

**BASES CONVERSION AND
DEVELOPMENT AUTHORITY**

**Procurement of
Service Provider for the
Conduct of the Property
Investment & Exhibition
Summit (PIES)**

Sixth Edition

July 2020

TABLE OF CONTENTS

SECTION I. INVITATION TO BID	2
SECTION II. INSTRUCTIONS TO BIDDERS	5
SECTION III. BID DATA SHEET	14
SECTION IV. GENERAL CONDITIONS OF CONTRACT	18
SECTION V. SPECIAL CONDITIONS OF CONTRACT	20
SECTION VI. SCHEDULE OF REQUIREMENTS	25
SECTION VII. TECHNICAL SPECIFICATIONS	27
SECTION VIII. CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS	40
SECTION IX. BIDDING FORMS	57
SECTION X. SCHEDULE OF BIDDING ACTIVITIES	67



Section I.

Invitation to Bid

Procurement of Service Provider for the Conduct of the Property Investment and Exhibition Summit (PIES)

1. The **BASES CONVERSION AND DEVELOPMENT AUTHORITY** (hereinafter referred to as **BCDA**), through its 2025 Corporate Operating Budget, intends to apply the amount of **FOUR MILLION NINE HUNDRED THOUSAND PESOS (Php4,900,000.00)**, 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 **Service Provider for the Conduct of the Property Investment & Exhibition Summit (PIES) with Project Identification No. / Invitation to Bid No.(reference no.). BG2025-143.**

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 Service Provider for the Conduct of the Property Investment and Exhibition Summit (PIES)**. Delivery of the Goods is required within six (6) 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 **Friday, 14 March 2025 until Wednesday, 02 April 2025 from 8:00 AM to 5:00 PM except Saturdays, Sundays and Holidays and until 9:00 AM on Thursday, 03 April 2025** 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 **Friday, 21 March 2025, 1:00 PM** 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, 03 April 2025 (Thursday)**.
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 **03 April 2025 (Thursday), 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.

QUEENNIE BAUTISTA-PORMENTO

Head, BAC for Goods Secretariat

(02) 8575-1700

bacgsecretariat@bcda.gov.ph

Date of Issuance: 14 March 2025

You may visit the website below for downloading Bidding Documents:

<https://www.bcda.gov.ph/bids>

BIDS AND AWARDS COMMITTEE FOR GOODS

By:



JOCELYN L. CANIONES

Vice Chairperson

Bids and Awards Committee for Goods

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, BCDA, wishes to receive Bids for the *Procurement of Service Provider for the Conduct of the Property Investment and Exhibition Summit (PIES)* with identification number of BG2025-143.

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 Service Provider for the Conduct of the Property Investment and Exhibition Summit (PIES)* in the amount of Pesos: ***Four Million Nine Hundred Thousand and 00/100 (Php4,900,000.00), inclusive of government taxes and fees.***

2.2. The source of funding is the BCDA CY 2025 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 **21 March 2025 (Friday)** 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 five (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	
5.3	<p>The bidder must have completed, within the last five (5) years prior from the date of submission and receipt of bids, a single contract similar to the Project, equivalent to at least fifty percent (50%) of the ABC adjusted to current prices using the PSA's CPI.</p> <p><i>For this purpose, contracts similar to the Project shall be:</i></p> <p>Events Management Service to any client, either private or government.</p>
7.1	<p>Subcontracting is allowed which shall not exceed twenty percent (20%) of the total contract price.</p> <p>All subcontracting agreements must be disclosed at the time of bidding, and subcontractors must be identified in the bid submitted by the supplier.</p>
8	<p>The Procuring Entity will hold a Pre-Bid Conference on Friday, 21 March 2025 at 1:00 PM at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street corner 2nd Avenue, Bonifacio Global City, Taguig City and/or through video-conferencing/webcasting} as indicated in paragraph 6 of the IB.</p>
9	<p>The Procuring Entity's address is:</p> <p>BCDA Corporate Center</p> <p>2nd Floor, Bonifacio Technology Center</p> <p>31st St. corner 2nd Ave., Bonifacio Global City, Taguig City</p>
12	<p>The price of the Goods shall be quoted as delivered and installed at the event venue within Bonifacio Global City or Makati area.</p>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> a. The amount of not less than <i>2% of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <i>5% of ABC</i> if bid security is in Surety Bond.

15	Each Bidder shall submit one (1) original copy of the first component (eligibility and technical) and (1) original copy of the second component (financial) of its bid.
16.1	<p>The address for submission of bids is:</p> <p style="text-align: center;">Central Receiving and Releasing Area (CRRA) Bases Conversion and Development Authority BCDA Corporate Center 2nd Floor, Bonifacio Technology Center 31st St. corner 2nd Ave., Bonifacio Global City, Taguig City</p> <p>The deadline for submission of bids is on Thursday, 03 April 2025, at 9:00 AM</p>
17.1	<p>The place of Opening of Bids is at BCDA Corporate Center, 2nd Floor, Bonifacio Technology Center, 31st St. corner 2nd Ave., Bonifacio Global City, Taguig City. The date and time of bid opening is on Thursday, 03 April 2025, 10:00 AM.</p> <p>Bidders may choose to attend online via zoom or attend in person at the BTC Office.</p>
19.3	<p><i>The ABC is <u>PESOS: Four Million Nine Hundred Thousand Only (Php 4,900,000.00)</u>, inclusive of all applicable taxes and fees.</i></p> <p>The ABC shall be the upper limit or ceiling for the bid prices. Bid prices that exceed the ABC shall be disqualified outright.</p>
20.2	<i>No further instructions</i>
21.2	<i>No further instructions</i>

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.

Section V. Special Conditions of Contract

GCC Clause	
1	<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 / Services or any part thereof.</p>
2.2	<p>All pay items shall be paid by actual monthly progress based on the approved post-event requirements and terms of payment specified in Section VII (Terms of Reference).</p> <p>The terms of payment shall be as follows:</p> <ul style="list-style-type: none"> ● 1st payment: 15% of the Contract Price ● 2nd payment: 40% of the Contract Price ● 3rd payment: 30% of the Contract Price ● Final Payment: 15% of the Contract Price
4	<i>No further instructions</i>

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	Contract Price	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	1st payment: 15% of the contract price 2nd payment: 40% of the contract price 3rd payment: 30% of the contract price Final payment: 15% of the contract price	The services shall be delivered within the 2nd to 3rd quarter of 2025
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 			

	<p>coordinate the menu of meals with the End User and other details discussed during the inception meeting before signing contracts.</p> <ul style="list-style-type: none"> • 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. 			
<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 			

	<p>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.</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 			
--	--	--	--	--

	<p>recipients during the event.</p> <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. 			
<p><i>c. SUCCESSFUL ORGANIZATION OF THE EVENT</i></p>				
<p>1. 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>2. 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 			

	<p>experience in corporate events hosting.</p> <ul style="list-style-type: none"> • 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. 			
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	<ul style="list-style-type: none"> • The Service Provider shall submit a Post-Activity Report 			

Report	<p>within fourteen (14) days after the event to be approved by the End User. The template is provided in Annex C – Event Documentation Templates.</p> <ul style="list-style-type: none"> • 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. 			

Bidder’s Authorized Representative:

Signature over Printed Name

Principal Bidder / Supplier

Section VII. Technical Specifications/Terms of Reference

TECHNICAL SPECIFICATIONS		Statement of Compliance
Items	DESCRIPTION	<p><u><i>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply". A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.</i></u></p>
	<p>I. Description of the Service</p> <p>The service required under the Terms of Reference (TOR) shall be for the Service Provider for the Conduct of the Property Investment and Exhibition Summit (PIES).</p>	
INCEPTION		
	<p>Conduct of Preliminary Meeting</p> <ul style="list-style-type: none"> • The service provider will conduct a preliminary meeting 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. 	

	<p>Submission of Proposal Report</p> <ul style="list-style-type: none"> • The service provider shall submit a proposal report containing the work plan and other details for the pre-event, actual event, and post-event activities 	
PRE-EVENT PREPARATORY REQUIREMENTS		
	<p>Submission of the signed value contract and summary list for event logistical requirements</p> <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 two (2) meeting rooms with complimentary meals, on the day based on Annex A - Event Requirements. This will serve as a meeting and/or waiting room of resource speakers and VVIP guests. • The service provider shall provide at least six (6) standard twin-sharing rooms for at least (2) nights for the BCDA 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>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. • The service provider shall be responsible for the RSVP and confirmation of the confirmed attendees 	

	<p>which include provision of a database of attendees.</p> <ul style="list-style-type: none"> • 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 and 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. 	
EVENT PROPER REQUIREMENTS		
	<p>Registration and conduct of the program proper</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 ten (10) staff to be assigned in the tech area, registration area, and serve as liaison officers during the event. • The service provider shall provide all needed additional manpower to ensure the successful conduct of the event. 	
	<p>Program Flow</p> <ul style="list-style-type: none"> • The service provider will provide the master/s of ceremonies, subject to the approval of BCDA. The emcees/s or host/s must have a pleasing personality and experience in corporate event 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 	

	<p>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>	
	<p>Documentation of Event</p> <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 	
POST-EVENT REQUIREMENTS		
	<p>Submission of Event Documentation Report</p> <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 D - Post Event Template. • 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. 	
	<p>Others</p> <ul style="list-style-type: none"> • Turn over to the end user all the electronics files of all final artworks, in an SSD external hard drive, with appropriate intellectual property right/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 x-deals), which shall be disclosed to the approved end user. 	
OTHER DELIVERABLES		
	<p>Others</p>	

	<ul style="list-style-type: none"> • The service provider shall provide all requirements based on Annex A - Event Requirements to be approved by the End User. 	
	<p>DELIVERY PERIOD</p> <p>All deliverables as described in the scope of services should be delivered and completed within six (6) months from the receipt of the Notice to Proceed (NTP)</p>	
	<p>TERMS OF PAYMENT</p> <p>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:</p> <ul style="list-style-type: none"> • Upon the approval of the inception report - 15% of the Contract Price • Upon the reservation/confirmation of the venue and event suppliers - 40% of the Contract Price • After the conduct of the event - 30% of the Contract Price • Upon completion and acceptance of the post-event/turn-over report to the BCDA - 15% of the Contract Price <p>No interest shall be paid for delayed payments.</p> <p>Any possible changes in the timeline of activities shall be subject to discussion and agreement between the Service Provider and End User.</p> <p>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.</p>	
	<p>OWNERSHIP</p> <p>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.</p>	

Bidder's Authorized Representative:

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Annex A - Event Requirements

Particulars	No.of Participants	Statement of Compliance
		<p><u><i>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply". A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.</i></u></p>

EVENT PROPER		
Two (2) conference rooms to serve as: <ul style="list-style-type: none"> - holding room for the organizing committee - emergency meeting room 	35 pax	
Meals for the organizing committee		
Event Venue	300 pax	
Meals (PM snacks, dinner, cocktails)		
Detailed Administrative and Logistic Requirement		
<p>I. Air Conditioned Venue/Function room set requirements:</p> <ul style="list-style-type: none"> a. Within Bonifacio Global City or Makati b. Can accommodate 300 attendees with ample space for other activities and setup c. With a wide stage and podium including lights, sounds and LED d. Banquet Set-up: banquet/round tables (10-seater) and cocktail set-up outside the conference room (minimum of 10 cocktail tables) e. Event styling based on preliminary meeting and proposal report (event theme) f. High-ceiling function venue g. Meeting venue structure: no visible column foundation (posts) in the middle of the venue area h. Complimentary Wi-Fi access inside the function room, holding rooms and at the registration area i. Long tables and chairs (good for at least 10 people) at the registration area <p>II. Food and Beverage requirements:</p> <ul style="list-style-type: none"> a. Open snack bar during break at the foyer b. Four to six-course plated dinner service for the VIP guests c. Buffet-style service for the rest of the participants d. Wide variety of food menu choices to accommodate dietary restrictions of guests, if any e. Free-flowing coffee, tea, water f. One round of soda or iced tea g. Alcoholic drinks for networking h. Carving station - meat <p>III. Supplies</p>		

- Registration supplies and materials
 - 10 writing pads
 - 10 writing tools (pens, pencils, markers)
 - 350 name tags & lanyard
 - 5 scissors
- Hotel pad paper and pen - 350 pcs
- 3 Fishbowls for business cards
- 3 Printer with ink
- A4 paper (10 reams)

IV. Audio Visual Requirements

- Audio/Visual requirements:
- LED Screen (stage backdrop) - W 48ft x H 12ft with 16:9 aspect ratio (may be adjusted to suit the proposed event layout of the Service Provider subject to the approval of BCDA - Subject to room size of chosen hotel)
- wide stage (W 48ft x L 12ft x H 2ft)
- Lights and sound system
- Podium with wireless microphone (at least 3)
- Wireless and lapel microphones (at least 5)
- wireless communicators for production and technical staff (at least 8)

V. Registration set requirements:

- Provision of personnel as Secretariat (minimum of 5 assigned personnel)
- Long registration table with chairs outside the function room (good for at least 10 pax)

VI. Transportation and Parking arrangements/requirements:

- Availability of a secured parking area (at least 25)
- Complimentary flat rate for parking fees

VII. Streamers/Marketing Collaterals

- Three (3) vertical LED screen
- 10 pull-up banners to be placed in front of the function room and in hallways leading to the function room

VIII. Other arrangements/requirements:

- 10 Personnel on the ground experienced in hosting big events
- Free use of electricity for laptops and other electronic gadgets

- Free use of 5 extension wires for laptops and other electronic gadgets
- Complete lobby and function room directional signages
- Should facilitate the securing of event clearance/permit ingress with the managing Hotel if required for the smooth conduct of the event
- Photo Wall (size - 8x10 ft.)
- Entertainment music for the socials

XI. Manpower

- Creative and/or technical services, manpower, and logistical services (e.g. lights, LED screens, stage, sounds, podium, among others);
- Photo/video documentation services;
- Professional Entertainment act or performers
- Professional host/s or master/s of ceremonies

X. Creative Services (propose all creative design/layout necessary for the execution of the event)

- 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

XI. Sending of invitations, confirmation of attendance/RSVPs

- Provide a contact list of potential invitees for the event, including but not limited to key investors, business leaders, and government officials
- 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
- The Service Provider shall use digital online media platforms to generate traction and build anticipation for the event among select invitees/participants, including boosted social media posts.

XII. Tokens

- 20 tokens and plaques for speakers that are high-end and made from sustainable materials

XIII. Potential Partnership with Organizations (Approval from BCDA)

- Any form of partnerships for the event should be with prior approval from BCDA

<ul style="list-style-type: none"> In case of approved sponsorships for the event, the bidder will deduct the corresponding cost from the payables of BCDA. <p>XV. Full Media Coverage</p> <ul style="list-style-type: none"> Social media (e.g. Facebook, Instagram, & LinkedIn) 	
--	--

Particulars	No. of Participants	Statement of Compliance
		<p><i><u>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply". A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.</u></i></p>
BOARD AND LODGING		
Accommodation with breakfast <ul style="list-style-type: none"> Deluxe Room for the speakers <ul style="list-style-type: none"> 4 rooms two (2) nights 	4 pax	
Accommodation with breakfast <ul style="list-style-type: none"> Twin Room for the organizing committee <ul style="list-style-type: none"> 6 rooms two (2) nights 	12 pax	

Particulars	No. of Participants	Statement of Compliance <i>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply". A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.</i>
TRAVEL EXPENSES		
Air travel arrangement <ul style="list-style-type: none"> • Flight ticket for speakers, as necessary 	4 pax	

Bidder's Authorized Representative:

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Annex B - Marketing Promotional Materials Requirements

Particulars	Statement of Compliance <i>Bidders must state here either</i>
-------------	--

	<p><u>“Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply”. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.</u></p>
<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 ○ Digital Streamers ○ Directional signage ○ Audio-visual presentations (AVPs) ○ PowerPoint presentations ○ Printed brochures/flyers ○ Pull-up banners ○ Name or Placecards for VIPs ○ Nametags ○ Other program-related collaterals 	

2. The Service Provider shall provide the design/concept, and procure maximum of fifteen (15) high-end tokens (plaques/awards/trophies) to be given to the speakers of the event with a minimum value of Php3,000/token (material/make)	
---	--

Bidder's Authorized Representative:

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

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						

Registration Form

smrrios@bcda.gov.ph [Switch account](#)

Not shared

* Indicates required question

Full Name *

Your answer

Designation *

Your answer

Company Name *

Your answer

Email Address *

Your answer

Brief Company Profile *

Your answer

Would you kindly confirm your participation in the event? *

Yes, I confirm my attendance at the BCDA Conference

No, I will not be able to attend the BCDA Conference

Submit

Clear form

BCDA Conference (Date) (Working Title)

We appreciate your presence at the [BCDA Conference].

Your feedback is valuable to us as we strive to improve our engagement with our partners. Please help us by taking a moment to complete this quick questionnaire.

Thank you!

smrrios@bcda.gov.ph [Switch account](#)

Not shared

Guest Information (Optional)

Full Name

Your answer

Designation

Your answer

Event Proper

Kindly rate the following questions based on your experience attending the event, where 1 = lowest and 5 = highest.

How likely are you to recommend this event? *

1 2 3 4 5

How satisfied were you with the following? *

1 = very dissatisfied 5 = very satisfied

1 2 3 4 5 Column 5

Pre-event
Communications
(invitations,
emails, etc.)

Designation

Your answer

Company / Organization

Your answer

Contact Information

Your answer

Registration Process	<input type="radio"/>					
Venue Location	<input type="radio"/>					
Venue Setup	<input type="radio"/>					
Sound Quality	<input type="radio"/>					
Pocket Activities	<input type="radio"/>					
Main Program	<input type="radio"/>					
Food Quality	<input type="radio"/>					
Entertainment	<input type="radio"/>					
Emcee	<input type="radio"/>					

How satisfied were you with the event overall? *

Annex D - Post Event Template

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

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

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 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

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

II. FINANCIAL COMPONENT ENVELOPE

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

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

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

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: _____

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

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

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
Service Provider for the Conduct of the Property Investment and
Exhibition Summit (PIES)

SCHEDULE OF BIDDING ACTIVITIES*

No.	ACTIVITIES	DATE/SCHEDULE (2025)
1	Pre-Procurement Conference	11 March 2025 (Tuesday)
2	Posting (Website, PhilGEPS, & BCDA Premises)	14 March 2025 (Friday)
3	Issuance of Bid Documents	14 March 2025 - 03 April 2025
4	Pre-Bid Conference	1:00 PM, 21 March 2025 (Friday)
5	Deadline for Request for Clarification, if any	5:00 PM, 24 March 2025 (Monday)
6	Issuance of Bid Bulletin, if any	27 March 2025 (Thursday)
7	Deadline for Submission of the ff: Eligibility Requirements and Financial Proposal	9:00 AM, 03 April 2025 (Thursday)
8	Opening of the ff: Eligibility Requirements and the Financial Proposal	10:00 AM, 03 April 2025 (Thursday)
9	Bid Evaluation (TWG 's detailed evaluation of the submitted bids)	04 April 2025 - 10 April 2025
10	Presentation of detailed bid evaluation	10 April 2025 (Thursday)
11	Sending of letter to the Bidder with LCB advising them on the conduct of Post-Qualification	10 April 2025 (Thursday)
12	Post Qualification on the Bidder with LCB or succeeding LCB (if any)	11 April 2025 - 22 April 2025

13	Deliberation by BAC of the Results of Post qualification	22 April 2025 (Tuesday)
14	Issuance of BAC's Recommendation (based on the Results of Post-Qual)	22 April 2025 (Tuesday)
15	Approval of BAC Resolution and Issuance of Notice of Award*	28 April 2025 (Monday)
16	Issuance of Notice to Proceed and Contract Signing	On or before 15 May 2025

**Subject to change*

