credentials for each exhibitor</li> <li>• Secured login module</li> </ul> <p><b>10. Booth Features</b></p> <p>Design:</p> <ul style="list-style-type: none"> <li>• Booth design</li> <li>• Standard templates available</li> <li>• Organizer has option to use custom 2D booth templates based on standard features identified below</li> <li>• Customizable Booth Color (exhibitor to provide color code):           <ul style="list-style-type: none"> <li>✓ Background Color</li> <li>✓ Booth backdrop Color</li> </ul> </li> <li>• 1 Vertical Pull-up banner, can support:           <ul style="list-style-type: none"> <li>✓ ONE image (on click overlay to view original file; JPEG/PNG, less than 3MB)</li> <li>✓ Can be linked to any website (exhibitor to provide URL)</li> </ul> </li> <li>• 1 Horizontal Fascia Board, can support:           <ul style="list-style-type: none"> <li>✓ ONE Image (JPEG, PNG); less than 3MB</li> <li>✓ On-click expandable on the same page</li> </ul> </li> <li>• 1 TV stand, can support:           <ul style="list-style-type: none"> <li>✓ ONE Video (on-click overlay video view; MP4, no file size limit, 1080p resolution)</li> </ul> </li> <li>• 1 Brochure rack:           <ul style="list-style-type: none"> <li>✓ PDF/JPEG/PNG files</li> <li>✓ no file size limit</li> <li>✓ unlimited number of files</li> <li>✓ On-click expandable on the same page</li> <li>✓ Files are downloadable</li> </ul> </li> </ul> <p>Networking / Interactive features:</p>	<p><i>laws and issuances.]</i></p>
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	<ul style="list-style-type: none"> <li>• Booth Networking Widget:           <ul style="list-style-type: none"> <li>✓ Chat (public chat inside the booth with option for private / direct messaging by clicking on the person’s name in the chat box)</li> <li>✓ 1:1 video call</li> <li>✓ Leave a Message: Send email to Exhibitor</li> <li>✓ Meet Up, schedule a video/audio meeting with Exhibitor</li> </ul> </li> <li>• Can use Exhibitor’s own scheduling tool, a URL to scheduling platform is required, OR</li> <li>• Use built-in scheduling widget</li> <li>• Organizers can use their own meeting link</li> <li>• Live Stream (optional): only YouTube Live or Facebook Live. Organizer/exhibitor to provide the link</li> <li>• E-name card sharing           <ul style="list-style-type: none"> <li>✓ guests can download the e-name card after the event in a .csv file</li> </ul> </li> </ul> <p>Booth Chat Room:</p> <ul style="list-style-type: none"> <li>• Chat History:           <ul style="list-style-type: none"> <li>✓ Joined Booth Chat</li> <li>✓ Direct Message</li> </ul> </li> <li>• Booth Group Chat Room: text message and group member list</li> <li>• 1-on-1 Private chat (chat history not accessible for privacy law compliance):           <ul style="list-style-type: none"> <li>✓ Booth Rep to Booth Visitor, or vice versa</li> <li>✓ Visitor to Visitor</li> <li>✓ Video, Audio or Text message chat</li> </ul> </li> <li>• Unread messages indicator in the chat room</li> <li>• No personalized avatar</li> </ul> <p>Booth Details for all booths in one event:</p> <ul style="list-style-type: none"> <li>• 3 Standard Tabs, tab label can be changed:           <ul style="list-style-type: none"> <li>✓ About Us, default information display order:</li> </ul> </li> <li>• Company Name</li> <li>• Company Description</li> <li>• Industry</li> <li>• Country</li> <li>• Website           <ul style="list-style-type: none"> <li>✓ Files (linked to Brochure rack):</li> </ul> </li> <li>• Support all file formats, e.g. image, PDF, Video, ZIP, etc.</li> <li>• Max no of file upload: No</li> <li>• On click to view the content, except for ZIP files</li> <li>• Use file name as display name, e.g. Brochure.pdf</li> <li>• No multi-section or categorization</li> <li>• Can bookmark the files and download later           <ul style="list-style-type: none"> <li>✓ Contact Us, support multiple emails, phone number, and social media link:</li> </ul> </li> <li>• Email, e.g. <a href="mailto:abc@abc.com">abc@abc.com</a></li> </ul>	
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	<ul style="list-style-type: none"><li>• Phone, e.g (632) 8888 7777</li><li>• Social Media: Facebook, LinkedIn, Twitter, YouTube, Instagram</li></ul> <p><b>11. Conference</b></p> <ul style="list-style-type: none"><li>• 1 Agenda page with daily schedule of seminars / sessions, including:<ul style="list-style-type: none"><li>✓ Session title</li><li>✓ Description</li><li>✓ Speakers (with photo icon)</li><li>✓ Display agenda time in local time according to the attendee’s time zone</li><li>✓ Live webinar link by platform’s Zoom account</li><li>✓ Basic package of 10 webinar sessions (individual Zoom links) for entire event</li><li>✓ Basic package for 500 attendees per session</li><li>✓ Default show live webinar only; on-demand videos optional</li><li>✓ Can do plenary and breakout rooms</li><li>✓ Can support live, semi-live, or prerecorded webinar sessions</li><li>✓ Includes post event report for analytics</li><li>✓ Includes Q&amp;A, polling, &amp; live chat room</li></ul></li></ul> <p><b>12. Hosting Period</b></p> <ul style="list-style-type: none"><li>• 1-month from launching of any part of the site, e.g. landing page.</li><li>• Hosting begins from the time the Countdown Page goes online.</li></ul> <p><b>13. Customer Support</b></p> <ul style="list-style-type: none"><li>• Able to provide live training and on-boarding for organizers and 100 exhibitors.</li><li>• In-event support during live event period (10:00 - 17:00 PHT) (must specify number of days)</li></ul> <p><b>14. Event Statistics for the Organizer</b></p> <ul style="list-style-type: none"><li>• Organizer to extract and download report from the platform, including:<ul style="list-style-type: none"><li>• Event visit<ul style="list-style-type: none"><li>✓ Total number of event visits</li><li>✓ Total number of unique visitors</li><li>✓ Unique visitor list: email, visits, actions, screen time</li></ul></li><li>• Overview of Exhibitor List<ul style="list-style-type: none"><li>✓ Total number of booth visits</li><li>✓ Total number of unique visitors</li><li>✓ Number of visits/booth</li><li>✓ Unique visitor list: email, visits, actions, screen time</li></ul></li></ul></li><li>• Conference attendance<ul style="list-style-type: none"><li>✓ Total number of webinar visits</li></ul></li></ul>	
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	<ul style="list-style-type: none"> <li>✓ Total number of unique visitors</li> <li>✓ Number of visits/webinar</li> <li>✓ Total number of unique visitors/webinar</li> <li>✓ Unique visitor list/webinar: email, visits</li> <li>• Meet-up Statistics       <ul style="list-style-type: none"> <li>✓ Total Number of Scheduled Meet-ups</li> </ul> </li> <li>• Total number of unique visitors</li> <li>• Unique visitor list: email number of schedule       <ul style="list-style-type: none"> <li>✓ Total Number of Cancelled Meet-up</li> </ul> </li> <li>• Total number of unique visitors</li> <li>• Unique visitor list: email, number of cancel       <ul style="list-style-type: none"> <li>✓ Total Number of Scheduled Meet-up/booth</li> <li>✓ Total Number of Cancelled Meet-up/booth</li> </ul> </li> <li>• Chat room Statistics       <ul style="list-style-type: none"> <li>✓ Total number of chat room visits</li> </ul> </li> <li>• Total number of unique visitors       <ul style="list-style-type: none"> <li>✓ Total number of message sent</li> </ul> </li> <li>• Total number of unique visitors       <ul style="list-style-type: none"> <li>✓ Total Video Call Requested</li> </ul> </li> <li>• Total number of unique visitors       <ul style="list-style-type: none"> <li>✓ Total Video Call Connected</li> </ul> </li> <li>• Total number of unique visitors</li> </ul> <p><b>15. Event Statistics for Exhibitors</b></p> <ul style="list-style-type: none"> <li>• Exhibitor account login and password to the event statistics platform to access:       <ul style="list-style-type: none"> <li>✓ Booth Visits           <ul style="list-style-type: none"> <li>▪ Total Booth Visits</li> <li>▪ Total Unique Visitors</li> </ul> </li> <li>✓ Banner           <ul style="list-style-type: none"> <li>▪ Total Banner Clicks</li> <li>▪ Total number of unique visitors</li> <li>▪ Banner Clicks/Banner</li> <li>▪ Total number of unique visitors</li> </ul> </li> <li>✓ Booth Profile Tab           <ul style="list-style-type: none"> <li>▪ Tab Clicks/ Tab</li> <li>▪ Total number of unique visitors</li> </ul> </li> <li>✓ Booth Files           <ul style="list-style-type: none"> <li>▪ Total Files View</li> <li>▪ Total number of unique visitors</li> <li>▪ File View/File</li> <li>▪ Total number of unique visitors</li> <li>▪ Total Files Bookmark</li> <li>▪ Total number of unique visitors</li> <li>▪ File Bookmark/File</li> <li>▪ Total number of unique visitors</li> </ul> </li> <li>✓ Meet-up Statistics           <ul style="list-style-type: none"> <li>▪ Total Meet-up Clicks</li> <li>▪ Total Number of Scheduled Meet-up</li> </ul> </li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>▪ Total number of unique visitors</li> <li>✓ Unique visitor list/ booth: email number of schedule           <ul style="list-style-type: none"> <li>▪ Total Number of Cancelled Meet-up</li> <li>▪ Total number of unique visitors</li> </ul> </li> <li>✓ Unique visitor list/ booth: email, number of cancel           <ul style="list-style-type: none"> <li>▪ Total Number of Scheduled Meet-up/ sales representative</li> </ul> </li> <li>✓ Total number of unique visitors</li> <li>✓ Unique visitor list: email, number of schedule           <ul style="list-style-type: none"> <li>▪ Total Number of Cancelled Meet-up/ sales representative</li> </ul> </li> <li>✓ Total number of unique visitors</li> <li>✓ Unique visitor list: email, number of cancel</li> <li>✓ Chat room Statistics           <ul style="list-style-type: none"> <li>▪ Total Number of Public Chat room Enter</li> </ul> </li> <li>✓ Total number of unique visitors</li> <li>✓ Unique visitor list: email, number of visits           <ul style="list-style-type: none"> <li>▪ Total Number of Public Chat room Message Sent</li> </ul> </li> <li>✓ Total number of unique visitors</li> <li>✓ Unique visitor list: email, number of message sent</li> <li>✓ Leave a Message Statistics           <ul style="list-style-type: none"> <li>▪ Total Number of Leave a Message Clicks</li> </ul> </li> <li>✓ Total number of unique visitors</li> </ul> <p><b>16. Security</b>          The supplier complies with the following standards and guidelines.</p> <ul style="list-style-type: none"> <li>• Data center hosted by Amazon Web Services (highest standards for privacy and data security with several levels of encryption).</li> <li>• Access to the administrative functions must be password protected, with password complexity and lockout policy defined.</li> <li>• Audit trail to track all activities performed by the users.</li> <li>• Data stored in the proposed system is required to be encrypted and accessible by (organizer) users only.</li> <li>• Data transmission between the organizer and the proposed system must be secured by HTTPS.</li> <li>• Third party security auditing.</li> <li>• Secured encrypted API and data transaction.</li> </ul> <p><b>17. Content Development</b>          Content Development for 20 companies/exhibitors</p> <ol style="list-style-type: none"> <li>a. Production           <ol style="list-style-type: none"> <li>i. Product shoot               <ul style="list-style-type: none"> <li>• 5 photos/layouts per exhibitor (total of 100 photos)</li> <li>• Creative direction of photography</li> </ul> </li> </ol> </li> <li>b. Copywriting services for booth content to include:           <ol style="list-style-type: none"> <li>i. Company description/profile</li> <li>ii. Product descriptions</li> <li>iii. Brochure content</li> </ol> </li> </ol>	
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	<p>c. Design and layout services for a company brochure (2 – 4 pages per exhibitor) based on A4 size</p> <p><b>18. Graphic Design and Copywriting Services</b> Provide copywriting and design services for the following collaterals to be used at the event and to promote the event, to include:</p> <ul style="list-style-type: none"><li>a. Digital fascia board (still image in JPG/PNG format)</li><li>b. Digital standee banner (still image in JPG/PNG format)</li><li>c. 3 designs of Electronic direct mailers</li><li>d. 3 designs for Facebook posts</li><li>e. 3 designs for Instagram posts</li><li>f. 1 Facebook Profile photo frame</li><li>g. Customizable Templates for promotions of exhibitors<ul style="list-style-type: none"><li>i. electronic direct mailer templates</li><li>ii. social media post templates (JPG/PNG/GIF format)</li><li>iii. email signature footers</li><li>iv. Facebook cover photo template (JPG/PNG format)</li></ul></li><li>h. Email campaign marketing material</li></ul> <p><b>19. Buyers marketing *</b> Promotions for the virtual event to potential buyers, to include:</p> <ul style="list-style-type: none"><li>i. 3 electronic direct mailers</li><li>ii. 5 SMS blasts (maximum of 160 characters)</li><li>iii. 10 Facebook feed posts</li><li>iv. 10 Instagram feed posts</li><li>v. 2 Facebook profile photo frames</li><li>vi. Email campaign marketing to 50,000 contacts for each of the 3 electronic direct mailers mentioned above</li><li>vii. SMS campaign marketing to 10,000 contacts for each of the 5 SMS blasts mentioned above</li></ul> <p><b>TERMS OF PAYMENT</b></p> <ul style="list-style-type: none"><li>• 50% Upon completion of uploading exhibitors requirement in the virtual expo platform</li><li>• Full payment after the conclusion of the event.</li></ul>	
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Conforme:

\_\_\_\_\_  
Name & Signature of the Authorized Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date

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

### **Checklist of Technical and Financial Documents**

#### **I. TECHNICAL COMPONENT ENVELOPE**

##### ***Class “A” Documents***

###### **Legal Documents**

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- (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).

###### **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.

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

- (n) *[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.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**25 FINANCIAL COMPONENT ENVELOPE**

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

Republic of the Philippines



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