

PHILIPPINE BIDDING DOCUMENTS

EARLY PROCUREMENT ACTIVITY (EPA) FOR THE HIRING OF OFFICIAL EXHIBITION SIGNAGE / GRAPHICS CONTRACTOR FOR IFEX PHILIPPINES 2025

Government of the Republic of the Philippines

**Sixth Edition
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Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part\ by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “name of the Procuring Entity” and “address for bid submission,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

Table of Contents

GLOSSARY OF ACRONYMS, TERMS, AND ABBREVIATIONS	3
SECTION I. INVITATION TO BID	5
SECTION II. INSTRUCTIONS TO BIDDERS	7
1. SCOPE OF BID	7
2. FUNDING INFORMATION	7
3. BIDDING REQUIREMENTS	7
4. CORRUPT, FRAUDULENT, COLLUSIVE, AND COERCIVE PRACTICES	7
5. ELIGIBLE BIDDERS	7
6. ORIGIN OF GOODS	7
7. SUBCONTRACTS.....	8
8. PRE-BID CONFERENCE.....	8
9. CLARIFICATION AND AMENDMENT OF BIDDING DOCUMENTS.....	8
10. DOCUMENTS COMPRISING THE BID: ELIGIBILITY AND TECHNICAL COMPONENTS	8
11. DOCUMENTS COMPRISING THE BID: FINANCIAL COMPONENT	8
12. BID PRICES	8
13. BID AND PAYMENT CURRENCIES	9
14. BID SECURITY.....	9
15. SEALING AND MARKING OF BIDS.....	9
16. DEADLINE FOR SUBMISSION OF BIDS	9
17. OPENING AND PRELIMINARY EXAMINATION OF BIDS.....	9
18. DOMESTIC PREFERENCE	10
19. DETAILED EVALUATION AND COMPARISON OF BIDS	10
20. POST-QUALIFICATION	10
21. SIGNING OF THE CONTRACT	10
SECTION III. BID DATA SHEET	11
SECTION IV. GENERAL CONDITIONS OF CONTRACT	18
1. SCOPE OF CONTRACT.....	18
2. ADVANCE PAYMENT AND TERMS OF PAYMENT	18
3. PERFORMANCE SECURITY	18
4. INSPECTION AND TESTS.....	18
5. WARRANTY	18
6. LIABILITY OF THE SUPPLIER	18
SECTION V. SPECIAL CONDITIONS OF CONTRACT	19
SECTION VI. SCHEDULE OF REQUIREMENTS	21
SECTION VII. TECHNICAL SPECIFICATIONS	22
SECTION VIII. QUALITATIVE EVALUATION.....	24

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

INVITATION TO BID FOR THE EARLY PROCUREMENT ACTIVITY (EPA) FOR THE HIRING OF OFFICIAL EXHIBITION SIGNAGE / GRAPHICS CONTRACTOR FOR IFEX PHILIPPINES 2025

1. The *Center for International Trade Expositions and Missions*, through the *IFEX 2025 Budget* intends to apply the sum of **One Million Five Hundred Thousand Pesos (PhP1,500,000.00)** being the ABC to payments under the contract for **Early Procurement Activity (EPA) for the Hiring of Official Exhibition Signage / Graphics Contractor for IFEX Philippines 2025**.

Bids received in excess of the ABC shall be automatically rejected at bid opening. The award of the contract is subject to the effectivity of the General Appropriations Act (GAA) for FY 2025.

The Center for International Trade Expositions and Missions is conducting this procurement through the Early Procurement Activity (EPA) for FY 2025 to ensure the timely delivery of goods, implementation of infrastructure projects and rendition of consultancy services, consistent with the GPPB Resolution No. 14-2019 dated July 17, 2019. EPA shall refer to the conduct of procurement activities, from posting of the procurement opportunity, if required, until recommendation of the Bids and Awards Committee (BAC) to the HoPE as to the award of the contract for goods to be delivered, infrastructure projects to be implemented and consulting services to be rendered in the following fiscal year (i.e. FY 2024), pending approval of their respective funding sources.

The bidders, therefore, are herewith informed of the following:

- a. Interested bidders are invited/requested to submit their bid proposals based on indicative budget (i.e. subject to final approval) through this invitation to Bid, together with the bidding documents;
 - b. The Center for International Trade Expositions and Missions will evaluate the bid proposal and determine the winning bidder. The financial bid proposal of the winning bidder will be the contract price/amount which is considered fixed price. However, the Notice of Award (NOA) will only be issued upon the approval of the budget.
 - c. Would there be a delay in the award as affected by the possible delay in the budget approval, the bid validity as specified in the bidding documents (which is a maximum of 120 calendar days), the winning bidder may be requested to extend the bid validity, the bid submitted by said bidder will be rejected.
2. The *Center for International Trade Expositions and Missions* now invites bids for the **Early Procurement Activity (EPA) for the Hiring of Official Exhibition Signage / Graphics Contractor for IFEX Philippines 2025**. Delivery of the Goods is required by **May 22-24, 2025**. Bidders should have completed, within **5 years** of 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 *Center for International Trade Expositions and Missions* and inspect the Bidding Documents at the address given below during *Mondays to Fridays, 8:00AM - 5:00PM*.

5. A complete set of Bidding Documents may be acquired by interested Bidders on **11 December 2024** 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 **Two Thousand Pesos (Php2,000.00)**. 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:*
 - Bank : Landbank of the Philippines
 - Account Name : CITEM
 - Account Number : 1772 1038 63
 - Bank Address : LBP Century Park (Harrison Plaza) Branch
 - Swift Code : TLBPPHMM
6. The **Center for International Trade Expositions and Mission (CITEM)** will hold a Pre-Bid Conference on **19 December 2024, 2:00PM via Zoom** which shall be open to prospective bidders. Please set your Zoom name into this format: Name Surname_Company Name. Below is the access the conference:
 - 🔗 <https://zoom.us/j/8549547139>
 - 🆔 854 954 7139
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **02 January 2025, 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 **02 January 2025, 2:00PM via Zoom**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. Please set your Zoom name into this format: Name Surname_Company Name. Below is the access the conference:
 - 🔗 <https://zoom.us/j/8549547139>
 - 🆔 854 954 7139
10. Bidders may access the prescribed forms and sample formats in this link: <https://tinyurl.com/3b5fase6>
11. The **Center for International Trade Expositions and Mission (CITEM)** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

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

13. You may visit the following websites:

For downloading of Bidding Documents: <https://www.citem.gov.ph/procurement/opportunities/last-updated>

11 December 2024



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 **Early Procurement Activity (EPA) for the Hiring of Official Exhibition Signage / Graphics Contractor for IFEX Philippines 2025**, with identification number **CITEM-2025-0005-EPA**.

The Procurement Project (referred to herein as "Project") is composed of *Official Booth and Venue Enhancement Contractor*, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for 2025 in the amount of **ONE MILLION FIVE HUNDRED THOUSAND PESOS (PhP1,500,000.00)**.

2.2. The source of funding is GOCC, 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 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 Zoom or Microsoft Teams 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 **5 years** prior to the deadline for the submission and receipt of bids.

10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.

11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

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

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

17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring 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 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> <ol style="list-style-type: none"> a. Early Procurement Activity (EPA) for the Hiring of Official Exhibition Signage / Graphics Contractor for IFEX Philippines 2025 Printing, Delivery, and Installation, Dismantling and 2 Way Hauling of Signages b. Completed within 5 years prior to the deadline for the submission and receipt of bids.
7.1	<i>Subcontracting is not allowed</i>
10	<p>Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid shall contain the following:</p> <ol style="list-style-type: none"> i. Name of the completed contract with contract date, period and amount, which should correspond to the required percentage of the ABC to be bid. The value is adjusted to the current prices using the Philippine Statistics Authority consumer price indices, when necessary; ii. The relevant period or delivery date when the said SLCC was completed; iii. End user's acceptance or official receipt(s) or sales invoice issued for the contract, and iv. Definition or description of the similar project or major categories of work. <p>Statement of the Bidder of all its ongoing government and private contracts, including contracts awarded but not yet started shall contain the following:</p> <ol style="list-style-type: none"> i. Names of outstanding contracts with other contracting party, i.e., Procuring Entity or private company allowed by the rules, contract date, period and amount or value; and ii. Kinds of Goods and dates of delivery
12	<p>The price of the Goods shall be quoted DDP of the venue of the event or the applicable International Commercial Terms (INCOTERMS) for this Project.</p> <p>Possibility of on-site orders of items or services. Bidders are required to attach its "Price list" of items and services and must reflect the cost on a square meter / linear meter basis (as noted on each item).</p> <ol style="list-style-type: none"> I. TARPAULIN (Printing and Material Cost – Delivery Only) <u>*Price is on a per square meter basis</u> <ol style="list-style-type: none"> A. Tarpaulin with Print (Indoor) B. Tarpaulin with Print (Outdoor) C. Tarpaulin without Print (Indoor) D. Tarpaulin without Print (Outdoor) II. TARPAULIN (Printing, Delivery, Installation, Dismantling and 2 Way Hauling) <u>*Price is on a per square meter basis</u> <ol style="list-style-type: none"> A. Tarpaulin with Print (Indoor) B. Tarpaulin with Print (Outdoor) C. Tarpaulin without Print (Indoor) D. Tarpaulin without Print (Outdoor) III. TARPAULIN WITH FRONT FRAME (Printing, Delivery, Installation, Dismantling and 2 Way Hauling) <u>*Price is on a per square meter basis</u> <ol style="list-style-type: none"> A. Tarpaulin with Print (Indoor) B. Tarpaulin with Print (Outdoor) C. Tarpaulin without Print (Indoor) D. Tarpaulin without Print (Outdoor)

IV. PERFORATED TARPAULIN (Printing and Material Cost – Delivery Only)

***Price is on a per square meter basis**

- A. Perforated Tarpaulin with Print (Indoor)
- B. Perforated Tarpaulin with Print (Outdoor)
- C. Perforated Tarpaulin without Print (Indoor)
- D. Perforated Tarpaulin without Print (Outdoor)

V. PERFORATED TARPAULIN (Printing, Delivery, Installation, Dismantling and 2 Way Hauling)

***Price is on a per square meter basis**

- A. Perforated Tarpaulin with Print (Indoor)
- B. Perforated Tarpaulin with Print (Outdoor)
- C. Perforated Tarpaulin without Print (Indoor)
- D. Perforated Tarpaulin without Print (Outdoor)

VI. PERFORATED TARPAULIN WITH FRONT FRAME (Printing, Delivery, Installation, Dismantling and 2 Way Hauling)

***Price is on a per square meter basis**

- A. Perforated Tarpaulin with Print (Indoor)
- B. Perforated Tarpaulin with Print (Outdoor)
- C. Perforated Tarpaulin without Print (Indoor)
- D. Perforated Tarpaulin without Print (Outdoor)

VII. CANVASS (Printing and Material Cost – Delivery Only)

***Price is on a per square meter basis**

- A. Canvass (Indoor)
- B. Canvass (Outdoor)

VIII. CANVASS (Printing, Delivery, Installation, Dismantling and 2 Way Hauling)

***Price is on a per square meter basis**

- A. Canvass (Indoor)
- B. Canvass (Outdoor)

IX. CANVASS WITH FRONT FRAME (Printing, Delivery, Installation, Dismantling and 2 Way Hauling)

***Price is on a per square meter basis**

- A. Canvass (Indoor)
- B. Canvass Outdoor)

X. MAGNETIC STICKER (Printing and Material Cost – Delivery Only)

***Price is on a per square meter basis**

- A. Magnetic Sticker (Indoor)
- B. Magnetic Sticker Outdoor)

XI. MAGNETIC STICKER (Printing, Delivery, Installation, Dismantling and 2 Way Hauling)

***Price is on a per square meter basis**

- A. Magnetic Sticker Indoor)
- B. Magnetic Sticker (Outdoor)

XII. MAGNETIC STICKER WITH FRONT FRAME (Printing, Delivery,

Installation, Dismantling and 2 Way Hauling)

***Price is on a per square meter basis**

- A. Magnetic Sticker (Indoor)
- B. Magnetic Sticker Outdoor)

XIII. TARPAULIN WITH STIFFENER TOP & BOTTOM (Printing and Material Cost – Delivery Only)

***Price is on a per square meter basis**

- A. Tarpaulin with 1" x 1" KILN Dried Wood Stiffener (Indoor)
- B. Tarpaulin with 1" x 1" KILN Dried Wood Stiffener (Outdoor)
- C. Tarpaulin with 2" x 2" KILN Dried Wood Stiffener (Indoor)
- D. Tarpaulin with 2" x 2" KILN Dried Wood Stiffener (Outdoor)
- E. Tarpaulin with 1" x 1" Square Hollow Tubular Metal Stiffener (Indoor)
- F. Tarpaulin with 1" x 1" Square Hollow Tubular Metal Stiffener (Outdoor)
- G. Tarpaulin with 2" x 2" Square Hollow Tubular Metal Stiffener (Indoor)
- H. Tarpaulin with 2" x 2" Square Hollow Tubular Metal Stiffener (Outdoor)

XIV. TARPAULIN WITH STIFFENER TOP & BOTTOM (Printing, Delivery, Installation, Dismantling and 2 Way Hauling)

***Price is on a per square meter basis**

- A. Tarpaulin with 1" x 1" KILN Dried Wood Stiffener (Indoor)
- B. Tarpaulin with 1" x 1" KILN Dried Wood Stiffener (Outdoor)
- C. Tarpaulin with 2" x 2" KILN Dried Wood Stiffener (Indoor)
- D. Tarpaulin with 2" x 2" KILN Dried Wood Stiffener (Outdoor)
- E. Tarpaulin with 1" x 1" Square Hollow Tubular Metal Stiffener (Indoor)
- F. Tarpaulin with 1" x 1" Square Hollow Tubular Metal Stiffener (Outdoor)
- G. Tarpaulin with 2" x 2" Square Hollow Tubular Metal Stiffener (Indoor)
- H. Tarpaulin with 2" x 2" Square Hollow Tubular Metal Stiffener (Outdoor)

XV. PERFORATED TARPAULIN WITH STIFFENER TOP & BOTTOM (Printing and Material Cost – Delivery Only)

***Price is on a per square meter basis**

- A. Perforated Tarpaulin with 1" x 1" KILN Dried Wood Stiffener (Indoor)
- B. Perforated Tarpaulin with 1" x 1" KILN Dried Wood Stiffener (Outdoor)
- C. Perforated Tarpaulin with 2" x 2" KILN Dried Wood Stiffener (Indoor)
- D. Perforated Tarpaulin with 2" x 2" KILN Dried Wood Stiffener (Outdoor)
- E. Perforated Tarpaulin with 1" x 1" Square Hollow Tubular Metal Stiffener (Indoor)
- F. Perforated Tarpaulin with 1" x 1" Square Hollow Tubular Metal Stiffener (Outdoor)
- G. Perforated Tarpaulin with 2" x 2" Square Hollow Tubular Metal Stiffener (Indoor)
- H. Perforated Tarpaulin with 2" x 2" Square Hollow Tubular Metal Stiffener (Outdoor)

XVI. PERFORATED TARPAULIN WITH STIFFENER TOP & BOTTOM (Printing, Delivery, Installation, Dismantling and 2 Way Hauling)

***Price is on a per square meter basis**

- A. Perforated Tarpaulin with 1" x 1" KILN Dried Wood Stiffener (Indoor)
- B. Perforated Tarpaulin with 1" x 1" KILN Dried Wood Stiffener (Outdoor)
- C. Perforated Tarpaulin with 2" x 2" KILN Dried Wood Stiffener (Indoor)
- D. Perforated Tarpaulin with 2" x 2" KILN Dried Wood Stiffener (Outdoor)
- E. Perforated Tarpaulin with 1" x 1" Square Hollow Tubular Metal Stiffener (Indoor)
- F. Perforated Tarpaulin with 1" x 1" Square Hollow Tubular Metal Stiffener (Outdoor)
- G. Perforated Tarpaulin with 2" x 2" Square Hollow Tubular Metal Stiffener

	<p>(Indoor)</p> <p>H. Perforated Tarpaulin with 2" x 2" Square Hollow Tubular Metal Stiffener (Outdoor)</p> <p>XVII. PULL-UP BANNER WITH SYSTEM (Printing, Delivery, Installation, Dismantling and 2 Way Hauling) <u>*Price is on a per square meter basis</u></p> <p>A. Pull-Up Banner with Print (Indoor) B. Pull-Up Banner with Print (Outdoor) C. Pull-Up Banner without Print (Indoor) D. Pull-Up Banner without Print (Outdoor)</p> <p>XVIII. PRINTABLE STICKER (Printing and Material Cost – Delivery Only) <u>*Price is on a per square meter basis</u></p> <p>A. Printable Sticker (Indoor) B. Printable Sticker (Outdoor) C. Printable Matte Sticker (Indoor) D. Printable Matte Sticker (Outdoor) E. Printable Glossy Sticker (Indoor) F. Printable Glossy Sticker (Outdoor) G. Printable Clear Sticker (Indoor) H. Printable Clear Sticker (Outdoor)</p> <p>XIX. PRINTABLE STICKER (Printing, Delivery, Installation, Dismantling and 2 Way Hauling) <u>*Price is on a per square meter basis</u></p> <p>A. Printable Sticker (Indoor) B. Printable Sticker (Outdoor) C. Printable Matte Sticker (Indoor) D. Printable Matte Sticker (Outdoor) E. Printable Glossy Sticker (Indoor) F. Printable Glossy Sticker (Outdoor) G. Printable Clear Sticker (Indoor) H. Printable Clear Sticker (Outdoor)</p> <p>XX. PRINTABLE STICKER ON 3MM SINTRA BOARD (Printing and Material Cost – Delivery Only) <u>*Price is on a per square meter basis</u></p> <p>A. Printable Sticker on 3mm Sintra Board (Indoor) B. Printable Sticker on 3mm Sintra Board (Outdoor) C. Printable Matte Sticker on 3mm Sintra Board (Indoor) D. Printable Matte Sticker on 3mm Sintra Board (Outdoor) E. Printable Glossy Sticker on 3mm Sintra Board (Indoor) F. Printable Glossy Sticker on 3mm Sintra Board (Outdoor)</p> <p>XXI. PRINTABLE STICKER ON 3MM SINTRA BOARD (Printing, Delivery, Installation, Dismantling and 2 Way Hauling) <u>*Price is on a per square meter basis</u></p> <p>A. Printable Sticker on 3mm Sintra Board (Indoor) B. Printable Sticker on 3mm Sintra Board (Outdoor) C. Printable Matte Sticker on 3mm Sintra Board (Indoor) D. Printable Matte Sticker on 3mm Sintra Board (Outdoor) E. Printable Glossy Sticker on 3mm Sintra Board (Indoor) F. Printable Glossy Sticker on 3mm Sintra Board (Outdoor)</p> <p>XXII. PRINTABLE STICKER ON 3MM SINTRA BOARD WITH FRONT FRAME (Printing, Delivery, Installation, Dismantling and 2 Way Hauling)</p>
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***Price is on a per square meter basis**

- A. Printable Sticker on 3mm Sintra Board (Indoor)
- B. Printable Sticker on 3mm Sintra Board (Outdoor)
- C. Printable Matte Sticker on 3mm Sintra Board (Indoor)
- D. Printable Matte Sticker on 3mm Sintra Board (Outdoor)
- E. Printable Glossy Sticker on 3mm Sintra Board (Outdoor)
- F. Printable Glossy Sticker on 3mm Sintra Board (Outdoor)

XXIII. PERFORATED GLASS STICKER (Printing and Material Cost – Delivery Only)

***Price is on a per square meter basis**

- A. Perforated Glass Sticker (Indoor)
- B. Perforated Glass Sticker (Outdoor)

XXIV. PERFORATED GLASS STICKER (Printing, Delivery, Installation, Dismantling and 2 Way Hauling)

***Price is on a per square meter basis**

- A. Perforated Glass Sticker (Indoor)
- B. Perforated Glass Sticker (Outdoor)

XXV. ADDITIONAL STIFFENER

***Price is on a per linear meter basis**

- A. 1" PVC Pipe
- B. 1" Hollow BI Pipe #20
- C. 1" x 1" Square Hollow Tubular Metal
- D. 2" x 2" Square Hollow Tubular Metal
- E. ½" Solid Round Bar
- F. 1" x 1" Aluminum
- G. 1" DIA. Chrome Pipe
- H. 1" x 1" KILN Dried Wood
- I. 1" x 2" KILN Dried Wood
- J. 2" x 2" KILN Dried Wood

XXVI. FULL FRAMING STRUCTURE WITH PAINT (Including fastening accessories)

***Price is on a per linear meter basis**

- A. 1" x 2" Lumber
- B. 2" x 2" Lumber
- C. 1" x 1" Square Hollow Tubular Metal
- D. 2" x 2" Square Hollow Tubular Metal
- E. 1" x 1" Angle Bar

XXVII. FULL FRAMING STRUCTURE WITHOUT PAINT (Including fastening accessories)

***Price is on a per linear meter basis**

- A. 1" x 2" Lumber
- B. 2" x 2" Lumber
- C. 1" x 1" Square Hollow Tubular Metal
- D. 2" x 2" Square Hollow Tubular Metal
- E. 1" x 1" Angle Bar

XXVIII. INSTALLATION/DISMANTLING/AND 2 WAY HAULING OF EXISTING CITEM SIGNAGES

***Price is on a per square meter basis**

- A. Aisle Signage (1 Lot)
- B. Indoor Signage

- C. Outdoor Signage (1-5 sqm)
- D. Outdoor Signage (6-10 sqm)
- E. Outdoor Signage (10 sqm and above)

XXIX. VINYL STICKER CUT-OUT WITH TRANSFER TAPE (Printing and Material Cost – Delivery Only)

***Price is on a per square meter basis**

XXX. VINYL STICKER CUT-OUT WITH TRANSFER TAPE (Printing, Delivery, Installation, Dismantling and 2 Way Hauling)

***Price is on a per square meter basis**

XXXI. VINYL STICKER CUT-OUT MOUNTED ON CUT-OUT MATERIAL (Printing and Material Cost – Delivery Only)

***Price is on a per square meter basis**

- A. Vinyl Sticker Cut-Out mounted on Cut-Out 3mm Acrylic
- B. Vinyl Sticker Cut-Out mounted on Cut-Out 6mm Acrylic
- C. Vinyl Sticker Cut-Out mounted on Cut-Out ½” Plywood
- D. Vinyl Sticker Cut-Out mounted on Cut-Out ¾” Plywood
- E. Vinyl Sticker Cut-Out mounted on Cut-Out 3mm Sintra Board
- F. Vinyl Sticker Cut-Out mounted on Cut-Out 6mm Sintra Board
- G. Vinyl Sticker Cut-Out mounted on Cut-Out 12mm Sintra Board

XXXII. VINYL STICKER CUT-OUT MOUNTED ON CUT-OUT MATERIAL (Printing, Delivery, Installation, Dismantling and 2 Way Hauling)

***Price is on a per square meter basis**

- A. Vinyl Sticker Cut-Out mounted on Cut-Out 3mm Acrylic
- B. Vinyl Sticker Cut-Out mounted on Cut-Out 6mm Acrylic
- C. Vinyl Sticker Cut-Out mounted on Cut-Out ½” Plywood
- D. Vinyl Sticker Cut-Out mounted on Cut-Out ¾” Plywood
- E. Vinyl Sticker Cut-Out mounted on Cut-Out 3mm Sintra Board
- F. Vinyl Sticker Cut-Out mounted on Cut-Out 6mm Sintra Board
- G. Vinyl Sticker Cut-Out mounted on Cut-Out 12mm Sintra Board

XXXIII. VINYL STICKER (Printing and Material Cost – Delivery Only)

***Price is on a per square meter basis**

XXXIV. VINYL STICKER (Printing, Delivery, Installation, Dismantling and 2 Way Hauling)

***Price is on a per square meter basis**

XXXV. DIGITAL STICKER CUT-OUT WITH TRANSFER TAPE (Printing and Material Cost – Delivery Only)

***Price is on a per square meter basis**

XXXVI. DIGITAL STICKER CUT-OUT WITH TRANSFER TAPE (Printing, Delivery, Installation, Dismantling and 2 Way Hauling)

***Price is on a per square meter basis**

XXXVII. DIGITAL STICKER CUT-OUT MOUNTED ON CUT-OUT MATERIAL (Printing and Material Cost – Delivery Only)

***Price is on a per square meter basis**

- A. Digital Sticker Cut-Out mounted on Cut-Out 3mm Acrylic
- B. Digital Sticker Cut-Out mounted on Cut-Out 6mm Acrylic
- C. Digital Sticker Cut-Out mounted on Cut-Out ½” Plywood
- D. Digital Sticker Cut-Out mounted on Cut-Out ¾” Plywood
- E. Digital Sticker Cut-Out mounted on Cut-Out 3mm PVC Board
- F. Digital Sticker Cut-Out mounted on Cut-Out 6mm PVC Board
- G. Digital Sticker Cut-Out mounted on Cut-Out 12mm PVC Board
- H. Digital Sticker Cut-Out mounted on Cut-Out 3mm Sintra Board

	<p>XXXVIII. DIGITAL STICKER CUT-OUT MOUNTED ON CUT-OUT MATERIAL (Printing, Delivery, Installation, Dismantling and 2 Way Hauling) <u><i>*Price is on a per square meter basis</i></u></p> <p>A. Digital Sticker Cut-Out mounted on Cut-Out 3mm Acrylic B. Digital Sticker Cut-Out mounted on Cut-Out 6mm Acrylic C. Digital Sticker Cut-Out mounted on Cut-Out ½” Plywood D. Digital Sticker Cut-Out mounted on Cut-Out ¾” Plywood E. Digital Sticker Cut-Out mounted on Cut-Out 3mm PVC Board F. Digital Sticker Cut-Out mounted on Cut-Out 6mm PVC Board G. Digital Sticker Cut-Out mounted on Cut-Out 12mm PVC Board H. Digital Sticker Cut-Out mounted on Cut-Out 3mm Sintra Board</p> <p>XXXIX. BOARD CUT-OUT (Printing and Material Cost – Delivery Only) <u><i>*Price is on a per square meter basis</i></u></p> <p>A. 3mm Sintra Board B. 6mm Sintra Board C. 12mm Sintra Board D. 3mm Acrylic E. 6mm Acrylic F. Acrylic Built Up Letters</p> <p>XL. BOARD CUT-OUT (Printing, Delivery, Installation, Dismantling and 2 Way Hauling) <u><i>*Price is on a per square meter basis</i></u></p> <p>A. 3mm Sintra Board B. 6mm Sintra Board C. 12mm Sintra Board D. 3mm Acrylic E. 6mm Acrylic F. Acrylic Built Up Letters</p> <p>XLI. PRINTING, INSTALLATION, DISMANTLING, 2 WAY HAULING OF BACK-LIT POSTER DURATRANS <u><i>*Price is on a per square meter basis</i></u></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> <p>a. The amount of not less than THIRTY THOUSAND PESOS (Php30,000.00), if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than SEVENTY-FIVE THOUSAND PESOS (Php75,000.00) if bid security is in Surety Bond.</p>
19.3	<i>The project is being bided as a Single Lot.</i>
20.1	<i>No additional requirement.</i>
21.2	<i>No additional requirement.</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 this Contract are delivered to the <i>World Trade Center Metro Manila</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 <i>Norman D. Bagulbagul and Trinette O. Riguerra</i>.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and d. Provision of requirements based on list of amenities and/or menu of services from the contractor as required by CITEM.
	<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>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 total amount to be paid by CITEM shall be based on the following conditions:</p> <p>The final order of GRAPHICS/SIGNAGES to be printed, delivered and installed during ingress, as verified by CITEM's Exhibition Design Division (EDD) and Inspection Team representatives;</p>
4	<p>The inspections and tests that will be conducted are Quantity and Quality Testing.</p>

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

	PROJECT COMPONENTS	SCHEDULE OF TURNOVER TO CITEM
a.	Printing, Delivery, Installation and 2 Way Hauling of Outdoor Signages	Start of ingress until 8:00 am on 1 st day of Ingress / May 19, 2025
b.	Printing, Delivery, Installation and 2 Way Hauling of Indoor Signages	Start of ingress until 8:00 am on 1 st day of Ingress / May 19, 2025
c.	Printing, Delivery, Installation and 2 Way Hauling of Hanging Signages	Start of ingress until 8:00 am on 1 st day of Ingress / May 19, 2025
d.	Maintenance Support During Event	Start of Event Proper May 22, 2025 to May 24, 2025
e.	Egress Proper	07:00pm of May 24, 2025 until 12:00am

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

Name of Company/Bidder
 Date

(Signature Over Printed Name)
Bidder/Authorized Representative

Section VII. Technical Specifications

<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>		
Item	Specification	Statement of Compliance
1. METHOD OF QUOTATION		
1.1	The qualified bidder shall submit their proposal for the Official Exhibition Signage/Graphics Contractor on a per square meter / linear meter basis which should NOT exceed the total amount of Php1,500,000.00 inclusive of all applicable government taxes;	
1.2	That the total quotation of the bidder shall not exceed the approved budget.	
2. CONDITIONS FOR PAYMENT		
	The total amount to be paid by CITEM shall be based on the following conditions:	
2.1	The final order of GRAPHICS/SIGNAGES to be printed, delivered and installed during ingress, as verified by CITEM's Exhibition Design Division (EDD) and Inspection Team representatives;	
2.2	Printing, Delivery, Installation, Dismantling and 2 Way Hauling of Signage/Graphics Requirements shall be paid based on the actual orders verified by the Exhibition Design Division (EDD) and Inspection Team representatives;	
3. PENALTY		
3.1	In case of breach or failure to comply with the timeline stated in the Project Turnover Schedule a deduction shall be imposed equivalent to one percent (1%) of the total contract price for every hour of delay .	
3.2	Likewise, in case of poor or substandard quality of work and deviation from specifications, a deduction shall be imposed equivalent to 10% of the amount of the event component.	
3.3	Once the cumulative amount of liquidated damages reaches 10% of the amount of the contract, the procuring entity shall rescind the contract without prejudice to other course of action and remedies open to it.	
4.1 SCOPE OF WORK		
The Official Exhibition Signage/Graphics Contractor shall have full responsibility to undertake the following:		
4.1.1	The Contractor shall take charge of the production and handling, as well as the installation and dismantling of all signage/graphics requirements of CITEM projects for the specific requirements.	
4.1.2	The Contractor shall coordinate directly with CITEM's Exhibition Design Division (EDD) in confirming all signage/graphics requirements, as well as in seeking approval for samples to be submitted.	
4.1.3	The Contractor shall provide labor and materials including scaffolding for the installation, dismantling and 2-way hauling of all signage/graphic requirements of CITEM including but not limited to materials such as frames, poles, and other fixtures whenever applicable.	
4.1.4	The Contractor shall deploy a minimum of 15 technically competent workers during ingress and egress periods, which should be knowledgeable of all services offered by the contractor and should be able to adequately answer all questions raised by CITEM personnel in relation to their deliverables signage/graphic requirements.	

4.1.5	The Contractor shall undertake to do simultaneous installations related to item No. 4.1.4. The supervisors will be responsible for on-site supervision to effect liaison with CITEM and its designated representative/s.	
4.1.6	The Contractor shall undertake to perform the work wholly by itself without assigning or sub-contracting any part of it to a third party.	
4.1.7	The Contractor shall provide maintenance service or after-sales service as a guarantee of good work for the whole duration of the Project, and shall assign personnel who shall be on call whenever their services will be required.	
4.1.8	The Contractor shall be liable for damages of any parts of the facility or the exhibition venue caused by faulty installation. It shall perform its obligation under this agreement in accordance with best accepted professional standards. It shall exercise responsible skill, care and diligence in the discharge of the duties agreed to be performed.	
4.1.9	The Contractor must dismantle the items/structure and haul the same to CITEM-designated warehouse/s with care to avoid damages. Damages incurred or caused by the Contractor shall be repaired/replaced at the Contractor's expense.	
4.1.10	In the event that the Contractor cannot supply the request, CITEM reserves the right to source said request from other suppliers/printers provided such supplier/printers had undergone through the procurement process.	
4.1.11	The Contractor must coordinate directly with the personnel in-charge for the use of the equipment and facilities of the exhibition venue.	
4.1.12	CITEM shall provide the design and specifications for all items. Contractor shall, if required, provide sample print/s and shall seek approval of the same prior to actual printing.	
4.2 OTHER PERTINENT CONDITIONS		
4.2.1	The performance of the winning bidder shall be subject to review and evaluation. If it receives a rating below satisfactory, based on CITEM-EDD and Project Secretariat ratings, or is deemed unfit or incapable of handling the project, CITEM may either opt to undertake the project on its own or conduct another bidding. CITEM's decision on the performance of the winning contractor shall be considered final and binding.	
4.2.2	In case CITEM terminates the contract of the Official Contractor based on unsatisfactory performance, the said Contractor may be banned from participating in any CITEM's projects for the succeeding year/s, the actual length of it will be based on CITEM's specified timeframe.	
4.2.3	The winning contractor may request cancellation of the contract in case of force majeure such as natural calamities and other circumstances like bankruptcy, which may prevent it from performing the services contracted for. However, CITEM reserves the right to assess and evaluate the validity of reason for the termination of the contract.	
4.2.4	There shall be no employer-employee relationship between CITEM and the Contractor, Contractor's personnel and Supervisors.	
4.3.5	All payments due to the Contractor shall be subject to deduction of the withholding tax and, if applicable, the Value-Added Tax (VAT).	

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

Section VIII. Qualitative Evaluation

Criteria for Award: Lowest Calculated and Responsive Bidder
Mode of Procurement: Public Bidding

Passing Rate: 80%

CRITERIA	VALUE POINT
<p>1. Company Profile and Experience The company should be in the exhibition signage printing industry whose primary business is printing services/signage printing contractor. Length of relevant experience:</p> <ul style="list-style-type: none"> • 10 years and above (25 points) • 6-9 years (15 points) • 1-5 years and below (5 points) <p>Document Required: Certificate of Registration or any government issued document</p>	25
<p>2. Exhibition Signage Printing Contractor The company must have experienced being an exhibition signage contractor for exhibition events with a total of 8,000 sqm space or more for the past 5 years.</p> <ul style="list-style-type: none"> • 5-8 Exhibition Events as an appointed exhibition signage contractor (25 points) • 3-4 Exhibition Events as an appointed exhibition signage contractor (15 points) • 1-2 Exhibition Events as an appointed exhibition signage contractor (5 points) <p>Document Required: Sample works/portfolio with attached photos</p>	25
<p>3. Experience in locally held international trade shows The company must have completed locally held international trade shows with quality and good standing within the past 5 years.</p> <ul style="list-style-type: none"> • 4-5 locally held international trade shows or more (50 points) • 1-3 locally held international trade shows (25 points) <p>Document Required: Certificate of completion / job order or any official document to show proof of engagement</p>	50
TOTAL	100

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**
- (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 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

- (k) 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

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

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

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

