

**BASES CONVERSION AND
DEVELOPMENT AUTHORITY**

**Procurement of
Event Management
Services for the Conduct of
the BCDA Stakeholders'
Appreciation Night**

Sixth Edition

July 2020

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Section I.

Invitation to Bid

Procurement of Event Management Services for the Conduct of the BCDA Stakeholders' Appreciation Night

1. The BASES CONVERSION AND DEVELOPMENT AUTHORITY (hereinafter referred to as BCDA), through its 2023 Corporate Operating Budget, intends to apply the amount of Pesos: **FIVE MILLION and 00/100 (Php5,000,000.00), inclusive of VAT and all other applicable government taxes, fees, and charges**, being the Approved Budget for the Contract (ABC) to payments under the contract for the bidding of **Event Management Services for the Conduct of the BCDA Stakeholders' Appreciation Night** at the Bonifacio Technology Center (BTC).

Bids received in excess of the ABC for the lot shall be automatically rejected at the bid opening.

2. BCDA now invites bids for the **Procurement of Event Management Services for the Conduct of the BCDA Stakeholders' Appreciation Night**. Delivery of the Goods is required within four (4) months from the receipt of Notice to Proceed (NTP). Bidders should have completed, within five (5) years prior to 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 shall be conducted through competitive bidding procedure using a non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is limited to duly licensed Filipino citizens/sole proprietorships; partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines; corporations duly organized under the laws of the Philippines with at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines; or citizens, corporations, or associations of a country, the laws or regulations of which grant similar rights or privileges to Filipino citizens pursuant to Republic Act (RA) No. 5183.

4. Prospective Bidders may obtain further information from BCDA and inspect the Bidding Documents at the address given below during business hours from **8:00 AM – 5:00 PM** and/or at the BCDA website (<https://bcda.gov.ph/bids>).
5. A complete set of the Bidding Documents may be acquired by interested Bidders from the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City, starting **16 November 2023 (Thursday) up to 15 December 2023 (Friday) from 8:00 AM to 5:00 PM** except Saturdays, Sundays and Holidays, upon payment of an applicable fee for the bidding documents, pursuant to the latest Guidelines issued by the GPPB.

The cost of bidding documents is **Php 5,000.00**

The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in cash, manager's check, or via online fund transfer to BCDA Account.*

The Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of BCDA (www.bcda.gov.ph). Only bidders who purchased the Bidding Documents will be allowed to submit bids.

6. BCDA shall hold a Pre-Bid Conference on **28 November 2023 (Monday) at 10:00 AM** at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City simultaneously via face-to-face and online through Zoom platform, which shall be open to prospective bidders. To be able to **join the online Pre-bid Conference**, a written request shall be made/e-mailed to the Bids and Awards Committee (BAC-G) Secretariat by the prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City on or before **9:00 AM, 15 December 2023 (Friday)**.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
9. Bid opening shall be on **15 December 2023 (Friday) at 10:00 AM** on the same address given above. Bids will be opened in the presence of the bidders' representatives who choose to attend. Late bids shall not be accepted.
10. The Pre-bid Conference and the Opening of Bids are hybrid events. Prospective bidders may choose to attend online via zoom or in person at the BTC Office.

For those attending in person, the following guidelines must be followed:

- Attendees to the Pre-bid Conference and Opening of Bids will be required to follow the BCDA Health Protocols; and
 - Observers/representatives who show signs of COVID-19 related symptoms are not allowed to enter the BCDA premises.
11. BCDA reserves the right to waive minor defects in forms and requirements as long as they do not affect the genuineness and authenticity of the documents submitted.
 12. BCDA reserves the right to accept or reject any bid, to annul or cancel the bidding process, to declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.



For more information, please refer to:
BAC-G Secretariat
8575-1781, bacgsecretariat@bcda.gov.ph

You may visit the website below for downloading Bidding Documents:
<https://www.bcda.gov.ph/bids>

BIDS AND AWARDS COMMITTEE FOR GOODS

By:



RICHARD BRIAN M. CEPE
Chairperson

Uncontrolled when printed or emailed

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, BCDA, wishes to receive Bids for the *Procurement of Event Management Services for the Conduct of the BCDA Stakeholders' Appreciation Night* as described in the Technical Specification herein the bidding documents (hereinafter referred to as the "Goods") under a Framework Agreement, with identification number as described in Section VII. Technical Specification.

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 Government of the Philippines (GOP), through the source of funding, as indicated below for the *Procurement of Event Management Services for the Conduct of the BCDA Stakeholders' Appreciation Night* in the amount of Pesos: **Five Million and 00/100 (Php5,000,000.00)**, inclusive of government taxes and fees.

2.2. The source of funding is the BCDA CY 2023 Corporate Operating Budget.

3. Bidding Requirements

The Bidding for the Project shall be governed by the provisions of RA 9184 and its 2016 Revised Implementing Rules and Regulations (RIRR), 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 shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 RIRR 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. If applicable,
- a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
 - b. 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:

If applicable:

- 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.
- b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements, if and when applicable:

- i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies*] of the ABC for this Project; and
- ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

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

6. Origin of Goods

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

7. Subcontracts

7.1. The 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 **28 November 2023 (Tuesday) at 10:00 AM** at the **BCDA Corporate Center, 2nd Floor, Bonifacio Technology Center 31st Street corner 2nd Avenue, Bonifacio- Global City Taguig City** and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within three (5) *years* from the date of submission and receipt of bids, a contract similar to the Project.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in a foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated

by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to the delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through

carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

- ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and Bid Security shall be valid until one hundred twenty (120) calendar days from its issuance. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

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

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, the attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. 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:

Option 1 – One Project having several items that shall be awarded as one contract.

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

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

ITB Clause										
1.1	<p>The Procuring Entity is:</p> <p style="text-align: center;">BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA)</p> <p>The name of the contract is Procurement of Event Management Services for the Conduct of the BCDA Stakeholders' Appreciation Night.</p>									
1.2	<p>The lot and reference is/are:</p> <p style="text-align: center;">Procurement of Event Management Services for the Conduct of the BCDA Stakeholders' Appreciation Night</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Description</th> <th style="text-align: center;">Qty</th> <th style="text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Event Management Services for the Conduct of the BCDA Stakeholders' Appreciation Night</td> <td style="text-align: center;">1</td> <td style="text-align: center;">Php 5,000,000.00</td> </tr> <tr> <td style="text-align: center;">Total Amount</td> <td></td> <td style="text-align: center;">Php 5,000,000.00</td> </tr> </tbody> </table>	Description	Qty	Total	Event Management Services for the Conduct of the BCDA Stakeholders' Appreciation Night	1	Php 5,000,000.00	Total Amount		Php 5,000,000.00
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Total Amount		Php 5,000,000.00								
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through BCDA's Corporate Operating Budget.</p>									
3.1	No further instructions.									
5.1	No further instructions.									
5.2	Foreign bidders, except those falling under ITB Clause 5.2(b), may not participate in this Project.									
5.4	<p>The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p> <p>For this purpose, similar contracts shall refer to contracts involving Event Management.</p>									

5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="text-align: center;">Contract for the Event Management Services for the Conduct of the BCDA Stakeholders' Appreciation Night</p> <p>The bidder must have completed, within the last five (5) years prior from the date of submission and receipt of bids, a contract similar to the Project, equivalent to at least fifty percent (50%) of the ABC adjusted to current prices using the PSA's CPI; or at least two (2) similar completed contracts with the aggregate amount equivalent to at least fifty percent (50%) of the ABC adjusted to current prices using the PSA's CPI, and the largest of these similar contracts must be equivalent to at least half of the percentage (25%) of the ABC.</p>
7	No further instructions.
7.1	Subcontracting is not allowed.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	BCDA will hold a pre-bid conference for this Project on 28 November 2023, 10 AM at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St., Corner 2nd Avenue, Bonifacio Global City, Taguig City
10.1	<p>Prior to deadline of issuance of Bid Bulletin, written requests for clarification should be addressed to:</p> <p style="text-align: center;">RICHARD BRIAN M. CEPE</p> <p style="text-align: center;"><u>Chairperson of the Bids & Awards Committee for Goods</u></p> <p style="text-align: center;"><i>(same address under 9.1)</i></p>
12	The price of the Goods shall be quoted as delivered duty paid <i>in Philippine Pesos</i> .
12.1(a)	No further instructions.
12.1(a)(ii)	The bidder's SLCC similar to the contract to be bid, should have been completed within <i>at least the past five (5) years</i> prior to the deadline for the submission and receipt of bids.
14.1	The bid security shall be in the form of a Bid Securing Declaration , or any of the following forms and amounts:

	<p>a. The amount of not less than Php100,000.00 which is <i>two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee, or irrevocable letter of credit; or</p> <p>b. The amount of not less than Php250,000.00 which is <i>five percent (5%) of ABC</i> if bid security is in Surety Bond</p>																
19.3	The Approved Budget for the Contract (ABC) is Php 5,000,000.00 . Any Bids received in excess of the ABC for the project shall not be accepted.																
20.3	Each bidder shall submit one (1) original and one (1) copy of the first and second components of its bid																
20.4	<p>There shall be two (2) big envelopes – the Original and the Copy. Inside each of the two (2) big envelopes are two (2) small envelopes –Eligibility Documents and Financial Proposals, to be MARKED as follows:</p> <table border="1" style="margin-left: 40px;"> <tr> <td colspan="2">2.1. BIG Envelope <u>Mark as</u> “ORIGINAL BID”</td> </tr> <tr> <td style="padding: 5px;">2.1.1 Small Envelope</td> <td style="padding: 5px;"><u>Mark as</u> “ORIGINAL Eligibility Documents”</td> </tr> <tr> <td style="padding: 5px;">2.1.2 Small Envelope</td> <td style="padding: 5px;"><u>Mark as</u> “ORIGINAL Financial Proposal”</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> </table> <table border="1" style="margin-left: 40px;"> <tr> <td colspan="2">2.2 BIG Envelope <u>Mark as</u> “COPY of BID”</td> </tr> <tr> <td style="padding: 5px;">2.2.1 Small Envelope</td> <td style="padding: 5px;"><u>Mark as</u> “COPY of Eligibility Documents”</td> </tr> <tr> <td style="padding: 5px;">2.2.2 Small Envelope</td> <td style="padding: 5px;"><u>Mark as</u> “COPY of Financial Proposal”</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> </table>	2.1. BIG Envelope <u>Mark as</u> “ORIGINAL BID”		2.1.1 Small Envelope	<u>Mark as</u> “ORIGINAL Eligibility Documents”	2.1.2 Small Envelope	<u>Mark as</u> “ORIGINAL Financial Proposal”			2.2 BIG Envelope <u>Mark as</u> “COPY of BID”		2.2.1 Small Envelope	<u>Mark as</u> “COPY of Eligibility Documents”	2.2.2 Small Envelope	<u>Mark as</u> “COPY of Financial Proposal”		
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	<div style="border: 1px solid black; width: 60%; margin: 0 auto; height: 30px; margin-bottom: 10px;"></div> <p>SAMPLE COVER OF ENVELOPES:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: right;">(ORIGINAL or COPY) ELIGIBILITY DOCUMENTS</p> <p>THE CHAIRPERSON BAC FOR GOODS</p> <p>BIDDING FOR <i>(Name of Goods or Services)</i></p> <p>BIDDER’S COMPANY NAME (All CAPS): _____</p> <p>ADDRESS (All CAPS): _____</p> <p>TEL. NOS. _____ FAX NOS. _____</p> <p style="text-align: center;">“DO NOT OPEN BEFORE (SPECIFY THE DATE/TIME OF OPENING OF BIDS)”</p> </div>
21	<p>Bidders shall submit their Bids at the Central Receiving and Releasing Area (CRRA) BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. Corner 2nd Avenue, Bonifacio Global City, Taguig City</p> <p>The deadline for Submission of Bids is on: 15 December 2023 at 9 AM</p>
21.2	<p>a. Blacklisted consultants or service providers shall not be allowed to participate in the bidding.</p> <p>b. The bidder must have completed, within the period specified in the Invitation to Bid, a Single Contract that is similar to this Project, equivalent to at least fifty percent (50%)</p>

	<p>of the ABC. (For this purpose “similar contracts’ shall refer to contracts involving the field of Event Management.</p> <p>c. The bidder’s SLCC, similar to the contract to be bid, should have been completed within (5) years prior to the deadline for the submission and receipt of bids.</p> <p>d. The cost proposal shall be inclusive of all applicable taxes, fees and other charges relative to the bid</p> <p>e. The bid price shall be written in words and figures in the prescribed form. Pursuant to Section 32.2.3 of the 2016 RIRR of RA 9184, to wit:</p> <p>“In case of discrepancies between: (a) bid prices in figures and in words, the latter shall prevail; (b) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail; © stated total price and the actual sum of prices of component items, the latter shall prevail; (d) unit cost in the detailed estimate and unit cost in the bill of quantities, the latter shall prevail.”</p> <p>f. The bidding shall be conducted on the date, time, and location as published in the Invitation to Bid. The bid date will be schedule for one (1) day and the sequence of bidding will be as follows:</p> <ul style="list-style-type: none"> - Opening of Eligibility and Technical Documents - Opening of Financial Bid <p>g. The Contract for the Event Management Services for the Conduct of the BCDA Stakeholders’ Appreciation Night shall be awarded to the bidder who is declared as the “Lowest Calculated and Responsive Bid/Single Calculated and Responsive Bid”.</p> <p>h. In case of a tie, after the post qualification the provisions of the GPPB Circular 05-2005 (Tie Breaking Method) shall apply.</p> <p>i. In accordance with the GPPB Non-Policy Memorandum dated 03 April 2014 (Section 32.2.1(a) of the Revised Implementing Rules and Regulation of RA 9184), zero (0) bid in any item is considered non-compliant.</p> <p>j. A bid price higher than the specified ABC, for the lot shall automatically be disqualified.</p>
24.1	<p>The place of bid opening is:</p> <p>BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. corner 2nd Avenue, Bonifacio Global City, Taguig City</p> <p>The date and time of Bid opening is on 15 December 2023 at 10 AM.</p>
24.2	No further instructions.
24.3	No further instructions.
27.1	No further instructions.

28.3 (a)	<p>Grouping and Evaluation of Lots</p> <p>Partial bids are allowed. All Goods are grouped in lots listed below. Bidders shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.</p>
28.4	No further instructions.
29.2	No additional requirement.
32.4(f)	No additional requirement.

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Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

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

6. Liability of the Supplier

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

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

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Section V. Special Conditions of Contract

GCC Clause	
1	<p>a. Terms of Reference (TOR) or Technical Specification attached as Section VII</p> <p>Delivery and Documents</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are to be delivered in Taguig 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 is the Information and Communication Technology Department (ICTD).</p> <p>Incidental Services</p> <p>The Supplier is required to provide all services specified in Section VI. Schedule of Requirements, including additional services stated in TOR or Technical Specifications.</p> <p style="padding-left: 40px;">a. training of the Procuring Entity’s personnel, (online training)</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts</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:

Select appropriate requirements and delete the rest.

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

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

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

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

Packaging

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

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

Name of the Procuring Entity

Name of the Supplier

Contract Description

Final Destination

Gross weight

Any special lifting instructions

Any special handling instructions

Any relevant HAZCHEM classifications

A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.

Transportation – Not Applicable

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>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	Partial payment is not allowed.
4	The inspections of the goods shall be done upon delivery and shall be conducted by IPMD.

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.

RESPONSIBILITY	DELIVERABLES	Quantity	Delivered, Weeks/Months
<i>a. INCEPTION</i>			
1. Conduct of Inception Workshop	<ul style="list-style-type: none"> • The Service Provider will conduct an Inception Workshop with the End User to discuss and coordinate the specific venue requirements, the schedule, and other necessary details to be approved by the End User. • The Service Provider shall provide the venue, meals, and other requirements for the event based on Annex A - Event Requirements. 	1 Lot	4 Months upon the Receipt of Notice to Proceed
2. Submission of Inception Report	<ul style="list-style-type: none"> • The Service Provider shall provide an Inception Report containing the work plan and other details for the pre-event, actual event, and post-event activities. 		
<i>b. PRE-EVENT PREPARATORY REQUIREMENTS</i>			
1. Submission of the Signed Venue Contract and Summary List for Event Logistical Requirements	<ul style="list-style-type: none"> • The Service Provider shall submit a copy of the signed contracts for the event to be conducted which include the event venue, suppliers, etc. The Service Provider shall coordinate the menu of meals with the End User and other details discussed during the inception meeting before signing contracts. • The Service Provider shall provide promotional materials including its logistics during the event based on Annex A - Event Requirements to be approved by the End User. • The Service Provider shall provide a reliable and stable internet connection during the event. • The Service Provider shall provide a meeting room with complimentary meals, on the 		

	<p>day before and after each event based on Annex A - Event Requirements.</p> <ul style="list-style-type: none"> • The Service Provider shall provide at least six (6) standard rooms for at least two (2) nights for the End User Working Committee, which can be on the same property where the event will be held (if hotel establishment) or in an accommodation establishment proximate to the event venue. 		
<p>2. Submission of Pre-event Materials</p>	<ul style="list-style-type: none"> • The Service Provider shall conceptualize and design the invitation letters/materials to be approved by the End User. • The Service Provider shall be responsible for the dissemination/sending of the approved invitation letters/materials to the participants determined by the End User, including confirmations of attendance from the invited participants for the said event, which may be done through email, social media event calendar, and other digital/online media platforms (closed group or by invitation announcement) to create traction and to drumbeat the event among the select invitees/participants. A database of the confirmed attendees shall also be provided by the Service Provider. • The Service Provider shall design the program flow for the event in coordination with the End User. • The Service Provider shall provide the concept, design, and production of audio-visual presentations (AVPs), as well as print/produce needed marketing promotional materials such as PowerPoint presentations, brochures/flyers, pull-up banners, and digital posters among others as stated in Annex B - Marketing Promotional Materials Requirements. 		

	<ul style="list-style-type: none"> • The Service Provider shall provide the concept and procure the tokens to be given to the select recipients during the event. • The Service Provider shall provide the script and/or narrative/talking points as needed during the event. • The Service Provider shall provide other necessary requirements based on Annex A - Event Requirements to be approved by the End User. 		
<i>c. SUCCESSFUL ORGANIZATION OF THE EVENT</i>			
1. Registration	<ul style="list-style-type: none"> • The Service Provider shall facilitate and ensure the registration of all participants in the event. The Attendance Sheet template is provided in Annex C - Event Documentation Templates. Registration through QR Code scanning or online form shall be acceptable as long as the same details on the Attendance Sheet template (which can also be based on the database of confirmed attendees) are gathered. • The Service Provider shall ensure that there will always be at least five (5) staff attending the registration area. 		
2. Program Flow	<ul style="list-style-type: none"> • The Service Provider will provide the master/s of ceremonies and entertainment acts or performers for the event, subject to the approval of BCDA. The emcee/s or host/s must have a pleasing personality and experience in corporate events hosting. • The Service Provider shall ensure that the flow of the approved program is followed. If there will be changes in the program during the event, the Service Provider shall facilitate a flawless shift/program change in coordination with the End User. • The Service Provider shall be responsible for facilitating and securing Feedback Forms for 		

	<p>the attendees. The template is provided in Annex C - Event Documentation Templates. Feedback through QR Code scanning or online form shall be acceptable as long as the essential details on the sample Feedback Form template are gathered.</p>		
3. Documentation of Event	<ul style="list-style-type: none"> • The Service Provider shall be responsible for documenting the event through professional photo and video recordings, including highlights of the discussions if any, in coordination with the End User. • The Service Provider shall provide a Same-Day Edit (SDE) video which will be aired during the event as part of the program. 		
<i>d. POST-EVENT REQUIREMENTS</i>			
1. Submission of Event Documentation Report	<ul style="list-style-type: none"> • The Service Provider shall submit a Post-Activity Report within fourteen (14) days after the event to be approved by the End User. The template is provided in Annex C - Event Documentation Templates. • The Service Provider shall secure and submit the complete attendance sheet and feedback forms for the event. • The Service Provider shall submit all raw materials, photos, and video documentation including SDE, fourteen (14) days after the event to be approved by the End User. 		
2. Others	<ul style="list-style-type: none"> • Turn over to the End User all the electronic files of all final artworks, in an SSD external hard drive, with appropriate intellectual property rights/clearances, if applicable. • The Service Provider can explore and secure potential partnerships, as may be necessary, to aid in the cost-effective execution of the event (e.g. secure partners or brands who are interested in 		

	being part of the event through ex-deals), which shall be disclosed to and approved by End User.		
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Bidder's Authorized Representative:

Signature over Printed Name

Principal Bidder / Supplier

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Section VII. Terms of Reference Event Management Services for the Conduct of the BCDA Stakeholders' Appreciation Night

TECHNICAL SPECIFICATIONS / TERMS OF REFERENCE

PROCUREMENT OF EVENT MANAGEMENT SERVICES FOR THE CONDUCT OF THE BCDA STAKEHOLDERS' APPRECIATION NIGHT
Approved Budget for the Contract (ABC) = PHP5,000,000.00
<p>A. OVERVIEW/BACKGROUND</p> <p>The Bases Conversion and Development Authority (BCDA), being at the forefront of building high-impact infrastructure projects and sustainable developments, has been in the business of public-private partnerships which became testaments of the successful conversion of former military bases into economic centers within Metro Manila and as well its areas of operations in Central and Northern Luzon.</p> <p>BCDA's 31 years of building great cities while strengthening the Armed Forces is true evidence of why it is important to put a high value on the agency's various stakeholders, may it be the military or the private sector.</p> <p>As BCDA continues to develop more investment centers in its areas of jurisdiction, the #oneClark campaign is an integral focus of BCDA's business thrust for the next five (5) years. With this, BCDA shall be developing identified prime properties within the Clark Freeport and Special Economic Zone (CFSEZ) in a unified approach together with its subsidiaries, the Clark Development Corporation (CDC) and the Clark International Airport Corporation (CIAC) that are aimed to:</p> <ul style="list-style-type: none"> ● generate thousands of jobs through the creation of Central Luzon's own central business district as well as the country's largest exhibition center ● address housing facilities required inside the zone for residences and workers ● promote transit-oriented developments ● utilize clean and renewable energy ● among others <p>To continuously generate support from BCDA's stakeholders and potential partners, the Investment Promotions and Marketing Department (IPMD) together with the Public Affairs Department (PAD), proposes to conduct an event that will bring together select top-level military officials and chief executives of BCDA's private development partners to a night of recognition and fellowship. Dubbed the "BCDA Stakeholders' Appreciation Night", the event will be the first time that BCDA's major stakeholders—the Armed Forces of the Philippines and our partners will come together to interact and celebrate</p>

the milestone achievements of developing the former military bases into bustling business hubs.

The event, with an end goal of maintaining the trust and good relationship of BCDA with various stakeholders, will also be an opportune time to launch the #oneClark campaign to showcase what's next for BCDA as far as its development plans are concerned. It is also a perfect opportunity to foster stronger relationships amongst BCDA's stakeholders.

B. TARGET PARTICIPANTS

For the BCDA Stakeholders' Appreciation Night, a minimum of 200 persons and a maximum of 300 persons are expected to attend. Guest profiles include the following:

1. Private development partners refer to private corporations that have ongoing and previous business contracts with BCDA and its subsidiaries;
2. Top officials and select members of the Armed Forces of the Philippines (AFP) - BCDA's major stakeholders pursuant to its mandate under Republic Act (RA) 7227;
3. Government Partners refer to government agencies and institutional partners, including the academic community; and
4. Private local and foreign corporations, investors or locators, trade and commerce associations, diplomatic officials, and other private companies.

In its pursuit to strengthen meaningful working relationships with its stakeholders and to be able to share BCDA's mandate and role in nation-building and the modernization of the Armed Forces of the Philippines, the event will also highlight BCDA's completed projects aside from its future plans to communicate our shared goal of advancing our men and women in uniform while continuously pushing forward economic growth where we operate. This event also provides an avenue for the BCDA Management to network with potential investors and partners.

A rare opportunity for BCDA to express its deepest gratitude to its development partners, and an event dedicated to continuously supporting our Armed Forces - the BCDA Stakeholders' Appreciation Night will be a platform to showcase what has been done, and what's yet to come.

The BCDA Stakeholders' Appreciation Initiative aims to accomplish the following objectives:

1. Reinforce trust and maintain relationships with various stakeholders;
2. Provide a venue to reaffirm BCDA's commitment to the business community, and reassure them of business continuity and business-as-usual approach;
3. Reaffirm BCDA's role as the prime mover and driver of economic developments to help bring back investor confidence following the lingering effects of the global health crisis;
4. Drive awareness about BCDA's accomplishments and provide direction in the coming years following the appointments of the new president and chief executive officer, chairman, and directors;

5. Create meaningful connections and foster a better understanding of BCDA's mandate and role in nation-building and the modernization of the AFP; and
6. Engage with AFP stakeholders and create an opportunity for them to interact with the private partners and help develop ties for cooperation and exchange of ideas.

Recognizing these objectives, BCDA is procuring Event Management Services for the Conduct of the BCDA Stakeholders' Appreciation Night.

C. RESPONSIBILITIES OF THE SERVICE PROVIDER

The Service Provider shall undertake the following:

RESPONSIBILITY	DELIVERABLES
<i>e. INCEPTION</i>	
3. Conduct of Inception Workshop	<ul style="list-style-type: none"> • The Service Provider will conduct an Inception Workshop with the End User to discuss and coordinate the specific venue requirements, the schedule, and other necessary details to be approved by the End User. • The Service Provider shall provide the venue, meals, and other requirements for the event based on Annex A - Event Requirements.
4. Submission of Inception Report	<ul style="list-style-type: none"> • The Service Provider shall provide an Inception Report containing the work plan and other details for the pre-event, actual event, and post-event activities.
<i>f. PRE-EVENT PREPARATORY REQUIREMENTS</i>	
3. Submission of the Signed Venue Contract and Summary List for Event Logistical Requirements	<ul style="list-style-type: none"> • The Service Provider shall submit a copy of the signed contracts for the event to be conducted which include the event venue, suppliers, etc. The Service Provider shall coordinate the menu of meals with the End User and other details discussed during the inception meeting before signing contracts. • The Service Provider shall provide promotional materials including its logistics during the event based on Annex A - Event Requirements to be approved by the End User. • The Service Provider shall provide a reliable and stable internet connection during the event. • The Service Provider shall provide a meeting room with complimentary meals, on the day before and after each event based on Annex A - Event Requirements. • The Service Provider shall provide at least six (6) standard rooms for at least two (2) nights for the End User Working Committee, which can be on the same property where the event will be held (if hotel establishment) or in an accommodation establishment proximate to the event venue.
4. Submission of Pre-event Materials	<ul style="list-style-type: none"> • The Service Provider shall conceptualize and design the invitation letters/materials to be approved by the End User. • The Service Provider shall be responsible for the

	<p>dissemination/sending of the approved invitation letters/materials to the participants determined by the End User, including confirmations of attendance from the invited participants for the said event, which may be done through email, social media event calendar, and other digital/online media platforms (closed group or by invitation announcement) to create traction and to drumbeat the event among the select invitees/participants. A database of the confirmed attendees shall also be provided by the Service Provider.</p> <ul style="list-style-type: none"> • The Service Provider shall design the program flow for the event in coordination with the End User. • The Service Provider shall provide the concept, design, and production of audio-visual presentations (AVPs), as well as print/produce needed marketing promotional materials such as PowerPoint presentations, brochures/flyers, pull-up banners, and digital posters among others as stated in Annex B - Marketing Promotional Materials Requirements. • The Service Provider shall provide the concept and procure the tokens to be given to the select recipients during the event. • The Service Provider shall provide the script and/or narrative/talking points as needed during the event. • The Service Provider shall provide other necessary requirements based on Annex A - Event Requirements to be approved by the End User.
<p>g. SUCCESSFUL ORGANIZATION OF THE EVENT</p>	
<p>4. Registration</p>	<ul style="list-style-type: none"> • The Service Provider shall facilitate and ensure the registration of all participants in the event. The Attendance Sheet template is provided in Annex C - Event Documentation Templates. Registration through QR Code scanning or online form shall be acceptable as long as the same details on the Attendance Sheet template (which can also be based on the database of confirmed attendees) are gathered. • The Service Provider shall ensure that there will always be at least five (5) staff attending the registration area.
<p>5. Program Flow</p>	<ul style="list-style-type: none"> • The Service Provider will provide the master/s of ceremonies and entertainment acts or performers for the event, subject to the approval of BCDA. The emcee/s or host/s must have a pleasing personality and experience in corporate events hosting. • The Service Provider shall ensure that the flow of the approved program is followed. If there will be changes in the program during the event, the Service Provider shall facilitate a flawless shift/program change in coordination with the End User. • The Service Provider shall be responsible for facilitating and securing Feedback Forms for the attendees. The template is provided in Annex C - Event Documentation Templates. Feedback through QR Code scanning or online

	form shall be acceptable as long as the essential details on the sample Feedback Form template are gathered.
6. Documentation of Event	<ul style="list-style-type: none"> • The Service Provider shall be responsible for documenting the event through professional photo and video recordings, including highlights of the discussions if any, in coordination with the End User. • The Service Provider shall provide a Same-Day Edit (SDE) video which will be aired during the event as part of the program.
<i>h. POST-EVENT REQUIREMENTS</i>	
3. Submission of Event Documentation Report	<ul style="list-style-type: none"> • The Service Provider shall submit a Post-Activity Report within fourteen (14) days after the event to be approved by the End User. The template is provided in Annex C - Event Documentation Templates. • The Service Provider shall secure and submit the complete attendance sheet and feedback forms for the event. • The Service Provider shall submit all raw materials, photos, and video documentation including SDE, fourteen (14) days after the event to be approved by the End User.
4. Others	<ul style="list-style-type: none"> • Turn over to the End User all the electronic files of all final artworks, in an SSD external hard drive, with appropriate intellectual property rights/clearances, if applicable. • The Service Provider can explore and secure potential partnerships, as may be necessary, to aid in the cost-effective execution of the event (e.g. secure partners or brands who are interested in being part of the event through ex-deals), which shall be disclosed to and approved by End User.

D. DATA PROTECTION

The Service Provider should abide by the Data Privacy Act provisions for collecting data from participants. (See <https://bcda.gov.ph/privacy-notice>)

E. EXPECTED OUTPUTS

1. Conduct of Inception Workshop
2. Submission of Inception Report
3. Submission of Pre-event Preparatory Requirements
4. Successful Organization of the Event
5. Submission of Post-event Requirements within fourteen (14) calendar days after the event:
 - a. Summary Report
 - b. Attendance Sheet
 - c. Feedback Forms
 - d. Raw materials and final artworks
 - e. Photo and video documentation, highlights, including SDE

E. TIMELINE, DELIVERABLES, AND PAYMENT SCHEME

All deliverables as described in the scope of services should be delivered and completed within four (4) months from the receipt of the Notice to Proceed (NTP). Subject to the submission and acceptance of progress reports, BCDA shall make to the Service Provider payments in accordance with the following payment scheme or schedule:

ACTIVITY	TIMELINE (MONTH)				% OF PAYMENT
	1	2	3	4	
a. INCEPTION: Upon approval by BCDA of the proposed event concept for the Stakeholders' Appreciation Night event					50%
b. PRE-EVENT PREPARATORY REQUIREMENTS: Upon approval by BCDA of the Stage Design/Layout/Floor Plan, Marketing Collaterals (e.g., video production, social media cards and calendars, etc.) and Tokens, among others					
c. SUCCESSFUL ORGANIZATION OF THE EVENT: Upon the conduct and execution of the Stakeholders' Appreciation Night Event					50%
d. POST-EVENT REQUIREMENTS: Upon the submission of the Service Provider of an accomplishment/post-event report and issuance of a Certificate of Completion by BCDA					

No interest shall be paid for delayed payments.

Any possible changes in the timeline of activities shall be subject to discussion and agreement between the Service Provider and End User.

The Service Provider shall issue an official billing statement for each progress billing. For billing purposes, the service provider shall provide a report of deliveries such as third-party certification, photographs, screenshots, receiving copies, etc.

G. MODE OF PROCUREMENT

The procurement shall be undertaken through competitive bidding pursuant to RA 9184 and its 2016 Revised Implementing Rules and Regulations (RIRR).

H. APPROVED BUDGET FOR THE CONTRACT

The approved total budget is **Five Million Pesos (PHP5,000,000.00)** inclusive of all applicable government taxes and service charges.

I. SERVICE PROVIDER QUALIFICATIONS

The Service Provider should possess/submit the following:

1. Business experience: Hands-on experience in planning and executing events, as well as a deep understanding of the industry and its trends. The Service Provider should have at least five (5) years of experience in the field of Event Management or other similar fields.
 - *The Service Provider's business registration (DTI, SEC, etc.) shall serve as the basis of its years of experience.*
2. Professional Team Members: The Service Provider must submit the Curriculum Vitae (CV) of the Event Management Team that will be engaged in the project, composed of the following key personnel:
 - a. One (1) Event Director - shall be responsible for the overall event management from conceptualization to execution
 - b. One (1) Event Manager - shall be responsible for designing/styling the event, ensuring that the event is executed as planned, among others
 - c. One (1) Account Manager - shall ensure quality output and timely execution of the plan and act as account officer
 - d. Two (2) Event Coordinators - shall be responsible for the overall coordination prior to, during, and after the event proper among suppliers, venues, manpower, etc., and other necessary logistical arrangements
 - *Aside from the identified members of the Event Management Team, the Service Provider shall provide other support staff, creatives, and editorial/production crew necessary for the completion of all requirements for this project at no additional cost to BCDA.*
3. The Service Provider must submit an attested list of equipment it has for pre-production, production, and post-production and the service it provides.
 - *Items listed should be available for inspection during post-qualification proceedings. Should items or equipment be deemed unavailable or not readily available during inspection, the Service Provider must submit an Affidavit of Undertaking stating that such items or equipment will be made available during project implementation.*
4. The Service Provider must submit a very satisfactory rating from previous engagements with the government (excluding BCDA), civil society, or the private sector. For this purpose, with the exception of ongoing projects, certifications from previous clients declared in the following forms must be presented:
 - a. Statement of Ongoing and/or Awarded Contracts
 - ◆ *The Service Provider's completed contracts shall have been conducted within five (5) years prior to the submission of bid.*
 - b. Statement of Single Largest Completed Contract
 - ◆ *The Service Provider shall have completed one (1) similar project equivalent to at least 50% of the ABC (PHP2,500,000.00), OR two (2) similar projects with a total aggregate amount equivalent to at least 50% of the ABC and the largest of these similar contracts must be equivalent to at least 25% of the ABC. The similar contract/s shall have been completed within five (5) years from the date of submission and receipt of the bid. Similar projects include, but are not limited to, event management services for brand activation, company anniversary, product launches, conferences and conventions, awards gala, annual recognition event, appreciation events, trade shows/exhibitions, etc.*

J. RESPONSIBILITIES OF BOTH PARTIES

In addition to the responsibilities stated in the Bidding Documents:

The Service Provider shall:

1. Coordinate with the End User as per request;
2. Ensure timely delivery of outputs; and
3. Provide all necessary services, equipment, and materials needed in the pre-event activities, actual event, and post-event activities based on Annex A - Event Requirements.

The End User shall:

1. Provide all pertinent documents and technical information;
2. Conduct briefings and/or call for a coordination meeting with the Service Provider from time to time;
3. Oversee the overall management and direction of the materials;
4. Conduct briefings to the Service Provider on all related programs and projects; and
5. Determine the acceptability of the deliverables.

K. CANCELLATION

The End User recognizes that plans can and do change, sometimes on short notice. If there is a change in the End User's plans, such as cancellation or postponement of the event, the Service Provider shall take reasonable steps to reschedule/rebook the event and/or make alternative arrangements.

L. OWNERSHIP

ALL MATERIALS developed, produced, crafted, and used (creative event concepts that are original, raw, edited, etc.) under this contracted-out service delivery shall be owned by the BCDA with all copyright and other intellectual property rights associated with the deliverables, with respect to their potential use both in the Philippines and internationally, with the exemption of the devices and equipment that are included in the attested list of devices and equipment used for pre-production, production, and post-production as submitted by the Service Provider.

M. TERMS

1. Prices quoted shall be firm, irrevocable, and not subject to any change whatsoever.
2. Progress payments will be released only upon the issuance of the Certificate of Acceptance from the End User.

3. In reference to GPPB Resolution No. 30-2017, the service provider shall provide performance security to the BCDA.
4. The End User reserves the right to return any damaged materials, devices, and equipment for replacement.

N. PERFORMANCE SECURITY

Within ten (10) calendar days from receipt of the Notice of Award from BCDA but in no case later than the signing of the contract by both parties, the Service Provider shall furnish the performance security in any of the following forms:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
(a) Cash, or cashier's/manager's check issued by a Universal or Commercial Bank;	Five percent (5%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	Five percent (5%)
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

The performance security shall be denominated in Philippine Pesos and posted in favor of the BCDA in the amount not less than the percentage of the total contract price.

O. GENDER SENSITIVITY

The participatory role of women in every aspect of this project implementation is encouraged. The purpose of gender and development is to ensure that both men and women can participate in, and benefit from, the development in an equitable way.

Likewise, the gender and development approach is focused on the socially constructed differences between men and women, the need to challenge existing gender roles and relations, and the creation and effects of class differences on development.

P. STANDARD OF SERVICES

The Service Provider shall fulfill its obligations under the agreement by using its technical expertise and according to the best-accepted professional and industry standards. The Service Provider shall exercise all reasonable skill, care, diligence, and prudence in the discharge of the duties agreed to be performed and shall always work in the best interest of BCDA. To attain these, the Service Provider shall provide personnel with sufficient qualifications and experience to ensure the full and satisfactory delivery/accomplishment of the required deliverables/services/undertakings.

The deliverables shall be conducted by the Service Provider in accordance with the instructions or directions made or to be made by the BCDA at any time before its completion. The Service Provider shall conduct regular consultation with BCDA in relation to the undertaking of its responsibilities under the Contract Agreement.

Q. LIQUIDATED DAMAGES

If the Service Provider fails to deliver any or all of the services within the stipulated period, BCDA shall, without prejudice to its other remedies under this Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, a sum equivalent to one-tenth of one percent of the price of the undelivered/unperformed portion of the services for each day of delay based on the approved contract schedule. Once the amount of liquidated damages reaches ten percent (10%) of the total amount of the contract, BCDA may consider termination of this Contract pursuant to the guidelines of RA 9184.

R. TERM AND EFFECTIVITY AND CONTRACT DURATION

The Contract shall take effect upon the actual receipt thereof by the Service Provider of the Notice to Proceed (NTP) and shall remain in force and in effect for a period of **four (4) months**. The timetable includes the inception/conceptualization until the submission of the Service Provider of an accomplishment report, final artworks, post-event reports, and issuance of a Certificate of Completion by BCDA.

----- END -----

Annex A - Event Requirements

Particulars	No. of Participant	Bidder's Compliance
1. Meals and Venue Detailed Requirements		
Day 1 - Arrival of End User Working Committee, Pre-production Meetings and Technical Rehearsals		
Room Accommodations (twin-sharing in a 3-5 star hotel)	6 rooms	
Day 2 - Actual Event		
AM Snack, Lunch, PM Snack		
Small Meeting Room with necessary audio-video presentation equipment	50 pax	
Event Venue		
Pre-program Cocktails	300 pax	
Dinner		
Room Accommodations (twin-sharing in a 3-5 star hotel)	6 rooms	
2. Detailed Administrative and Logistic Requirement		
<p>a. Venue/Function room set requirements:</p> <ul style="list-style-type: none"> i. At least 4-star hotel or high-end convention/function hall/venue within the Taguig-Makati-Pasay-Parañaque area ii. Can accommodate 300 attendees with ample space for other activities and setup iii. With a wide stage and podium/rostrum iv. Banquet Set-up: wedding style/round tables v. Event styling based on Inception Workshop and Report vi. High-ceiling function venue vii. Meeting venue structure: no visible column foundation (posts) in the middle of the venue area viii. Available backdrop panels/frames ix. Complimentary Wi-Fi access inside the function room and at the registration area x. Transportation/Parking: <ul style="list-style-type: none"> 1. Availability of a secured parking area 2. Complimentary parking slots for all, or at least 50% of the total attendees xi. Audio/Visual requirements: <ul style="list-style-type: none"> 1. LED Screen - at least W 20ft x H 12ft (16:9 		

<p style="text-align: center;">aspect ratio) and/or LED side panels (may be adjusted to suit the proposed event layout of the Service Provider subject to the approval of BCDA)</p> <ol style="list-style-type: none"> 2. Lights and sound system 3. Podium with microphone 4. Wireless and lapel microphones 5. wireless communicators for production and technical staff 6. Disc Jockey <p>xii. Registration set requirements:</p> <ol style="list-style-type: none"> 1. Provision of personnel as Secretariat (minimum of 5 assigned personnel) 2. Long registration table with chairs outside the function room <p>b. Food and Beverage requirements:</p> <ol style="list-style-type: none"> i. Cocktails must be served one (1) hour before the program at the foyer of the function room ii. At least four-course plated dinner service inside the function room iii. Wide variety of food menu choices to accommodate dietary restrictions of guests, if any iv. Free-flowing coffee, tea, hot chocolate, and water <p>c. Supplies</p> <ol style="list-style-type: none"> i. Registration supplies and materials: pad, pencils, stickers for name tags, markers, etc ii. Meeting Notebook with Pen – 350 pcs Specifications: <ul style="list-style-type: none"> ● Faux leather hardcover with ivory-colored pages ● Pages: Minimum of 200 sheets (400 pages) ● Paper Quality: at least 80gsm thick and resistant to ink bleed, erasing, ghosting, and shading ● Binding: Lay-flat ● Ruled pages with spacing between horizontal lines at 0.8 cm ● Bookmark with matching color with the cover ● With pen holder and magnetic clip lock ● With metal ballpoint pen ● Minimum of H 21 cm x W 14 cm ● Color: <ul style="list-style-type: none"> ○ Notebook: BCDA brand color ○ Pen: Metal Finish ● Debossed BCDA Logo in the front side of the Hard Cover <p>d. Streamers/Marketing Collaterals</p> <ol style="list-style-type: none"> i. Welcome Digital Streamers or Posters in front of the function room and in hallways leading to the function room 	
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| <ul style="list-style-type: none"> e. Other arrangements/requirements: <ul style="list-style-type: none"> i. Availability of the venue on the scheduled date ii. Personnel on the ground experienced in hosting big events iii. Trained security personnel iv. Neighborhood sanitation and health condition v. Free use of electricity for laptops and other electronic gadgets vi. Free use of extension wires for laptops and other electronic gadgets vii. Complete lobby and function room directional signages viii. Compliant with the set standards of the Department of Health (DOH) against COVID-19 ix. Provision of Alcohol and/or hand sanitizers in the registration and conference areas x. Should facilitate the securing of event clearance/permit etc. with the Local Government Unit if required for the smooth conduct of the event
 f. Manpower <ul style="list-style-type: none"> i. Creative and/or technical services, manpower (e.g. marshall, ushers, etc.), and logistical services (e.g. lights, LED screens, stage, sounds, podium, among others); ii. Photo/video documentation services; iii. Production services for the creation of an Audio-Visual Presentation (AVP)/promotional video, as may be needed; iv. Professional Entertainment act or performers v. Professional host/s / master/s of ceremonies
 g. Creative Services (propose all creative design/layout necessary for the execution of the event) <ul style="list-style-type: none"> i. Submit all needed creative designs/layouts including but not limited to the invitation, electronic backdrop, title cards, video juice, name or place cards, floor plan, styling, stage, and exhibit area set-up
 h. Sending of invitations, confirmation of attendance/RSVPs <ul style="list-style-type: none"> i. Handle sending of invitations and confirmation/RSVP for the target attendees for the said event, including invites through email, and social media event calendar; and ii. The Service Provider may also use digital/online media platforms to create traction and to drumbeat the event among the select | |
|--|--|

<p style="text-align: center;">invitees/participants</p> <ul style="list-style-type: none"> i. Propose and procure appreciation tokens/giveaways <ul style="list-style-type: none"> i. Propose and procure appreciation tokens/giveaways to be given to the development partners, AFP, potential partners, and other participants of the event <p><i>Note: Should be high-end tokens appropriate for the recipients</i></p>	
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Uncontrolled when printed or emailed

Annex B - Marketing Promotional Materials Requirements

Particulars	Bidder's Compliance
<p>1. The Service Provider shall provide the concept, design, and production of marketing materials including, but not limited to:</p> <ul style="list-style-type: none"> ○ Digital backdrop ○ Digital posters ○ Directional signage ○ Audio-visual presentations (AVPs) ○ PowerPoint presentations ○ Printed brochures/flyers ○ Pull-up banners ○ Name or Placecards for VIPs ○ Nametags ○ Other program-related collaterals 	
<p>2. The Service Provider shall provide the design/concept, and procure at least one hundred (100) high-end tokens (plaques/awards/trophies) to be given to select recipients during the event;</p>	

Uncontrolled when printed or emailed

Annex C - Event Documentation Templates

Office of the President

BASES CONVERSION AND DEVELOPMENT AUTHORITY

2nd floor, Bonifacio Technology Center, 31st corner 2nd Avenue,
Bonifacio Global City, Taguig City



ATTENDANCE SHEET

PURPOSE:	Date:
	Time:
	Venue:

No	Name	Designation	Company/Department	Contact No.	Email Address	Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Annex C - Event Documentation Templates
Online Attendance (Sample)

BCDA Stakeholders' Appreciation Night (__ March 2024)

We are honored to have you as our guest for the first BCDA Stakeholders' Appreciation Night!

Please fill out this Online Form to complete your registration and check-in.

Thank you!

[Sign in to Google](#) to save your progress. [Learn more](#)

* Indicates required question

Email *

Your email

First Name

Your answer

Last Name *

Your answer

Designation/Position *

Your answer

Company/Agency *

Your answer

Phone/Mobile Number *

Your answer

Annex C - Event Documentation Templates
Event Feedback Survey (Sample A)

BCDA Stakeholders' Appreciation Night (__ March 2024)

We appreciate your attendance during the first BCDA Stakeholders' Appreciation Night!

Your feedback is valuable to us so we can keep improving how we engage with our partners. Help us by answering this quick questionnaire.

Thank you!

[Sign in to Google](#) to save your progress. [Learn more](#)

* Indicates required question

Email *

Your email _____

Event Details

How satisfied were you with the event? *

Not very 1 2 3 4 5 Very much

Would you recommend this event? *

Yes
 No

What were your key take aways from this event? *

N/A _____

What was your favorite part about the event? *

N/A _____

How satisfied were you with the following? *

1 = Very dissatisfied 5 = Very satisfied

	1	2	3	4	5
Pre-event Communications (invitations, emails, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Registration Process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Venue/Location	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Venue/Setup	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sound Quality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Pocket Activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Main Program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Food Quality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Entertainment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Emcee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Any additional feedback on logistics?

Your answer

Is it likely you will attend this event next year? *

1 2 3 4 5
Definitely Won't Definitely Will

Any overall feedback for the event?

Your answer

Guest Information (Optional)

First Name

Your answer

Last Name

Your answer

Phone

Your answer

Annex C - Event Documentation Templates Event Feedback Survey (Sample B)

Please list how satisfied you were with these aspects of the event:

	Very Unsatisfied	Unsatisfied	Neutral	Satisfied	Very Satisfied
Check-in Process	<input type="radio"/>				
Location	<input type="radio"/>				
Price	<input type="radio"/>				
Presenter Quality	<input type="radio"/>				
Sound Quality	<input type="radio"/>				
Entertainment	<input type="radio"/>				
Food Quality	<input type="radio"/>				
Pre-event Communication(invitations, itineraries, reminders)	<input type="radio"/>				

Would you recommend this event?

Yes No

What was your favorite part about the event?

Rating Scale

	Definitely Won't	Probably Won't	Not Sure	Probably Will	Definitely Will
Is it likely you will attend this event next year?	<input type="radio"/>				

Do you have any comments or suggestions for future events/
topics?

Participant Contact Information

(optional)

Name

Last

Email

Phone

Submit

**Annex C - Event Documentation Templates
Post-Activity/Event Report (Sample)**

EVENT TITLE			
EVENT DATE		VENUE/S	
ORGANIZER/S			
CONTACT PERSON/S			
CONTACT NUMBER		NO. OF PARTICIPANTS	
EMAIL		EST. NO. OF AUDIENCE	
EVENT CONDUCT			
HOW WAS THE EVENT PROMOTED?			
ISSUES/CONCERNS			
EVENT PHOTOS			

Prepared by:

Signature Over Printed Name

RESPONSIBILITY	DELIVERABLES	Quantity	Delivered, Weeks/Months
<i>i. INCEPTION</i>			
5. Conduct of Inception Workshop	<ul style="list-style-type: none"> The Service Provider will conduct an Inception Workshop with the End User to discuss and coordinate the specific venue requirements, the schedule, and other necessary details to be approved by the End User. The Service Provider shall provide the venue, meals, and other requirements for the event based on Annex A - Event Requirements. 	1 Lot	4 Months
6. Submission of Inception Report	<ul style="list-style-type: none"> The Service Provider shall provide an Inception Report containing the work plan and other details for the pre-event, actual event, and post-event activities. 		
<i>j. PRE-EVENT PREPARATORY REQUIREMENTS</i>			
5. Submission of the Signed Venue Contract and Summary List for Event Logistical Requirements	<ul style="list-style-type: none"> The Service Provider shall submit a copy of the signed contracts for the event to be conducted which include the event venue, suppliers, etc. The Service Provider shall coordinate the menu of meals with the End User and other details discussed during the inception meeting before signing contracts. The Service Provider shall provide promotional materials including its logistics during the event based on Annex A - Event Requirements to be approved by the End User. The Service Provider shall provide a reliable and stable internet connection during the event. The Service Provider shall provide a meeting room with complimentary meals, on the day before and after each event based on Annex A - Event Requirements. The Service Provider shall provide at least six (6) standard 		

	<p>rooms for at least two (2) nights for the End User Working Committee, which can be on the same property where the event will be held (if hotel establishment) or in an accommodation establishment proximate to the event venue.</p>		
<p>6. Submission of Pre-event Materials</p>	<ul style="list-style-type: none"> • The Service Provider shall conceptualize and design the invitation letters/materials to be approved by the End User. • The Service Provider shall be responsible for the dissemination/sending of the approved invitation letters/materials to the participants determined by the End User, including confirmations of attendance from the invited participants for the said event, which may be done through email, social media event calendar, and other digital/online media platforms (closed group or by invitation announcement) to create traction and to drumbeat the event among the select invitees/participants. A database of the confirmed attendees shall also be provided by the Service Provider. • The Service Provider shall design the program flow for the event in coordination with the End User. • The Service Provider shall provide the concept, design, and production of audio-visual presentations (AVPs), as well as print/produce needed marketing promotional materials such as PowerPoint presentations, brochures/flyers, pull-up banners, and digital posters among others as stated in Annex B - Marketing Promotional Materials Requirements. • The Service Provider shall provide the concept and procure the tokens to be given to the select recipients during the event. 		

	<ul style="list-style-type: none"> • The Service Provider shall provide the script and/or narrative/talking points as needed during the event. • The Service Provider shall provide other necessary requirements based on Annex A - Event Requirements to be approved by the End User. 		
<i>k. SUCCESSFUL ORGANIZATION OF THE EVENT</i>			
7. Registration	<ul style="list-style-type: none"> • The Service Provider shall facilitate and ensure the registration of all participants in the event. The Attendance Sheet template is provided in Annex C - Event Documentation Templates. Registration through QR Code scanning or online form shall be acceptable as long as the same details on the Attendance Sheet template (which can also be based on the database of confirmed attendees) are gathered. • The Service Provider shall ensure that there will always be at least five (5) staff attending the registration area. 		
8. Program Flow	<ul style="list-style-type: none"> • The Service Provider will provide the master/s of ceremonies and entertainment acts or performers for the event, subject to the approval of BCDA. The emcee/s or host/s must have a pleasing personality and experience in corporate events hosting. • The Service Provider shall ensure that the flow of the approved program is followed. If there will be changes in the program during the event, the Service Provider shall facilitate a flawless shift/program change in coordination with the End User. • The Service Provider shall be responsible for facilitating and securing Feedback Forms for the attendees. The template is provided in Annex C - Event Documentation Templates. Feedback through QR Code scanning or online form shall be 		

	<p>acceptable as long as the essential details on the sample Feedback Form template are gathered.</p>		
9. Documentation of Event	<ul style="list-style-type: none"> • The Service Provider shall be responsible for documenting the event through professional photo and video recordings, including highlights of the discussions if any, in coordination with the End User. • The Service Provider shall provide a Same-Day Edit (SDE) video which will be aired during the event as part of the program. 		
1. POST-EVENT REQUIREMENTS			
5. Submission of Event Documentation Report	<ul style="list-style-type: none"> • The Service Provider shall submit a Post-Activity Report within fourteen (14) days after the event to be approved by the End User. The template is provided in Annex C - Event Documentation Templates. • The Service Provider shall secure and submit the complete attendance sheet and feedback forms for the event. • The Service Provider shall submit all raw materials, photos, and video documentation including SDE, fourteen (14) days after the event to be approved by the End User. 		
6. Others	<ul style="list-style-type: none"> • Turn over to the End User all the electronic files of all final artworks, in an SSD external hard drive, with appropriate intellectual property rights/clearances, if applicable. • The Service Provider can explore and secure potential partnerships, as may be necessary, to aid in the cost-effective execution of the event (e.g. secure partners or brands who are interested in being part of the event through ex-deals), which shall be disclosed to and approved by End User. 		

Particulars	No. of Participant	Bidder's Compliance	
		Compliant	Non Compliant
3. Meals and Venue Detailed Requirements			
Day 1 - Arrival of End User Working Committee, Pre-production Meetings and Technical Rehearsals			
Room Accommodations (twin-sharing in a 3-5 star hotel)	6 rooms		
Day 2 - Actual Event			
AM Snack, Lunch, PM Snack	50 pax		
Small Meeting Room with necessary audio-video presentation equipment			
Event Venue	300 pax		
Pre-program Cocktails			
Dinner			
Room Accommodations (twin-sharing in a 3-5 star hotel)	6 rooms		
4. Detailed Administrative and Logistic Requirement			
<ul style="list-style-type: none"> j. Venue/Function room set requirements: <ul style="list-style-type: none"> i. At least 4-star hotel or high-end convention/function hall/venue within the Taguig-Makati-Pasay-Parañaque area ii. Can accommodate 300 attendees with ample space for other activities and setup iii. With a wide stage and podium/rostrum iv. Banquet Set-up: wedding style/round tables v. Event styling based on Inception Workshop and Report vi. High-ceiling function venue vii. Meeting venue structure: no visible column foundation (posts) in the middle of the venue area viii. Available backdrop panels/frames ix. Complimentary Wi-Fi access inside the function room and at the registration area x. Transportation/Parking: <ul style="list-style-type: none"> 1. Availability of a secured parking area 			

- | | | |
|--|--|--|
| <p>2. Complimentary parking slots for all, or at least 50% of the total attendees</p> <p>xi. Audio/Visual requirements:</p> <ol style="list-style-type: none"> 1. LED Screen - at least W 20ft x H 12ft (16:9 aspect ratio) and/or LED side panels (may be adjusted to suit the proposed event layout of the Service Provider subject to the approval of BCDA) 2. Lights and sound system 3. Podium with microphone 4. Wireless and lapel microphones 5. wireless communicators for production and technical staff 6. Disc Jockey <p>xii. Registration set requirements:</p> <ol style="list-style-type: none"> 1. Provision of personnel as Secretariat (minimum of 5 assigned personnel) 2. Long registration table with chairs outside the function room <p>k. Food and Beverage requirements:</p> <ol style="list-style-type: none"> i. Cocktails must be served one (1) hour before the program at the foyer of the function room ii. At least four-course plated dinner service inside the function room iii. Wide variety of food menu choices to accommodate dietary restrictions of guests, if any iv. Free-flowing coffee, tea, hot chocolate, and water <p>l. Supplies</p> <ol style="list-style-type: none"> i. Registration supplies and materials: pad, pencils, stickers for name tags, markers, etc ii. Meeting Notebook with Pen – 350 pcs
Specifications: <ul style="list-style-type: none"> ● Faux leather hardcover with ivory-colored pages ● Pages: Minimum of 200 sheets (400 pages) ● Paper Quality: at least 80gsm thick and resistant to ink bleed, erasing, ghosting, and shading ● Binding: Lay-flat ● Ruled pages with spacing between horizontal lines at 0.8 cm ● Bookmark with matching color with the cover ● With pen holder and magnetic clip lock ● With metal ballpoint pen ● Minimum of H 21 cm x W 14 cm ● Color: <ul style="list-style-type: none"> ○ Notebook: BCDA brand color ○ Pen: Metal Finish ● Debossed BCDA Logo in the front side of the Hard Cover | | |
|--|--|--|

<p>m. Streamers/Marketing Collaterals</p> <ul style="list-style-type: none"> i. Welcome Digital Streamers or Posters in front of the function room and in hallways leading to the function room <p>n. Other arrangements/requirements:</p> <ul style="list-style-type: none"> i. Availability of the venue on the scheduled date ii. Personnel on the ground experienced in hosting big events iii. Trained security personnel iv. Neighborhood sanitation and health condition v. Free use of electricity for laptops and other electronic gadgets vi. Free use of extension wires for laptops and other electronic gadgets vii. Complete lobby and function room directional signages viii. Compliant with the set standards of the Department of Health (DOH) against COVID-19 ix. Provision of Alcohol and/or hand sanitizers in the registration and conference areas x. Should facilitate the securing of event clearance/permit etc. with the Local Government Unit if required for the smooth conduct of the event <p>o. Manpower</p> <ul style="list-style-type: none"> i. Creative and/or technical services, manpower (e.g. marshall, ushers, etc.), and logistical services (e.g. lights, LED screens, stage, sounds, podium, among others); ii. Photo/video documentation services; iii. Production services for the creation of an Audio-Visual Presentation (AVP)/promotional video, as may be needed; iv. Professional Entertainment act or performers v. Professional host/s / master/s of ceremonies <p>p. Creative Services (propose all creative design/layout necessary for the execution of the event)</p> <ul style="list-style-type: none"> i. Submit all needed creative designs/layouts including but not limited to the invitation, electronic backdrop, title cards, video juice, name or place cards, floor plan, styling, stage, and exhibit area set-up <p>q. Sending of invitations, confirmation of attendance/RSVPs</p> <ul style="list-style-type: none"> i. Handle sending of invitations and confirmation/Rsvp for the target attendees for the said event, including invites through email, 		
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<p>and social media event calendar; and</p> <p>ii. The Service Provider may also use digital/online media platforms to create traction and to drumbeat the event among the select invitees/participants</p> <p>r. Propose and procure appreciation tokens/giveaways</p> <p>i. Propose and procure appreciation tokens/giveaways to be given to the development partners, AFP, potential partners, and other participants of the event</p> <p><i>Note: Should be high-end tokens appropriate for the recipients</i></p>		
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Particulars	Bidder's Compliance	
	Compliant	Non Compliant
<p>3. The Service Provider shall provide the concept, design, and production of marketing materials including, but not limited to:</p> <ul style="list-style-type: none"> o Digital backdrop o Digital posters o Directional signage o Audio-visual presentations (AVPs) o PowerPoint presentations o Printed brochures/flyers o Pull-up banners o Name or Placecards for VIPs o Nametags o Other program-related collaterals 		
<p>4. The Service Provider shall provide the design/concept, and procure at least one hundred (100) high-end tokens (plaques/awards/trophies) to be given to select recipients during the event;</p>		

Bidder's Authorized Representative:

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Section VIII.

Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;

or

Original copy of Notarized Bid Securing Declaration; **and**

- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS);

and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (g) The 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**
- (h) 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

- (i) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

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

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

II. FINANCIAL COMPONENT ENVELOPE

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

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Section IX.

Bidding Forms

Bid Form

Date: _____

Invitation to Bid No.(reference no.): _____

To: BASES CONVERSION AND DEVELOPMENT AUTHORITY
2nd Floor Bonifacio Technology Center
31st St., Cor. 2nd Ave., Bonifacio Global City
Taguig City

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 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: _____

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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: _____

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 Department 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]

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.(reference 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 have 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]

Sample Forms: Goods and Services for Ongoing and Completed Contracts

SF-G&S-19A

Statement of All Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started

Business Name : _____
 Business Address : _____

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery
<u>Government Contracts:</u>							
1.							
2.							
<u>Private Contracts:</u>							
1.							
2.							
Total Amount:							

*Continue in a separate sheet if necessary..

Submitted by : _____
Signature over Printed Name of Authorized Representative

Date : _____

Note:

- If there is no ongoing contract including those awarded but not yet started, state none or equivalent term.
- The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).]

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

Business Name : _____
 Business Address : _____

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Amount of Contract	Date of Delivery

Submitted by : _____
 Signature over Printed Name of Authorized Representative

Date : _____

Note:

This statement shall be supported by ANY of the following:

- End User's Acceptance; or
- Official Receipt of the last payment received; or
- Sales Invoice

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FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:
 NFCC = K (current asset – current liabilities) minus the value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = P _____

$K = 15$

Submitted by:

 Name of Supplier / Distributor / Manufacturer

 Signature of Authorized Representative

Date : _____

NOTE:

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

Section X.
Procurement of
Event Management Services for the Conduct of the BCDA
Stakeholders' Appreciation Night

SCHEDULE OF BIDDING ACTIVITIES*

No.	ACTIVITIES	DATE/SCHEDULE (2023)
1	Pre-Procurement Conference	09 November 2023
2	Posting (Website, PhilGEPS, & BCDA Premises)	16 November 2023
3	Issuance of Bid Documents	16 November 2023 - 15 December 2023
4	Pre-Bid Conference	10:00AM, 28 November 2023
5	Deadline for Request for Clarification, if any	05 December 2023 (Tuesday)
6	Issuance of Bid Bulletin, if any	08 December 2023 (Friday)
7	Deadline for Submission of the ff: Eligibility Requirements and Financial Proposal	09:00 AM, 15 December 2023 (Friday)
8	Opening of the ff: Eligibility Requirements and the Financial Proposal	10:00 AM, 15 December 2023 (Friday)
9	Bid Evaluation (TWG 's detailed evaluation of the submitted bids)	15 -18 December 2023

10	Presentation of detailed bid evaluation	18 December 2023 (Monday)
11	Sending of letter to the Bidder with LCB advising them on the conduct of Post-Qualification	18 December 2023 (Monday)
12	Post Qualification on the Bidder with LCB or succeeding LCB (if any)	19 -29 December 2023
13	Deliberation by BAC of the Results of Post qualification	29 December 2023 (Friday)
14	Issuance of BAC's Recommendation (based on the Results of Post-Qual)	On or before 31 December 2023
15	Approval of BAC Resolution and Issuance of Notice of Award*	On or before 30 December 2023
16	Issuance of Notice to Proceed and Contract Signing	On or before 09 January 2024

**Subject to change*