

PHILIPPINE BIDDING DOCUMENTS

THE HIRING OF CONTENT AND NARRATIVE CURATOR FOR THE COLLABORATION PROJECT “PHILIPPINE EXPORT PROMOTION PACKAGE” BETWEEN DTI-CITEM AND DFA-OUIER

Government of the Republic of the Philippines

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described,

detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

Solicitation No. 2020P-0214

INVITATION TO BID FOR THE HIRING OF CONTENT AND NARRATIVE CURATOR FOR THE COLLABORATION PROJECT "PHILIPPINE EXPORT PROMOTION PACKAGE" BETWEEN DTI-CITEM AND DFA-OUIER

1. The **Center for International Trade Expositions and Missions**, through the **CITEM Savings 2020** intends to apply the sum of **Three Million Five Hundred Thousand Pesos (PHP3,500,000.00)** being the ABC to payments under the contract for **The Hiring of Content and Narrative Curator for the Collaboration Project "Philippine Export Promotion Package" Between DTI-CITEM and DFA-OUIER**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Center for International Trade Expositions and Missions** now invites bids for the above Procurement Project. Delivery of the Goods is required by **30 April 2021**. Bidders should have completed, within the last **two (2) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "**pass/fail**" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from **CITEM Bids and Awards Committee Secretariat** and inspect the Bidding Documents at the address given below during **Monday to Friday, 8:00AM - 5:00PM**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **01 March 2021** from the given address and website(s) below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Four Thousand Pesos (Php 4,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees **through electronic means**. **Payment shall be made thru CITEM Bank Account below, a copy of bank deposit slip should be emailed to the BAC Secretariat:**
 - o Bank : Landbank of the Philippines
 - o Account Name : CITEM
 - o Account Number : 1772 1038 63
 - o Bank Address : LBP Century Park (Harrison Plaza) Branch
 - o Swift Code : TLBPPHMM
6. The **Center for International Trade Expositions and Missions** will hold a Pre-Bid Conference on **09 March 2021, 2:00PM via Microsoft Teams or Zoom** which shall be open to prospective bidders. Please contact the CITEM Bids and Awards Committee Secretariat through email at citembac@citem.com.ph for the link of the Video Conference meeting. The link will be released on the actual day of the Pre-Bid Conference
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **23 March 2021, 2:00PM**. **Late bids shall not be accepted.**

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on *23 March 2021, 2:00PM via Microsoft Teams or Zoom*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. Please contact the CITEM Bids and Awards Committee Secretariat through email at citembac@citem.com.ph for the link of the Video Conference meeting. The link will be released on the actual day of the Opening of Bids.
10. The **Center for International Trade Expositions and Missions** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

CITEM-BAC Secretariat

Center for International Trade Expositions and Missions
Golden Shell Pavilion
Roxas Blvd. Cor. Sen. Gil Puyat Ave., Pasay City
Tel no. +63(2) 8-831-2201 loc. 294/309
Email: citembac@citem.com.ph
Website: www.citem.com.ph

12. You may visit the following websites:

For downloading of Bidding Documents: <https://citem.gov.ph/procurement/invitation-to-bid>

01 March 2021



ATTY. ANNA GRACE I. MARPURI
Chairman, CITEM-Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **Center for International Trade Expositions and Missions** wishes to receive Bids for the **The Hiring of Content and Narrative Curator for the Collaboration Project “Philippine Export Promotion Package” Between DTI-CITEM and DFA-OUIER** with identification number *CITEM-2020P-0214*.

The Procurement Project (referred to herein as “Project”) is composed of a Single Lot, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below from *2020 CITEM Savings* in the amount of **Three Million Five Hundred Thousand Pesos (PHP3,500,000.00)**.

2.2. The source of funding is GOCC and GFIs, the Corporate Operating Budget.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

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

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

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

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

6. Origin of Goods

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

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that Subcontracting is not allowed.

- 7.2. The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.

- 7.3. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time *via Microsoft Teams or Zoom* as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within the last *two (2) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

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

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until ***120 calendar days upon opening of bids***. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case

videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

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

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as follows:

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

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

20. Post-Qualification

- 20.1. 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>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. <i>Content Creation Contracts</i> b. completed within the last <i>two (2) years</i> prior to the deadline for the submission and receipt of bids. 							
7.1	<i>Subcontracting is not allowed.</i>							
12	The price of the Goods shall be quoted Delivery Duty Paid (DDP) <i>Metro Manila, Philippines</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.							
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Form of Bid Security</th> <th style="text-align: center;">Amount of Bid Security (Not Less than the Percentage of the ABC)</th> </tr> </thead> <tbody> <tr> <td>(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</td> <td rowspan="2" style="text-align: center; vertical-align: middle;">Two percent (2%) or PhP 70,000.00</td> </tr> <tr> <td>(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.</td> </tr> <tr> <td>(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.</td> <td style="text-align: center; vertical-align: middle;">Five percent (5%) or PhP 175,000.00</td> </tr> </tbody> </table> <p>Unnotarized Bid Securing Declaration is accepted during a State of Calamity, or implementation of community quarantine or similar restrictions declared or being implemented either in the locality of the PE or of the Bidder subject to compliance therewith after award of contract but before payment</p>	Form of Bid Security	Amount of Bid Security (Not Less than the Percentage of the ABC)	(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%) or PhP 70,000.00	(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.	(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.	Five percent (5%) or PhP 175,000.00
Form of Bid Security	Amount of Bid Security (Not Less than the Percentage of the ABC)							
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%) or PhP 70,000.00							
(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.								
(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.	Five percent (5%) or PhP 175,000.00							
19.3	<i>The Project is bid as Single Lot.</i>							
20.2	<i>Not Applicable</i>							
21.2	<i>Not Applicable</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 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

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to the Contract are DDP delivered <i>within Metro Manila, Philippines</i>. In accordance with INCOTERMS.”</p> <p>“The delivery terms applicable to this Contract are delivered <i>within Metro Manila, Philippines</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is Ms. <i>Eva Marie Mariquina, OIC-DC, OG2 - OTFs</i>.</p> <p>Incidental Services –</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>Packaging –</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<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	<p>The terms of payment shall be as follows:</p> <table border="1" data-bbox="336 1055 1366 1330"> <thead> <tr> <th>Milestones</th> <th>Payment %</th> </tr> </thead> <tbody> <tr> <td>Approval of story concept, curation and timeline of deliverables for “Philippine Export Promotion Package”</td> <td>30%</td> </tr> <tr> <td>Delivery of “Philippine Export Promotion Package” – Boxes, Printed Narrative, Packaging Paraphernalia & Labels, List of Products</td> <td>60%</td> </tr> <tr> <td>Submission of Terminal Report</td> <td>10%</td> </tr> <tr> <td>Total</td> <td>100%</td> </tr> </tbody> </table>	Milestones	Payment %	Approval of story concept, curation and timeline of deliverables for “Philippine Export Promotion Package”	30%	Delivery of “Philippine Export Promotion Package” – Boxes, Printed Narrative, Packaging Paraphernalia & Labels, List of Products	60%	Submission of Terminal Report	10%	Total	100%
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Submission of Terminal Report	10%										
Total	100%										
4	<i>Not Applicable</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.

Item No.	Description	Quantity	Total	Delivered, Weeks/Months
1	A Narrative for the Philippine Export Promotion Boxes	1 set	1 set	12 April 2021
2	Detailed List of Products (Brand, Quantity, Size)	1 List	1 List	12 April 2021
3	Design and Production of 700 Boxes	1 Final Design (3 Studies to choose from) 700 Boxes to produce	1 Final Design (3 Studies to choose from) 700 Boxes to produce	30 April 2021
4	Information Materials	1 set	1 set	12 April 2021
5	Guidelines on how to put together the products and information materials in the box.	1	1	12 April 2021
6	Terminal Report	1 Report	1 Report	28 May 2021

I hereby commit to comply and deliver all the above requirement in accordance with the above stated schedule.

Name of Company/Bidder

(Signature Over Printed Name)
Bidder/Authorized Representative

Section VII. Technical Specifications

BACKGROUND AND RATIONALE

The Center for International Trade Expositions and Missions (CITEM), the export promotion arm of the Department of Trade and Industry (DTI), is mandated to promote the Philippines as a reliable source of quality export products and services in the global market through trade fairs, missions and other marketing initiatives. The Agency organizes professionally managed and locally held signature events as well as international trade fair participation in key cities worldwide.

On the other hand, The Office of the Undersecretary for International Economic Relations (OUIER) is principally in-charge with implementing and coordinating the responsibilities and functions of the Department of Foreign Affairs (DFA) relating to trade and investments, tourism, science and technology, the environment and sustainable development, official development cooperation and other related economic/social concerns, particularly those related to issues on women and youth vis-a-vis other countries, in cooperation with all Philippine government agencies concerned and the private sector.

DFA-OUIER reached out to CITEM to collaborate for a project called the “Philippine Export Promotion Package”. The project seeks to put together a selection of Philippine products as promotional bundle to be sent to Philippine Foreign Service Posts (FSPs) and Consulates abroad. FSPs and Embassies shall be given leeway to disseminate their “Philippine Export Promotion Package” to targeted entities which may include their public sector interlocutors, as well as private and business sector networks who may develop potential interest to import Philippine goods. This project also a means for both DTI-CITEM and DFA-OUIER to provide the much-needed boost to select exporters and at the same time maintain good business relations with our networks abroad.

With travel restrictions and social distancing protocols in place due to the COVID-19, DTI- CITEM and DFA-OUIER is actively looking for alternative ways to sustain its export promotion initiatives and stay connected with its stakeholders. Apart from going digital and online, both DTI-CITEM and DFA-OUIER share the same aspiration of adding a personal flavor and warmth in maintaining their connections through the “Philippine Export Promotion Package”.

Part of this collaborative project is to promote Filipino culture and Philippine food, home and lifestyle export products. To achieve this, the CITEM seeks to hire a “Philippine Export Promotion Package” Content and Narrative Curator who will (1) identify, and curate the products that will be included in the package, in coordination with CITEM Management; (2) develop the concept and story for the selected products; (3) design and print the information materials developed; (4) source the packaging that will hold the products.

For this collaborative project, DTI-CITEM and DFA-OUIER agreed to anchor the theme of the narrative and the selection of products on the **2021 Quincentennial Commemorations in the Philippines**.

2021QUINCENTENNIAL COMMEMORATIONS IN THE PHILIPPINES.

National Quincentennial Committee states:

On 21 December 2018, the Philippines officially joined humankind and the scientific community in initiating the commemorations for the 500th anniversary of the first circumnavigation of the world (2019-2022). Executive Secretary Salvador Medialdea led a simple launching graced by Spanish Ambassador to the Philippines Jorge Moragas at the National Historical Commission of the Philippines (NHCP), Manila. The basis of the Philippine observance of the great milestone in world history is the Executive Order No. 55, s. 2018 issued by President Rodrigo Roa Duterte on 8 May 2018. The issuance also created the National Quincentennial Committee (NQC) tasked to consolidate the government efforts for the milestone and thus prepare the country for it. It is chaired by no less than the Executive Secretary.

On 27 January 2020, President Duterte issued Executive Order No. 103, s. 2020 which branded the local observance as the 2021 Quincentennial Commemorations in the Philippines (2021 QCP). The two presidential issuances complement each other. Whereas, the latest issuance makes the quincentennial closer to the Filipino by acknowledging the Philippines’ role in that unprecedented achievement of humankind and science, anchored in the magnanimity our ancestors exhibited to the sick, starving, undernourished, and dehydrated crew of the Magellan-Elcano expedition upon their first meeting on 18 March 1521 at Homonhon (now under the jurisdiction of Guiuan, Eastern Samar). This display of humanity occurred again when Manila welcomed the Japanese Christians banished out of Japan in the early 17th century, as well as in the Open-Door policy of President Manuel Quezon which enabled the then Philippine Commonwealth to rescue more than a thousand Jewish refugees from the Nazis in 1939, and other waves of refugees in the 20th century. Another icon to turn 500 years in 2021 is Lapulapu, who has continuously captured the Filipino imagination—since the time of the founders of the Filipino nation in the 19th century—of what defines bravery, freedom, and independence. From these, the 2021 QCP theme Victory and Humanity was conceived.

Meanwhile, the Philippine government commits itself in fostering the academic, historical, and cultural aspects of Ferdinand Magellan's introduction of Christianity in the Philippines in 1521. The NQC is working hand in hand with the Catholic Bishops' Conference of the Philippines (CBCP), the Augustinian Province of the Santo Niño de Cebu, the Archdiocese of Cebu, and Diocese of Maasin, along with the local governments of Cebu City, Municipality of Limasawa, and Province of Southern Leyte on the conduct of collaborative academic, historical, and cultural activities in relation to the 500 Years of Christianity.

<p><i>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.</i></p>		
Item	Specification	Statement of Compliance
	<p>A Narrative for the Philippine Export Promotion Boxes</p> <p><i>Develop a narrative based on the theme</i></p>	
	<p>Detailed List of Products (Brand, Quantity, Size)</p> <p><i>Identify the selection of products that will represent and convey the theme.</i></p>	
	<p>Design and Production of 700 Boxes</p> <p><i>Design the box and produce the box and other appropriate packaging materials that will hold the products and the information materials.</i></p>	
	<p>Information Materials</p> <p><i>Develop and produce information materials that will help tell the stories and the thematic narrative</i></p>	
	<p>Guidelines on how to put together the products and information materials in the box.</p> <p><i>Detailed instructions on how to arrange the products and the information materials in the box, preferably with illustrations and sample photos.</i></p>	
OBJECTIVES	<p>In hiring a Content and Narrative Curator, CITEM aims to accomplish the following objectives:</p> <ol style="list-style-type: none"> 1. To have an expert curate the contents and develop the appropriate packaging that contains Philippine products, including its origins, story, and applications, among others; 2. To create more discussions and conversations about the theme and Philippine products. 	
PERIOD OF ENGAGEMENT	<p>The service firm shall be contracted for a period of four (4) months upon receipt of the Notice of Award and signed contract.</p>	
SCOPE OF WORK AND COMMITMENTS	<p>The Content and Narrative Curator should commit to deliver, at a base minimum, the following specific requirements:</p>	

1. A Narrative for the Philippine Export Promotion Boxes	Develop a narrative based on the theme	
2. Detailed List of Products (Brand, Quantity, Size)	Identify the selection of products that will represent and convey the theme.	
3. Design and Production of 700 Boxes	Design the box and produce the box and other appropriate packaging materials that will hold the products and the information materials.	
4. Information Materials	Develop and produce information materials that will help tell the stories and the thematic narrative	
5. Guidelines on how to put together the products and information materials in the box.	Detailed instructions on how to arrange the products and the information materials in the box, preferably with illustrations and sample photos.	
RESPONSIBILITIES OF CONTENT AND NARRATIVE CURATOR	1. Designate a team of project coordinators to ensure the timely delivery of outputs and coordination with CITEM, through the Communication Management Division (CMD) and Operations Group 2 – Overseas Trade Fairs Division.	
	2. Finalize concept for the “Philippine Export Promotion Package” from initial proposal presented during the bidding, including the concept for curation, content angles, actual product selections and timeline of deliverables.	
	3. Identify and curate Philippine food and/or home and lifestyle products to be featured inside the “Philippine Export Promotion Package”, subject to approval of CITEM Management.	
	4. Shoulder all cost of sourcing labels, information materials and packaging/containers for the “Philippine Export Promotion Package”. This also includes the handling, the printing and attachment of write-up/content in the “Philippine Export Promotion Package”, if any.	
	5. Coordinate with the Consolidator who will source the products and deliver the packaging and the information materials that may be included in the box according to agreed schedule with CITEM Management;	
	6. Turn over boxes, printed narrative, list of selected products, packaging paraphernalia and labels to the Consolidator in an agreed timeline to ensure delivery of the boxes to the Philippine Embassies and Consulates around the world.	
	7. Submit a terminal report once all deliverables have been accomplished.	
RESPONSIBILITIES OF CITEM	1. Identify two (2) project coordinators to assist the Content and Narrative Curator, each from CITEM Operations Group 2 and Communications Management Division (CMD).	
	2. Provide feedback, inputs and direction on the desired outputs after the proposals have been submitted, as well as review and approve the	

	materials produced by the service provider.											
	3. Issue a Certificate of Completion within 10 working days upon approval of the service provider's terminal report for the full payment of the services.											
PAYMENT TERMS	<p>The proposed payment scheme for the campaign will be billed progressively upon completion of the following milestones:</p> <table border="1"> <thead> <tr> <th>Milestones</th> <th>Payment %</th> </tr> </thead> <tbody> <tr> <td>Approval of story concept, curation and timeline of deliverables for "Philippine Export Promotion Package"</td> <td>30%</td> </tr> <tr> <td>Delivery of "Philippine Export Promotion Package" – Boxes, Printed Narrative, Packaging Paraphernalia & Labels, List of Products</td> <td>60%</td> </tr> <tr> <td>Submission of Terminal Report</td> <td>10%</td> </tr> <tr> <td>Total</td> <td>100%</td> </tr> </tbody> </table>	Milestones	Payment %	Approval of story concept, curation and timeline of deliverables for "Philippine Export Promotion Package"	30%	Delivery of "Philippine Export Promotion Package" – Boxes, Printed Narrative, Packaging Paraphernalia & Labels, List of Products	60%	Submission of Terminal Report	10%	Total	100%	
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Total	100%											
ESTIMATED BUDGET	<p>The above expense shall be charged to CITEM's Budget with a total maximum budget allotment of THREE MILLION FIVE HUNDRED THOUSAND PESOS (PHP3,500,000.00)</p> <p>Inclusive of all applicable taxes.</p>											
OTHER TERMS AND CONDITIONS	<p>The agency estimated Approved Budget of Contract (ABC) for the project is THREE MILLION FIVE HUNDRED THOUSAND PESOS (PHP3,500,000.00) inclusive of all applicable taxes, commissions, bank charges and other fees as may be incurred in the process.</p> <p>All material/s produced by the winning bidder should be original and aligned to DFA- OUIER's mandate. All original materials, content, and illustrations (raw and edited) conceptualized and produced by the Content and Narrative Curator shall be owned by DFA-OUIER, with full and exclusive rights, relative to the future use thereof both in the Philippines and internationally.</p> <p>All content produced during the period of engagement shall be amenable to edits at no cost to CITEM for a maximum of three (3) revisions for each deliverable. Segments of the Content and Narrative Curator's proposal not implemented for whatever reason shall also be revised or modified by the winning agency and at no cost on the part of CITEM and for the purpose of modifying said segment/s for future implementation. The winning Content and Narrative Curator shall be subject to the assessment by CITEM according to the effectiveness of delivery of any part or phase of the campaign. CITEM reserves the right to terminate the services of the winning Content and Narrative Curator should any part of the deliverables be deemed unsatisfactory.</p>											
RESPONSIBILITIES OF CONTENT AND NARRATIVE CURATOR	Designate a team of project coordinators to ensure the timely delivery of outputs and coordination with CITEM, through the Communication Management Division (CMD) and Operations Group 2 – Overseas Trade Fairs Division.											
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	Coordinate with the Consolidator who will source the products and deliver the packaging and the information materials that may be included in the box according to agreed schedule with CITEM Management;	
	Turn over boxes, printed narrative, list of selected products, packaging paraphernalia and labels to the Consolidator in an agreed timeline to ensure delivery of the boxes to the Philippine Embassies and Consulates around the world.	
	Submit a terminal report once all deliverables have been accomplished.	
	Designate a team of project coordinators to ensure the timely delivery of outputs and coordination with CITEM, through the Communication Management Division (CMD) and Operations Group 2 – Overseas Trade Fairs Division.	

I hereby certify that the statement of compliance to the foregoing Technical Specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall result to automatic disqualification of our bid.

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

QUALIFICATIONS AND TECHNICAL EVALUATION

To fully satisfy and so as not to compromise the quality of the requirements, a qualitative evaluation is necessary in the selection process.

A Technical Working Group will be assigned to evaluate the interested bidders using the following criteria:

Qualifications (90 passing score)	Documentary Requirements	Points
Content and Narrative Development* 8 or more sample works – 30+ points 4-7 sample works – 20+ points 1-3 sample works – 10+ points 0 sample works – 0 points *Sample writeups in magazines, brochure, newspaper or any publication.	Company Profile and Content Portfolio	30
Proof of Giftset/ Package Curation (to include profile of recipients) 3 sample packages +30 points 2 sample packages - +20 points 1 sample package + 10 points 0 sample package – 0 points		30
Technical proposal Narrative / Design of Box / List of Products / Packaging Paraphernalia / Actual Mock-Up of Box with Products and Printed Materials and Packaging		40
Total		100

The bidder should have the passing score of 90 points to proceed with Financial Bid. The contract shall be awarded to the lowest calculated and responsive bidder.

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);
or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

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

II. FINANCIAL COMPONENT ENVELOPE

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

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

- (o) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
 (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

