



IBP Road, Constitution Hills, Batasang Pambansa Complex, 1126 Quezon City
Telephone Nos. Telephone Nos. (02) 8931-7935 or 39 Local 508; 8931-7990
Email Add: csc.ofam.pmd@gmail.com

Procurement of GOODS

**Procurement of Services/ Engagement of a Service Provider
(Events Management) for the Hybrid Conduct of the 2023 Public
Sector HR Symposium with the theme “*Developing and Fostering
a Culture of Dynamism to Achieve a Resilient and Sustainable
People and Public Sector Organization*”**

**Project Identification No. 2023-14
PR No. 2023-06-0801**

Sixth Edition
July 2020

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	2
Section I. Invitation to Bid.....	5
Section II. Instructions to Bidders.....	6
1. Scope of Bid	10
2. Funding Information.....	10
3. Bidding Requirements	10
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	10
5. Eligible Bidders.....	10
6. Origin of Goods	11
7. Subcontracts	11
8. Pre-Bid Conference	12
9. Clarification and Amendment of Bidding Documents	12
10. Documents comprising the Bid: Eligibility and Technical Components	12
11. Documents comprising the Bid: Financial Component	12
12. Bid Prices	12
13. Bid and Payment Currencies	13
14. Bid Security	13
15. Sealing and Marking of Bids	13
16. Deadline for Submission of Bids	14
17. Opening and Preliminary Examination of Bids	14
18. Domestic Preference	14
19. Detailed Evaluation and Comparison of Bids	14
20. Post-Qualification	15
21. Signing of the Contract	15
Section III. Bid Data Sheet	16
Section IV. General Conditions of Contract	18
1. Scope of Contract	19
2. Advance Payment and Terms of Payment	19
3. Performance Security	19
4. Inspection and Tests	19
5. Warranty	20
6. Liability of the Supplier	20
Section V. Special Conditions of Contract	21
Section VI. Schedule of Requirements	22
Section VII. Technical Specifications	26
Section VIII. Checklist of Technical and Financial Documents	42
Section IX. Bidding Forms	33

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



IBP Road, Constitution Hills, Batasang Pambansa Complex
1126 Quezon City, Philippines

Invitation to Bid (IB)
for the
Procurement of Services/ Engagement of a Service Provider (Events Management)
for the Hybrid Conduct of the 2023 Public Sector HR Symposium with the theme
“Developing and Fostering a Culture of Dynamism to Achieve a Resilient and Sustainable People and Public Sector Organization”

1. The Civil Service Commission – Central Office through the Training Fund intends to apply the sum of **Three Million Eight Hundred Thousand Pesos (Php 3,800,000.00)**, inclusive of all government and applicable taxes, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Services/ Engagement of a Service Provider (Events Management) for the Hybrid Conduct of the 2023 Public Sector HR Symposium with the theme “Developing and Fostering a Culture of Dynamism to Achieve a Resilient and Sustainable People and Public Sector Organization”** under Project Identification Number 2023-14 / Purchase Request (PR) No. 2023-06-0801. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Civil Service Commission – Central Office now invites bids for the above Procurement Project. Delivery of the Goods as specified in in Section VI (Schedule of Requirements) of the Bidding Documents. Bidders should have completed within **Five (5) 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 R.A. No. 5183.

4. Prospective Bidders may obtain further information from the Civil Service Commission – Central Office, through the CSC-BAC Secretariat and inspect the Bidding Documents at the address given below during office hour.

5. A complete set of Bidding Documents may be acquired by interested Bidders from **July 31, 2023** and onwards from the *www.csc.gov.ph/procurement* (CSC Website). Upon submission of bids, the bidder shall pay the fee in the amount of **Five Thousand Pesos (PHP5,000.00)**. The bidding documents may also be secured from the CSC BAC-Secretariat upon payment of the corresponding fee. The Procuring Entity shall allow the bidder to present its proof of payment for the fees which will be presented in person, by facsimile, or through electronic means.

The CSC accepts manual payment at the CSC Cashier Unit located at the CSC Mainbuilding, or online payment with the Land Bank of the Philippines (LBP) through Deposit/Fund Transfer to the CSC Bids and Awards Committee Account at the LBP - Batasan Branch with the following details:

Account Name: CSC BIDS AND AWARDS COMMITTEE
Account Number: 003122-1019-82

The Bidders shall submit and send through email at **csc.ofam.pmd@gmail.com** a scanned or screenshot image of the Transaction Receipt/ Deposit Slip/ Official Receipt as their proof of payment at least a day before the date of bid opening.

Bidders which previously purchased and paid fee for the Public Bidding Documents (PBD) during the first bidding may no longer required to pay the bidding documents fee during the second bidding and thereafter for the aforesaid project.

6. The Civil Service Commission – Central Office will hold a **Pre-Bid Conference** on **August 3, 2023 at 10:00 a.m.** through **videoconferencing** using **Microsoft (MS) Teams** as platform and shall be open to interested bidders. Below is the invitation link to the pre-bid conference:

Link here:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzQ2N2E4OWItOWExNi00ZmZkLWlyNTU0MDVjNWEwZWM1NDg4%40thread.v2/0?context=%7b%22Tid%22%3a%22b18ff772-1cac-4521-9a8b-f077b03a9db6%22%2c%22Oid%22%3a%22d3e2eff5-d07e-4d8c-b558-e4614f86a95c%22%7d

7. **Bids must be duly received by the BAC Secretariat through online or electronic submission** at the email address indicated below **on or before August 17, 2023 at 9:00 a.m.** Late bids shall not be accepted.

Submission and opening of bids will be done pursuant to the guidelines set forth in GPPB Resolution No. 09-2020 and GPPB Resolution No. 12-2020. Bidders are requested to **submit manually or physically one (1) set original copy of the bid documents (in hardcopy)** which shall serve as reference of the BAC **on or before August 17, 2023 at 9:00 a.m. (Deadline of submission)** in the address indicated below.

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** will be on **August 17, 2023 at 10:00 a.m.** through videoconferencing via Microsoft (MS) Teams using an invitation link below:

Link here:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDdiMzA5ZTItOTJiOC00NmY0LWJiNmQtYTgxZTAyYjFiMTdi%40thread.v2/0?context=%7b%22Tid%22%3a%22b18ff772-1cac-4521-9a8b-f077b03a9db6%22%2c%22Oid%22%3a%22d3e2eff5-d07e-4d8c-b558-e4614f86a95c%22%7d

Pursuant to Item 4.2 (B) of the GPPB Resolution No. 09-2020, Bidder must allow to a password-protected Bidding Documents on opening date and time. The passwords for accessing the file will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology.

In case of technicality/error in opening of electronic bid documents using password or problem in the internet connection in the CSC, **the BAC shall physically open and check the submitted hardcopy of bid documents** and which shall serve as references of the BAC in the bidding.


10. During BAC meetings, representative(s) of prospective bidders must present Letter of Intent/Authorization Letter from their company and must have a valid Identification Card (Company ID or any Government-issued ID) which may be done in person or through electronic means.
11. The Civil Service Commission – Central Office 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:

CSC-CO BAC Secretariat

Civil Service Commission – Central Office
IBP Road, Constitution Hills, Quezon City
Trunkline No. (02) 8931-7935 or 39, local 508
Direct Line: (02) 8931-7990; Fax No. 8931-8029
Email Address: **csc.ofam.pmd@gmail.com**

13. You may visit the following website for downloading of Bidding Documents.

www.csc.gov.ph/procurement or www.philgeps.gov.ph



ATTY. ARIEL G. RONQUILLO
CSC Assistant Commissioner

Chairperson, CSC CO Bids and Awards Committee (BAC)

July 25, 2023

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, Civil Service Commission – Central Office wishes to receive Bids for the project **Procurement of Services/ Engagement of a Service Provider (Events Management) for the Hybrid Conduct of the 2023 Public Sector HR Symposium with the theme “Developing and Fostering a Culture of Dynamism to Achieve a Resilient and Sustainable People and Public Sector Organization”** under Project Identification Number 2023-14.

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 FY 2023 in the amount of **PHP 3,800,000.00**.

2.2. The source of funding is the Training Fund.

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:
 - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

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 **Five (5) 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.

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 **BDS**.

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 until the **December 17, 2023**. 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

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

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 one Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, <u>contracts similar to the Project</u> shall be:</p> <ol style="list-style-type: none"> a. Procurement of services/ engagement of a service provider (events management) for the hybrid conduct of the public sector HR symposium. b. Completed in five (5) years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP in Quezon City or the applicable International Commercial Terms (INCOTERMS) for this Project.
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> <ol style="list-style-type: none"> a. The amount of not less than PHP 76,000.00, 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 190,000.00, if bid security is in Surety Bond.
15	<p>Bidders are requested to submit manually or physically one (1) copy of original bid documents (in hardcopy) on or before August 17, 2023 at 9:00 a.m. at Civil Service Commission – Central Office, IBP Road, Constitution Hills, Quezon City.</p>
19.3	The Project shall be awarded in one Contract.
20.2	<p>For purposes of Post-Qualification the following document(s) shall be required:</p> <ol style="list-style-type: none"> 1. Proof of completion of the single largest contract as identified in the Statement of Single Largest Contract, which shall be copy of any verifiable document(s) such as but not limited to the following: (a) Contract/s or Purchase Order/s; (b) corresponding Sales Invoice/s; (c) Official Receipt/Cash Receipt/Collection Receipt; and (d) Certificate of Satisfactory Completion. 2. Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) 3. Valid and updated PhilGEPS Certificate of Registration (Platinum Membership), if bidder opted to submit the eligibility documents under the Certificate during opening of bids. <p>In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.</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 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** 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>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to the Contract are DDP delivered to Quezon City. In accordance with INCOTERMS.”</p> <p>The delivery terms applicable to this Contract are delivered to Quezon 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.”</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/s at the Project Site is Ms. Lilibeth E. Perez and Ms. Daisy N. Tarroza of the Civil Service Institute (CSI), CSC Central Office.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and 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>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

	<p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ol style="list-style-type: none"> 1. 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 2. in the event of termination of production of the spare parts <ol style="list-style-type: none"> i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the costs 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 six (6) years.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within a month of placing the order.</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p>

	<p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

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 Number	Description	Quantity	Total	Delivered, Weeks/Months	Statement of Compliance of the Bidder
1	<p>Procurement of Services/ Engagement of a Service Provider (Events Management) for the Hybrid Conduct of the 2023 Public Sector HR Symposium with the theme <i>“Developing and Fostering a Culture of Dynamism to Achieve a Resilient and Sustainable People and Public Sector Organization”</i></p>	One (1) Lot	1	<p>DURATION</p> <p>Provision of service for the conceptualization, execution, management and post work of the hybrid event (including the electronic platform) will be <u>within an aggregate period of four (4) months</u> for the Pre-, During, and Post-Symposium activities, from the date of signing of the contract.</p>	

Section VII. Technical Specifications

Technical Specifications (Terms of Reference)

Item	Specifications	Statement of Compliance of the Bidder
	<p>PROJECT TITLE: Procurement of Services/ Engagement of a Service Provider (Events Management) for the Hybrid Conduct of the 2023 Public Sector HR Symposium with the theme <i>“Developing and Fostering a Culture of Dynamism to Achieve a Resilient and Sustainable People and Public Sector Organization”</i></p> <p>APPROVED BUDGET FOR THE CONTRACT (ABC): PHP3,800,000.00 (inclusive of all government and applicable taxes)</p> <p>DURATION: Within an aggregate period of four (4) months for the Pre-, During, and Post-Symposium activities</p> <p>SCHEDULE OF EVENT: September 26 – 27, 2023</p> <p>LOCATION: Designated Venue in Pasay City</p> <hr/> <p>I. BACKGROUND</p> <p>This Terms of Reference (TOR) for the engagement of a Service Provider has been prepared as part of the approved plan and budget for the 2023 Public Sector HR Symposium.</p> <p>The Civil Service Commission (CSC) through the Civil Service Institute (CSI) has been organizing the conduct of the Public Sector HR Symposium for nine (9) years. It served as a venue to discuss new trends, explore the concept of change, and share best practices on Human Resources and Organizational Development.</p> <p>These events which were attended by executives, leaders and human resource and organizational development practitioners from both the public and private sectors nationwide as well as representatives from the ASEAN Community- recognized the importance of leadership and human resource development in building public institutions founded on good governance and in bringing about social change and reforms. All the five previous events were held at the Waterfront Hotel in Cebu City (2014-2016), the Philippine International Convention Center (PICC) in 2017 and 2019, and SMX Convention Center in Davao City (2018).</p> <p>The Symposium in 2021 and 2022 was conducted virtually using an HR Symposium Platform which was created, managed, and maintained by a third-party entity within a specific period provided.</p> <p>This year’s HR Symposium will focus on developing and fostering a culture of dynamism (ability to respond to the changing needs of time and the capacity to withstand challenges). To equip people and organizations with emerging skills in the next five (5) years, this year’s HR Symposium will focus on the strategic roles of government leaders and HR practitioners in building resilient and sustainable people and public sector organization through developing and fostering a dynamic culture.</p>	

**Statement of
Compliance of the
Bidder**

III. OBJECTIVES

The 2023 Public Sector HR Symposium will be conducted via hybrid set-up on September 26-27, 2023. As this is hybrid, 5,000 participants will be participating face-to-face or in-person. Meanwhile, 4,000 participants are expected to join online through a platform that will be developed, managed and maintained by a Service Provider.

The theme for this year’s event is “**Delivering and Fostering a Culture of Dynamism to Achieve a Resilient and Sustainable People and Public Sector Organization**”.

The purpose of hiring the services of a SERVICE PROVIDER is to provide assistance to the CSC through the CSI in executing the Program Flow and managing the event, both in-person/onsite and online, from pre to post activities, to ensure successful conduct of this hybrid event. Below are the necessary services, physical, technical and other requirements expected from the SERVICE PROVIDER:

1. Registration and managing delegates
2. Overall implementation of the two-day conduct from pre to actual to post activities
3. Development of an HR Symposium electronic platform

An electronic or digital platform is a software-based online infrastructure that facilitates interactions and transactions between users

4. Management of the HR Symposium electronic platform
5. Procurement of a zoom account that can cater to 4,000 online participants
6. Hybrid set-up management to include livestreaming services for the actual Symposium that is hooked to the electronic platform
7. Photo and Video Production and provision of video materials
8. Development/designing and provision of event/visual materials/imaging
9. Setting-up of front desk, information desk, help desk, banners, signages within and around the reception venue, title card, exhibit booth 1 day prior the event

IV. SCOPE OF SERVICES AND DELIVERABLES

The CSC requires the services of a SERVICE PROVIDER to assist in planning, organizing, executing, and managing all the hybrid activities of the 2023 Public Sector HR Symposium from start to end.

Specifically, the Events Manager is expected to manage the conduct of a large-scale Public Sector HR Symposium with at least 9,000 participants (5,000 in-person/onsite and 4,000 online) through the following:

1. Registration and managing delegates

Before the Symposium

- a. Through the HR Symposium electronic platform, develop/provide automated email confirmation to paid participants and/or those with commitment letters. Automated confirmation includes information/advisory about the Symposium, automated/digital daily check-in applications (e.g. unique QR code for onsite participants), platform log-in credentials (both for onsite and online participants) and other pertinent information. Data of participants for auto confirmation will be provided by the CSC, through its pre-event registration system.
- b. Provide CSC-CSI with regular updates on participants provided with auto confirmation and related information.

**Statement of
Compliance of the
Bidder**

- c. Develop an online and onsite daily check-in/attendance system.
It is recommended that participants' actual log-in in the electronic platform on the days of the actual conduct be automatically considered as attendance. As such, the SERVICE PROVIDER should install a mechanism for this purpose.
- d. Provide a complete list of log-in credentials and QR codes or whatever daily check-in mechanism will be used to the CSC-CSI registration committee for ready reference.

During the Symposium

ONSITE/IN-PERSON

- a. Prepare and set-up general information support service/information area for participants.

ONLINE

- a. Provide at least five persons including team leader that will manage live concerns of online participants relative to accessing the online platform. This include, among others, information about participants log-in credentials to the platform.

A dedicated chat box in the landing page of the HR Symposium electronic platform should be made available for participants ready access on concerns pertaining access to their log-in credentials.

- b. Provide at least three staff that will handle the concerns of online participants via the CSC help desk once inside the platform

POST:

- a. Surrender all information gathered from the HR Symposium to include daily attendance both online and onsite

2. Overall implementation of the two-day conduct from pre to actual to post activities for the following HR Symposium segments:

2.1. Opening of the Exhibit
IN-PERSON/ ONSITE:

Date and Time	26 September 2023; 7:40-8:00 a.m.
Target Audience	<ul style="list-style-type: none"> • 10 exhibitors • CSC Chairperson, Commissioners, Assistant Commissioners and Directors • VIP guests • Media
Set-up	<ul style="list-style-type: none"> • Live onsite/in-person; shall be livestreamed for virtual participants; a live telecast will also be hooked in the plenary session LED display as participants will be viewing from the main plenary room.
Content	<ul style="list-style-type: none"> • Ribbon Cutting Ceremony
Proposed Program Sequence	<ul style="list-style-type: none"> • Opening Spiel by moderator through a voice over • Actual Ribbon Cutting • Welcome Message c/o Chair • Actual visit/rounds of the Commissioners, Assistant Commissioners and Directors in the exhibit

**Statement of
Compliance of the
Bidder**

- a. Coordinate with CSI exhibit focal on the preparations, implementation and management of the exhibit
- b. Exhibit Booth Structure provider and set up
- c. Exhibit Booth Ribbon Cutting Setup
- d. Provide moderator/intro spiels and voice over for the actual ribbon cutting ceremony
- e. Coordinate with the platform developer for the actual livestreaming service
- f. Ensure materials/resources needed for the opening are available (e.g. scissors, ribbon, media for live coverage)

2.2. Opening Ceremony and Plenary Sessions (HR Symposium Proper)

Date and Time	26 September 2023; 27 September 2023;
Target Audience	<ul style="list-style-type: none"> • Participants both in-person/onsite and virtual • CSC Chairperson, Commissioners, Assistant Commissioners and Directors • Partner sponsors • VIP • Media • Guests
Set-up	<ul style="list-style-type: none"> • Live in-person/onsite and online streaming (Hybrid Event); shall be livestreamed for virtual participants and is accessible/viewed through the HR Symposium electronic platform by online participants
Content	<ul style="list-style-type: none"> • Stinger Transition Videos • Advertising Videos • Visual presentation of the CSC officials and employees to be played on the screen during the Philippine National Anthem • Overview of the HR Symposium • AVP of the 2023 HR Symposium • Event Moderator’s Opening Spiel and Script • Entertainment Breaks
Concept/Theme	<i>“Developing and Fostering a Culture of Dynamism to Achieve a Resilient and Sustainable People and Public Sector Organization”</i>
Proposed Program Sequence	<ul style="list-style-type: none"> • Introduction/Acknowledgement of Guest (Grand parade introducing the Commission and Symposium VIP Guests and Partner Sponsors) • Opening Prayer (Choir) • Philippine National Anthem (Choir with CSC Video Background) • Welcome Remarks • Symposium Overview • Message from Australian Government Ambassador in the Philippines • Keynote Address • 9 Plenary Sessions (5 for Day 1 and 4 for Day 2)

**Statement of
Compliance of the
Bidder**

Before the Symposium:

- a. Coordinate with CSI Program Committee on the preparations, implementation and management of the Actual Program
- b. Provide the identified requirements for the hybrid event and coordinate with the technical team of the venue for the set-up and installation of all physical and technical requirements
- c. Layout floor plan of the venue in consideration of speakers and performers requirements, among others, and arrange the necessary logistics for livestreaming including multi-camera setup with control station, display of visual elements, lighting and sound
- d. Organize and set up audio-visual of plenary room conducive for hybrid event
- e. Coordinate with organizer, venue and other suppliers for the ingress/egress set up
- f. Ensure full event set-up of event stage 1 day prior to the event.

Refer to Annex A for staging requirements

- g. Prepare materials, equipment and other resources required for presentations
- h. Procurement and preparation of materials for the Technical Working Group. This shall include the following among others:
 - ✓ ID badges for all delegates, speakers, media, VIPs, etc.
 - ✓ Complete list of crews from organizer and other suppliers
- i. Source out the services of performers before and during the grand parade and entertainment breaks, among others.
- j. Final dry run/technical check of the program scenario and script to be presented to CSC for final approval at least three (3) weeks before the event.

During the Symposium

- a. Facilitate technical check/rehearsals both for in-person and online before the program proper
- b. Serve as floor director of the event, monitoring smooth flow in coordination with assigned CSI committee
- c. Provide the physical and technical equipment/requirements and production team/personnel needed to undertake a Live Telecast/Broadcast for the coverage of the actual event.

Refer to Annex B and C for the production team requirements and technical equipment needed, respectively.

- d. Provide at least 5 technical staff that will assist on technical concerns during the different segments of the HR Symposium (both in-person/onsite and online).
- e. Manage actual livestreaming service
- f. Document in video and photo (both in-person/onsite and online) entire conduct of the event for submission to CSI in MPEG and JPEG format and to be saved in an external hard drive

After the Symposium

- a. Move out of all suppliers
- b. Ensure delivery of all materials to CSC-CSI on or before 5 October 2023 to include the following:
 - ✓ Turnover of final lists of guests and attendees to CSC-CSI
 - ✓ Turnover of high-resolution photo and video (both raw and edited) and other materials related to the event
 - ✓ Submit recordings of the activities, videos, final cut (90 seconder and 5-minute AVP). The CSC shall have full ownership of all the data gathered and presented (both in hard or softcopy files) from the event

**Statement of
Compliance of the
Bidder**

2.3. Media Conference (HR Symposium Proper)

Date and Time	26 September 2023; 11:00-12:00 nn (simultaneous with Plenary Session 2)
Target Audience	Local Media CSC Commissioners and Assistant Commissioners CSC Offices (to include Office for Legal Affairs and Public Information and Assistance Office) Vloggers and influencers with contents related to Governance
Set-up	Live in-person/onsite; shall be recorded for uploading in the platform and can be accessed/viewed both by in-person/onsite and virtual participants
Content	<ul style="list-style-type: none"> • Event Moderator • Q&A Facilitator
Proposed Program Sequence	To follow

- a. Coordinate with CSI Publicity and Media Management focal/ Public Information and Assistance Office (PAIO) on the preparations, implementation and management of the media conference
- b. Develop media plan and briefing book in coordination with PAIO
- c. Create target media list to include vloggers and influencers for approval of CSC-CSI
- d. Send invitation, confirm participation and provide to CSI list of final media attendees
- e. Develop press kit content (press releases, bios, FAQs) and manage kit production in coordination with PAIO
- f. Manage media on-site

2.4. Raffles Management (HR Symposium Proper)

Date and Time	27 September 2023; 8:00-8:30 am 12:00 nn- 1:00 pm
Target Audience	Participants both onsite and online
Set-up	Live in-person/onsite and Online Streaming (Hybrid Event); shall be livestreamed for virtual participants and is accessible/viewed through the LMS
Content	<ul style="list-style-type: none"> • Event Moderator
Proposed Program Sequence	<ul style="list-style-type: none"> • Presentation of mechanics

- a. Recommend a mechanism for a simultaneous raffle both for onsite/in-person and online participants
- b. Implement the CSI approved mechanism for the raffle on the days of the event in coordination with CSC-CSI
- c. Provide the names of raffle winners to CSC-CSI

**Statement of
Compliance of the
Bidder**

2.5. Integration and Closing Ceremony

Date and Time	27 September 2023; 3:00-5:00 pm
Target Audience	<ul style="list-style-type: none"> • Participants both in-person/onsite and virtual • CSC Chairperson, Commissioners, Assistant Commissioners and Directors • Partner sponsors • VIP • Media • Guests
Set-up	<ul style="list-style-type: none"> • Live in-person/onsite and Online Streaming (Hybrid Event); shall be livestreamed for virtual participants and is accessible/viewed through the HR Symposium electronic platform by online participants
Content	<ul style="list-style-type: none"> • Entertainment breaks • Advertising Videos • Event Moderator’s Spiel • Integration talents
Concept/Theme	<i>“Developing and Fostering a Culture of Dynamism to Achieve a Resilient and Sustainable People and Public Sector Organization”</i>
Proposed Program Sequence	<ul style="list-style-type: none"> • 3:30-3:45 pm- AVP (Symposium highlights) • Integration • Closing Message • Post Event Evaluation

- a. Recommend concept note/story line for a very powerful and memorable integration activity
- b. Make available talents and Integrator requirements to be used like confetti canons, smoke machine and bubble machine, if any, among others.

Other preparations similar to Opening Ceremony and Plenary Sessions.

3. Development of an HR Symposium electronic platform

The HR Symposium electronic platform should be accessed through desktops, laptops and/or mobile phones for a period of ninety days, and with the following features:

- a. Branded with CSC/CSI logos, logos of partner sponsors and HR Symposium Logo and Icons to be provided by PAIO
- b. Presence of a helpdesk with chat box features in the landing page of the platform that will readily cater to participants with difficulties entering the lobby platform
- c. Automated Email Confirmation System that can:
 - ✓ Send confirmation to paid participants and participants with commitment letters provided by the CSC through the event registration system (both for online and onsite participants)
 - ✓ Send HR Symposium Advisory both for online and onsite participants
 - Advisory for onsite participants shall include their daily attendance check-in code (e.g. QR code)
 - ✓ Send platform log-in credentials (both for online and virtual participants)
 - ✓ Track confirmation and notification sending through a comprehensive and real time dashboard/analytics

**Statement of
Compliance of the
Bidder**

d. Onsite and Virtual Daily Check-in Attendance System

- ✓ Onsite check-in/attendance system that is linked with the HR Symposium electronic platform for real-time generation of data
- ✓ Online check-in/attendance system that will automatically record daily attendance of onsite participants that participated in the livestreaming service and is linked with the HR Symposium electronic platform
- ✓ Separate harvesting of attendance on onsite and online participants and real time updates on number of participants
- ✓ Daily check-in/attendance should be factored in the system as one of the pre-requisites for the automatic issuance of a Certificate of Completion. Other requirements include accomplishment of Level 1 Evaluation and successful payment of HR Symposium Registration Fee.

e. Once inside the platform, delegates may view the HR Symposium program of activities and real time demographics of participants who are in the platform, and other symposium-related activities; access the help desk (which includes the FAQs and platform navigation tutorial video), view recorded sessions and download available presentation materials. On a specified time during the event, they will be given access to Level 1 Evaluation and automatic receipt of Certificate of Completion (CoC) upon submission of accomplished Level 1 Evaluation (applicable only for paid participants).

f. Online participants will be given exclusive access to ongoing livestreaming sessions and virtual exhibit booths. They can also network with each other and visit virtual exhibitor's booth.

4. Management of the HR Symposium Platform

- a. Manage zoom accounts linked to the HR Symposium Platform.
- b. Make the recordings accessible to participants in the platform for a limited period after the actual live sessions, within which participants can access the videos; recordings can only be viewed but materials may be downloaded. Participants may still visit the session areas even after the sessions to access and view the recorded videos of the speakers
- c. Ensure that the presentation materials and other learning materials provided by CSC are posted on the platform and may be downloaded by the participants
- d. Administer the Raffle Wheel during the symposium for online and onsite participants.
- e. Make available downloadable e-copies of Certificate of Completion (via the platform) of qualified participants (paid, complete attendance and with accomplished level 1 evaluation) immediately after accomplishment of Level 1 Evaluation during and/or after the Closing Ceremonies of the symposium.
- f. Transfer to CSC all the collaterals and data gathered for the symposium such as presentations, videos, photos, database of participants, monitoring of attendance, and COCs issued, among others. All electronic files transferred should be stored in an external drive.

5. Procurement of a zoom meeting account that can cater to 5,000 online participants and is linked/connected to the HR Symposium electronic platform

6. Hybrid set-up management

The SERVICE PROVIDER should present a detailed concept of how the HR Symposium will be conducted through hybrid set-up. They should be able to come up with an implementation plan that includes venue set up conducive for hybrid set-up where in-person/onsite delegates and presenters must be able to present audibly, connect to the virtual event to engage with the online participants and discuss with them via chat, if necessary. The livestreaming services should be viewed by onsite participants via the HR Symposium electronic platform.

**Statement of
Compliance of the
Bidder**

7. Production and provision of the following video materials:

SERVICE PROVIDER to provide creative concept and development of the sequence guide/storyline/script for the proposed ideas and executions, create sizzle clips and graphics/assets, and voice over talent, as necessary. They, in coordination with the organizer, shall be responsible in gathering videos, aerial shots and pictures, among others.

a. Stinger Transition Video

The Transition Video shall be played during the actual event while waiting for the actual live program with the end goal of setting the tone for the event. This shall include among others welcome greetings to participants, information about the 2023 HR Symposium (e.g. theme, plenary sessions, exhibit booths, announcements, safety protocols and reminder to participants)

b. Overview of the HR Symposium (2-3 minutes)

Evolution of the HR Symposium from face-to-face conference to digital platform, to hybrid will be presented through a video. The video will end through a transition from the video to the live/in-person/onsite sharing of the overview of the whole event c/o the CSC Commissioner.

- ✓ Video clips and photos of previous conducts of the HR Symposium and logos/icons will be provided by the CSI
- ✓ SERVICE PROVIDER is expected to shoot videos and provide equipment for the video shoots, if necessary

c. Same Day Edit (SDE) of the 2023 HR Symposium (3-5 minutes)

SDE of highlights of activities that will be shown before the closing ceremony.

- ✓ Video clips and photos will be captured or taken by the SERVICE PROVIDER both for in-person/onsite and online conducts.
- ✓ Should be available and approved by 12:00 nn of Day 2

d. 2-3 minutes cinematic highlights per day that captures both in-person/onsite and online activities

e. Final AVP of the 2023 HR Symposium

A 3-5 minutes cinematic highlights of the entire HR Symposium including the integration activity.

f. Tutorial Video on How to Navigate the HR Symposium Platform (3-5 minutes)

This video should highlight the step by step process on how to navigate the HR Symposium Platform from Entrance, to accessing the different features (highlighting which ones are accessible for in-person/onsite and online participants), and available services within the platform, up to Exit, using text, graphics and audio and video features

8. Development/designing and provision of the following event visual materials/imaging:

DIGITAL (for uploading on the platform, sharing to participants and/or on-screen projection on the days of the event)

**Statement of
Compliance of the
Bidder**

- a. Symposium e-program
- b. Virtual banners that features the program for the day with speaker profiles and presentation briefs. This may be viewed before the actual session to allow participants to look forward to the actual session.
- c. Powerpoint template with logos of CSC, HR Symposium and sponsors
- d. Template for the Certificate of Completion with security features

PRINTED MATERIALS

- a. Stage branding
- b. Information area signage
- c. Help Desk signage
- d. Photo wall
- e. Vicinity Map
- f. Directional signages
- g. ID/Badge for TWG members
- h. Exhibit area signage

9. Setting-up of front desk, information desk, help desk, banners, signages within and around the reception venue, title card, exhibit booth 1 day prior the event

While Items 1 to 9 are mandatory for the events management to fulfill, preference will be given to event managements that can likewise provide one or more of the services indicated in Annex D.

IV. BIDDER'S / SERVICE PROVIDER'S QUALIFICATIONS

It is expected that the SERVICE PROVIDER should possess the following:

- 1. Proven track record in organizing and managing large scale and high-level events of the same nature conducted via hybrid set-up for a minimum of two (2) years. Must submit a list of large-scale events handled in the past and list of current ongoing/forthcoming projects;
- 2. Proven track record in developing and managing online portals for major local and international events of the same nature with at least 5,000 participants;
- 3. Expertise in Online Portal Development and Management using the most up-to-date hardware and software;
- 4. Can provide a detailed plan, flow of activities, complete list of technical staff where key personnel are experienced, and up-to-date software and hardware required for the virtual HR Symposium; and,
- 5. Accredited by the PHILGEPS with platinum membership.

V. DURATION

Provision of service for the conceptualization, execution, management and post work of the hybrid event (including the electronic platform) will be **within an aggregate period of four (4) months** for the Pre, During, and Post Symposium activities, from the date of signing of the contract.

VI. BUDGETARY REQUIREMENTS

Hiring the services of a SERVICE PROVIDER for the hybrid conduct of the 2023 Public Sector HR Symposium shall not exceed the approved budget of **THREE MILLION EIGHT HUNDRED PESOS ONLY (Php 3,800,000.00)**, inclusive of all government and applicable taxes.

The fee is payable in three tranches as follows:

1. Fifteen percent (15%) of the total contract price to be released two weeks before the event and after the installation of all the Pre-Event deliverables and issuance of a Billing Statement (*CSC to identify Pre-Event deliverables*);
2. Twenty-Five percent (25%) of the total contract price to be released on the first day of the event, and after issuance of a Billing Statement; and,
3. Sixty percent (60%) of the contract price within fifteen to thirty (15-30) working days upon submission and approval of all deliverables, including a Project Completion Report, and after issuance of a Billing Statement. Submission of all deliverables shall be within two weeks after the event. The CSI will be responsible in checking the quality of all the outputs and endorsing payment thereof.

For and in consideration of the foregoing services, the CSC shall pay the Service Provider the said amount (inclusive of taxes) payable upon satisfactory performance of the services and submission of acceptable outputs and deliverables. Processing of payment shall commence after receipt of the billing statement through the issuance of a Landbank of the Philippines (LBP) check by the CSC.

Any violation of the terms and conditions in this TOR shall entitle the CSC to withhold payment to the Service Provider.

A penalty of deduction of a certain percentage of the total contract price for late or non-submission of the required deliverables by the LSO shall be imposed by the CSI.

VII. TAXES

All taxes, fees, charges, imposts, and other legal execution due or that may become due shall be chargeable against the account of the SERVICE PROVIDER. The CSC, as a government collecting agency for the Bureau of Internal Revenue, shall deduct allowable government taxes.

VIII. CONFIDENTIALITY CLAUSE

The SERVICE PROVIDER shall not, during the term of this engagement and thereafter, disclose any confidential information obtained or acquired by them in connection with the above tasks and deliverables except upon the issuance of a written consent by the CSC Chairperson.

The CSC reserves the right to review all works and outputs to be submitted by the SERVICE PROVIDER prior to the release of the full compensation agreed upon.

* * *

ANNEX A

PHYSICAL VENUE AND STAGING REQUIREMENTS

Stage and over-all venue décor/execution and construction for the HR Symposium event to include, but not be limited to:

- ✓ Stage design/draping/decoration (as needed per event)
- ✓ Lights and sounds
- ✓ Haze/Smoke/Fog machines (as necessary)
- ✓ Generator Set
- ✓ Installation, enhancement and styling of the venues to include (but not limited to) the following:
 - 1 main LED wall- 12 ft x 24 ft for the stage
 - 6 LED Wall- 9 ft x 12 ft (sides)
 - Stage with middle ramp
 - Façade, enhancement and styling of information booth
 - Photo wall/backdrop with lighting, 12x24 feet in size
 - Press/Media conference backdrop
 - Venue styling/installation in adherence to the approved concept of CSI

ANNEX B

PERSONNEL REQUIREMENTS

Day 1: Plenary Hall

- ✓ Rehearsals before Program Proper
- ✓ Voice Over for the Ribbon Cutting Exhibit
- ✓ Opening Program
- ✓ Plenary Sessions 1-5
- ✓ Media Conference

Day 2: Plenary Hall

- ✓ Management of Learning
- ✓ Raffle
- ✓ Plenary Sessions 6-9
- ✓ AVP (Symposium Highlights)
- ✓ Integration and Closing Ceremony

The above-mentioned activities will be managed by the Events Management Team. To execute this via hybrid set-up, at least 30 members are needed for the production team to perform the following roles:

- | | |
|---|-------------------------------|
| ✓ Overall Event Organizer-
Account Manager | _ / Multi-Media Arts Designer |
| ✓ Producer | _ / Camera Director |
| ✓ Director | _ / Floor Manager |

**Statement of
Compliance of the
Bidder**

- | | |
|--|------------------------------------|
| ✓ Voice Over | _ / Production Assistant |
| ✓ Visual Artist | _ / Live Broadcast Play Back staff |
| ✓ Technical Director (TD) | _ / Live Broadcast Technician |
| ✓ Technical Assistant- Lights and Sounds | _ / Lighting Operator |
| ✓ Technical Assistant- Staging | _ / Sound Engineer |
| ✓ Technical Assistant- LED Screens | _ / Video Director |
| ✓ Set up Manager | _ / Audio Technician |
| ✓ Set up Assistant | _ / Technical Crew |
| ✓ Production Manager | _ / Helper |
| ✓ Production Coordinator | _ / Zoom Host |
| ✓ Program Coordinator | _ / Zoom Technical Staff |

Zoom Host and Zoom Technical Staff are needed for online zoom delegates and technical staff that will manage zoom during the actual conduct of the event. They should participate in meetings and technical runs initiated by the CSI

- | | |
|-------------------------|---|
| ✓ Logistics Coordinator | _ / Live Circuit Coverage |
| ✓ Stage Manager | _ / Videographer (min. of three) |
| ✓ Stage Designer | _ / Photographer (min. of three) |
| ✓ Lighting Director | |

ANNEX C

TECHNICAL EQUIPMENT

1. Professional Livestreaming equipment including broadcast and streaming machines and accessories
2. Professional Cameras
3. Professional Lighting System (*Studio Lighting and ON-SITE Lighting effects and heads*)
4. Broadcast quality lighting
5. Professional Quality Video and Audio Equipment and related devices
6. Microphones
7. Broadcast Full HD Camera and Video Capture devices
8. Mixing Equipment (both for audio and video)
9. Camera/Video Switching Equipment
10. TV Presentation Monitors to show Online Viewers and Presentation to on Site
Speaker/Host
11. LED wall screen
12. LED Projector and screen (as needed)
13. Amplifiers
14. Laptops (mac and windows) with appropriate connectors
15. Appropriate cables and video adapters (VGA, HDMI, etc)
16. Reliable Non-wired/wireless internet connection equipment (Internet Connection)
17. Other requirements/equipment needed for streaming live the online sessions at the venue
18. Generator set in case of power failure

ANNEX D

ADDITIONAL SERVICES NEEDED, BUT NOT REQUIRED

1. Registration and managing delegates

- Through the HR Symposium electronic platform, develop/provide **automated text confirmation** to paid participants and/or those with commitment letters.

2. Overall implementation of the two-day conduct from pre to actual to post activities

- Prepare the program scenario and script to include the spiel of the emcee/voice over
- Enhance/improve/calibrate presentations depending on the ratio and specifications of the LED screens. CSC shall provide PowerPoint/keynote file of the speakers' presentations
- Procurement and preparation of Leis for guests and VIPs for distribution on the day of the event.
- Provide at least 10 ushers and marshals (in uniform for easy identification)
- Source out/provide Sign Language Translator for airing during the live event
- Source out/provide Process Documenter that will document the entire proceedings and provide final write up after the event
- Provide safety briefing for onsite participants in consultation with the venue manager via voice over or through a video
- Assist in the set-up of the venue for actual media conference in coordination with PAIO
- Provide backdrop for the Press Conference
- Lay-out coffee table book template following prescribed design of CSC-CSI

3. Development of an HR Symposium electronic platform

- Networking/Gamification Area should have the following features:
 - ✓ Digital games that the participants may play/join in at anytime
 - ✓ Participants can share insights, quotes, testimonials and pictures
 - ✓ A space and opportunity for online symposium attendees/participants to make important connections, such as but not limited to the following:
 - Scheduled discussions
 - Group chat by topics
 - Private social media groups
 - Sharing of ideas
 - Expressing their sentiments/appreciation
 - Providing their suggestions/recommendations
- After the event, transfer the host function to CSC on premise data center to include the source code, database, manual and conduct training relative to the management of the platform

4. Video production

- Visual presentation of the CSC officials and employees to be played on the screen during the singing of the Philippine National Anthem

The visual presentation shall include CSC officials and employees singing the national anthem and other visual images/still videos depicting the CSC as the central HR of the Bureaucracy. The video shall also underscore among others the triumphs, achievements and contributions of government officials and employees across the different sectors towards a “matatag, maginhawa, at panatag na buhay”. It is with hope that the video will further instill continued passion and zeal to work excellently for the Philippine bureaucracy

- SERVICE PROVIDER is expected to shoot videos and provide equipment for the video shoots, if necessary

**Statement of
Compliance of the
Bidder**

5. Development/designing and provision of **Virtual background** that confirms with the HR Symposium specifications (e.g. color palette, required icons/figures, proportions, font style and size, etc.) that will be provided by the CSC

6. Development/designing and provision of the following event visual materials/imaging:

- Invocation visuals
- Overview visuals
- Title card for all speakers to be displayed as they are called on stage
- Announcement visuals
- Title card for all segments

7. Annex A: Staging requirements

- Close circuit cameras for documentation purposes

* * *

***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

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

- (j) 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**

- (k) 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

- (l) 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

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

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

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

Section IX. Bidding Forms

Bid Form for the Procurement of Goods
[shall be submitted with the Bid]

Bid Form

Date: _____

Project Identification No.: _____

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

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

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION **Project Identification No.: *[Insert number]***

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Contract Agreement Form for the Procurement of Goods (Revised)

[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

THIS AGREEMENT made the ____ day of _____ 20____ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures in specified currency*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

[Insert Name and Signature]	[Insert Name and Signature]
[Insert Signatory's Legal Capacity]	[Insert Signatory's Legal Capacity]
for:	for:
[Insert Procuring Entity]	[Insert Name of Supplier]

Acknowledgment

[Format shall be based on the latest Rules on Notarial Practice]

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. [Select one, delete the rest:]

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

**Statement of All On-Going Government and Private Contracts,
Including Contracts Awarded but Not Yet Started, Whether Similar
or Not Similar in Nature and Complexity to the Contract to be Bid**

Business Name: _____

Business Address: _____

A. Government

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded	% of Accomplishment		Value of Outstanding Works (Undelivered Portion)
	b. Address		Description	%	b. Date Started	Planned	Actual	
	c. Contact Nos.				c. Target Date of Completion			
1.	a.				a.			
	b.				b.			
	c.				c.			
2.	a.				a.			
	b.				b.			
	c.				c.			

B. Private

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded	% of Accomplishment		Value of Outstanding Works (Undelivered Portion)
	b. Address		Description	%	b. Date Started	Planned	Actual	
	c. Contact Nos.				c. Target Date of Completion			
1.	a.				a.			
	b.				b.			
	c.				c.			
2.	a.				a.			
	b.				b.			
	c.				c.			

*Note: The following documents must be made available upon request of the Bids and Award Committee (BAC) or designated Technical Working Group (TWG) during Post-Qualification to support this statement: (a) **Contract or Purchase Order**, (b) **Official Receipt(s) or Sales Invoice** (if available) or (c) **User's Certificate of Acceptance/Completion** (if available)*

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

Statement of Single Largest Completed Contract (SLCC) Similar to the Contract to be Bid

Business Name: _____

Business Address: _____

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded
	b. Address		Description	%	b. Date Started
	c. Contact Nos.				c. Date Completed
	a.				a.
	b.				b.
	c.				c.

Note: *The following documents must be attached to support this statement: (a) Official Receipt(s) or Sales Invoice or (b) User's Certificate of Acceptance/Completion*

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

Republic of the Philippines



Government Procurement Policy Board