



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**SUPPLEMENTAL/BID BULLETIN (SBB) NO. 1**

This SBB No. 1 dated November 12, 2024, for **Project ID No. DBM-2024-86, “Events Management Team for the 2025 Philippine Open Government Partnership (PH-OGP) Asia and Pacific Regional Meeting,”** is issued pursuant to Section 22.5 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of the Bidding Documents.

PARTICULARS		AMENDMENTS/CLARIFICATIONS	
<b>Section III. Bid Data Sheet</b>		<b>Section III. Bid Data Sheet (REVISED)</b>	
<b>ITB Clause</b>		<b>ITB Clause</b>	
5.3	<p>For this purpose, contracts similar to the Project shall:</p> <p>a. refer to the management of live events for an international organization, such as the World Bank, Asian Development Bank, and International Monetary Fund, with at least six hundred (600) delegates, and provided similar services in event coordination, organization, and execution and/or proof that the company must have solely managed a live event of a plenary session with at least three hundred (300) attendees, without the involvement of sub-agencies or external events team, that may have included any of the following elements: minimum of three (3) simultaneous breakout sessions, and/or live performances by talents (singers or dancers), and/or production of audio visual presentations (AVPs), and/or production of print items such as tarpaulins, and/or production of event collaterals such as tumblers, lanyards, and bags; and if the management of</p>	5.3	<p>For this purpose, contracts similar to the Project shall:</p> <p>a. refer to the management of live events for an international organization, such as the World Bank, Asian Development Bank, and International Monetary Fund, with at least six hundred (600) delegates, and provided similar services in event coordination, organization, and execution and/or proof that the company must have solely managed a live event of a plenary session with at least three hundred (300) attendees, without the involvement of sub-agencies or external events team, that may have included any of the following elements: minimum of three (3) simultaneous breakout sessions, and/or live performances by talents (singers or dancers), and/or production of audio visual presentations (AVPs), and/or production of print items such as tarpaulins, and/or production of event collaterals such as tumblers, lanyards, and bags; and if the <del>management of</del></p>

<p>live events for an international organization, such as the World Bank, Asian Development Bank, and International Monetary Fund, with at least six hundred (600) delegates, and provided similar services in event coordination, organization, and execution and/or proof that the company must have solely managed a live event of a plenary session with at least three hundred (300) attendees, without the involvement of sub-agencies or external events team, that may have included any of the following elements: minimum of three (3) simultaneous breakout sessions, and/or live performances by talents (singers or dancers), and/or production of AVPs, and/or production of print items such as tarpaulins, and/or production of event collaterals such as tumblers, lanyards, and bags form part of a bigger contract, only the cost component of the management of live events for an international organization, such as the World Bank, Asian Development Bank, and International Monetary Fund, with at least six hundred (600) delegates, and provided similar services in event coordination, organization, and execution and/or proof that the company must have solely managed a live event of a plenary session with at least three hundred (300) attendees, without the involvement of sub-agencies or external events team, that may have included any of the following elements: minimum of three (3) simultaneous breakout sessions, and/or live performances by talents (singers or dancers), and/or production of AVPs, and/or production of print items such as tarpaulins, and/or production of event collaterals such as tumblers, lanyards, and bags shall be considered for purposes of comparing the value</p>	<p><del>live events for an international organization, such as the World Bank, Asian Development Bank, and International Monetary Fund, with at least six hundred (600) delegates, and provided similar services in event coordination, organization, and execution and/or proof that the company must have solely managed a live event of a plenary session with at least three hundred (300) attendees, without the involvement of sub-agencies or external events team, that may have included any of the following elements: minimum of three (3) simultaneous breakout sessions, and/or live performances by talents (singers or dancers), and/or production of AVPs, and/or production of print items such as tarpaulins, and/or production of event collaterals such as tumblers, lanyards, and bags</del> <b>REQUIREMENTS MENTIONED</b> form part of a bigger contract, only the cost component of the management of live events for an international organization, such as the World Bank, Asian Development Bank, and International Monetary Fund, with at least six hundred (600) delegates, and provided similar services in event coordination, organization, and execution and/or proof that the company must have solely managed a live event of a plenary session with at least three hundred (300) attendees, without the involvement of sub-agencies or external events team, that may have included any of the following elements: minimum of three (3) simultaneous breakout sessions, and/or live performances by talents (singers or dancers), and/or production of AVPs, and/or production of print items such as tarpaulins, and/or production of event collaterals such as tumblers, lanyards, and bags <b>ALL REQUIREMENTS</b></p>
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<p>thereof to at least fifty percent (50%) of the ABC; and</p> <p style="text-align: center;">XXX</p>	<p><b>RELATED TO MANAGEMENT, EXECUTION, AND PRODUCTION OF LIVE EVENTS</b> shall be considered for purposes of comparing the value thereof to at least fifty percent (50%) of the ABC; and</p> <p style="text-align: center;">XXX</p>
<p style="text-align: center;">XXX</p>	<p style="text-align: center;">XXX</p>
<p style="text-align: center;"><b>Section VI. Schedule of Requirements</b></p> <p style="text-align: center;">XXX</p> <p>* The period for the performance of the obligations under the Contract shall not be beyond the validity of the appropriation for the Project.</p>	<p style="text-align: center;"><b>Section VI. Schedule of Requirements (REVISED)</b></p> <p style="text-align: center;">XXX</p> <p>* The period for the performance of the obligations under the Contract shall not be beyond the validity of the appropriation for the Project.  <b>** QUANTITIES STATED ABOVE ARE INDICATIVE ONLY, AND MAY INCREASE OR DECREASE BASED ON ACTUAL REQUIREMENTS DURING CONTRACT IMPLEMENTATION.</b></p> <p style="text-align: center;">XXX</p>
<p style="text-align: center;"><b>Annex "A"</b></p> <p style="text-align: center;"><b>DETAILED TECHNICAL SPECIFICATIONS</b></p> <p style="text-align: center;">XXX</p> <p><b>4.0 SCOPE OF WORK</b></p> <p>4.1 The events organizer is expected to manage all aspects of the event in view of the Department of Budget and Management's (DBM) limited manpower and technical expertise in handling overall event management with a large-scale audience. All recommendations and decisions of the events organizer regarding the event shall be subject to concurrence/approval of DBM, through its duly designated representative, prior to implementation.</p> <p style="text-align: center;">XXX</p>	<p style="text-align: center;"><b>Annex "A"</b></p> <p style="text-align: center;"><b>DETAILED TECHNICAL SPECIFICATIONS (REVISED)</b></p> <p style="text-align: center;">XXX</p> <p><b>4.0 SCOPE OF WORK</b></p> <p>4.1 The events organizer is expected to manage all aspects of the event in view of the Department of Budget and Management's (DBM) limited manpower and technical expertise in handling overall event management with a large-scale audience. All recommendations and decisions of the events organizer regarding the event shall be subject to concurrence/approval of DBM, through its duly designated representative, prior to implementation. <b>DURING CONTRACT IMPLEMENTATION, THE PH-OGP PROJECT MANAGEMENT OFFICE</b></p>

	<p style="text-align: center;"><b>MAY ADJUST THE REQUIRED QUANTITIES AND DIMENTIONS BUT IN ANY CASE WILL NOT EXCEED TOTAL CONTRACT PRICE.</b></p> <p style="text-align: center;">xxx</p>
<p style="text-align: center;"><b>Statement of Single Largest Completed Contract which is Similar in Nature</b></p> <p style="text-align: center;">xxx</p> <p>Instructions:</p> <p style="text-align: center;">xxx</p> <p>b. The similar contract for this Project shall refer to the management of live events for an international organization, such as the World Bank, Asian Development Bank, and International Monetary Fund, with at least six hundred (600) delegates, and provided similar services in event coordination, organization, and execution and/or proof that the company must have solely managed a live event of a plenary session with at least three hundred (300) attendees, without the involvement of sub-agencies or external events team, that may have included any of the following elements: minimum of three (3) simultaneous breakout sessions, and/or live performances by talents (singers or dancers), and/or production of audio visual presentations (AVPs), and/or production of print items such as tarpaulins, and/or production of event collaterals such as tumblers, lanyards, and bags; and if the management of live events for an international organization, such as the World Bank, Asian Development Bank, and International Monetary Fund, with at least six hundred (600) delegates, and provided similar services in event coordination, organization, and execution and/or proof that the company must have solely managed a live event of a plenary session with at least three hundred (300) attendees, without the involvement of sub-agencies or external events team, that may have included any of the following elements: minimum of three (3) simultaneous breakout sessions, and/or live performances by talents</p>	<p style="text-align: center;"><b>Statement of Single Largest Completed Contract which is Similar in Nature</b></p> <p style="text-align: center;">xxx</p> <p>Instructions:</p> <p style="text-align: center;">xxx</p> <p>b. The similar contract for this Project shall refer to the management of live events for an international organization, such as the World Bank, Asian Development Bank, and International Monetary Fund, with at least six hundred (600) delegates, and provided similar services in event coordination, organization, and execution and/or proof that the company must have solely managed a live event of a plenary session with at least three hundred (300) attendees, without the involvement of sub-agencies or external events team, that may have included any of the following elements: minimum of three (3) simultaneous breakout sessions, and/or live performances by talents (singers or dancers), and/or production of audio visual presentations (AVPs), and/or production of print items such as tarpaulins, and/or production of event collaterals such as tumblers, lanyards, and bags; and if the <del>management of live events for an international organization, such as the World Bank, Asian Development Bank, and International Monetary Fund, with at least six hundred (600) delegates, and provided similar services in event coordination, organization, and execution and/or proof that the company must have solely managed a live event of a plenary session with at least three hundred (300) attendees, without the involvement of sub-agencies or external events team, that may have included any of the following elements: minimum of three (3) simultaneous breakout sessions, and/or live performances by talents (singers or dancers), and/or production of AVPs,</del></p>

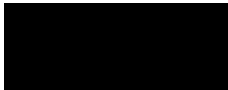
<p>(singers or dancers), and/or production of AVPs, and/or production of print items such as tarpaulins, and/or production of event collaterals such as tumblers, lanyards, and bags form part of a bigger contract, only the cost component of the management of live events for an international organization, such as the World Bank, Asian Development Bank, and International Monetary Fund, with at least six hundred (600) delegates, and provided similar services in event coordination, organization, and execution and/or proof that the company must have solely managed a live event of a plenary session with at least three hundred (300) attendees, without the involvement of sub-agencies or external events team, that may have included any of the following elements: minimum of three (3) simultaneous breakout sessions, and/or live performances by talents (singers or dancers), and/or production of AVPs, and/or production of print items such as tarpaulins, and/or production of event collaterals such as tumblers, lanyards, and bags shall be considered for purposes of comparing the value thereof to at least fifty percent (50%) of the ABC.</p> <p style="text-align: center;">xxx</p>	<p><del>and/or production of print items such as tarpaulins, and/or production of event collaterals such as tumblers, lanyards, and bags</del> <b>REQUIREMENTS MENTIONED</b> form part of a bigger contract, <del>only the cost component of the management of live events for an international organization, such as the World Bank, Asian Development Bank, and International Monetary Fund, with at least six hundred (600) delegates, and provided similar services in event coordination, organization, and execution and/or proof that the company must have solely managed a live event of a plenary session with at least three hundred (300) attendees, without the involvement of sub-agencies or external events team, that may have included any of the following elements: minimum of three (3) simultaneous breakout sessions, and/or live performances by talents (singers or dancers), and/or production of AVPs, and/or production of print items such as tarpaulins, and/or production of event collaterals such as tumblers, lanyards, and bags</del> <b>ALL REQUIREMENTS RELATED TO MANAGEMENT, EXECUTION, AND PRODUCTION OF LIVE EVENTS</b> shall be considered for purposes of comparing the value thereof to at least fifty percent (50%) of the ABC.</p> <p style="text-align: center;">xxx</p>
<p style="text-align: center;"><b>BID FORM</b></p> <p style="text-align: center;">xxx</p> <p>Notes:</p> <p style="text-align: center;">xxx</p> <p><sup>3</sup> The Contingency Fund shall cover the costs of unanticipated changes in requirements limited to increase in the quantity of deliverables listed in this Bidding Documents. This fund shall be utilized only when necessary upon determination by the DBM.</p>	<p style="text-align: center;"><b>BID FORM (REVISED)</b></p> <p style="text-align: center;">xxx</p> <p>Notes:</p> <p style="text-align: center;">xxx</p> <p><sup>3</sup> The Contingency Fund shall cover the costs of unanticipated changes in requirements limited to increase in the quantity of deliverables listed in this Bidding Documents <b>AND UNFORESEEN INCIDENTAL EXPENSES RELATED TO THE MANAGEMENT, EXECUTION, AND/OR PRODUCTION OF THE EVENT.</b> This fund shall be utilized only when necessary upon determination by the DBM.</p>

	<p><sup>4</sup> <b>QUANTITIES STATED ABOVE ARE INDICATIVE ONLY AND MAY INCREASE OR DECREASE BASED ON ACTUAL REQUIREMENTS DURING CONTRACT IMPLEMENTATION BUT IN ANY CASE WILL NOT EXCEED TOTAL CONTRACT PRICE.</b></p> <p style="text-align: center;">xxx</p>
<p style="text-align: right;"><b>Annex A</b></p> <p><b>Price Schedule for Goods Offered from Within the Philippines (REVISED)</b></p> <p style="text-align: center;">xxx</p>	<p style="text-align: right;"><b>Annex A</b></p> <p><b>Price Schedule for Goods Offered from Within the Philippines (REVISED)</b></p> <p style="text-align: center;">xxx</p> <p><b>* QUANTITIES STATED ABOVE ARE INDICATIVE ONLY AND MAY INCREASE OR DECREASE BASED ON ACTUAL REQUIREMENTS DURING CONTRACT IMPLEMENTATION BUT IN ANY CASE WILL NOT EXCEED TOTAL CONTRACT PRICE.</b></p> <p style="text-align: center;">xxx</p>
<p style="text-align: right;"><b>Annex B</b></p> <p><b>Price Schedule for Goods Offered from Abroad (REVISED)</b></p> <p style="text-align: center;">xxx</p>	<p style="text-align: right;"><b>Annex B</b></p> <p><b>Price Schedule for Goods Offered from Abroad (REVISED)</b></p> <p style="text-align: center;">xxx</p> <p><b>* QUANTITIES STATED ABOVE ARE INDICATIVE ONLY AND MAY INCREASE OR DECREASE BASED ON ACTUAL REQUIREMENTS DURING CONTRACT IMPLEMENTATION BUT IN ANY CASE WILL NOT EXCEED TOTAL CONTRACT PRICE.</b></p> <p style="text-align: center;">xxx</p>
<p><b>Queries:</b></p> <p>a. Is it requisite to include the resumes or curriculum vitae of the personnel or staff proposed for this project and contained to the documents as part of our bid submission? If</p>	<p><b>Clarifications:</b></p> <p>a. The submission of the resume or curriculum vitae is not required for this Project.</p>

<p>such documentation is required, must these resumes or curriculum vitae be notarized to meet the bid submission standards?</p> <p>b. Are we required to produce and present physical samples of souvenirs, participant kits, tarpaulin designs, brochures, and other print materials as part of our bid submission</p>	<p>b. Sample materials are not required to be submitted during bid submission. The sample souvenirs, participant kits, tarpaulin designs, brochures and other print materials are part of the deliverables during contract implementation.</p>
	<p><b>Note:</b></p> <p><b><u>Attached are the following documents which should be used as part of the Bidding Documents to be submitted by the bidders:</u></b></p> <ol style="list-style-type: none"> <li><b>1. Section VI. Schedule of Requirements (Revised);</b></li> <li><b>2. Statement of Single Largest Completed Contract which is Similar in Nature (Revised);</b></li> <li><b>3. Bid Form (Revised);</b></li> <li><b>4. Annex A Price Schedule for Goods Offered from Within the Philippines (Revised); and</b></li> <li><b>5. Annex B Price Schedule for Goods Offered from Abroad (Revised).</b></li> </ol>

**Other matters:**

- The “No Contact Rule” shall be strictly observed. Bidders are not allowed to communicate with any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective November 19, 2024 right after the opening of bids.
- For guidance and information of all concerned.



**RAMON VICENTE B. ASUNCION**

*Assistant Secretary*

*Vice Chairperson, DBM-BAC*

## ***Section VI. Schedule of Requirements (Revised)***

The delivery schedule stipulates hereafter the date of delivery to the project site.

Item	Description	Quantity	Delivery Schedule
<b>Events Management Team for the 2025 Philippine Open Government Partnership (PH-OGP) Asia and Pacific Regional Meeting</b>			
1	Pre-event		
	<ul style="list-style-type: none"> <li>• Onboarding and orientation meeting</li> </ul>	1 day	Within two (2) calendar days from the receipt of the Notice to Proceed (NTP)
	<ul style="list-style-type: none"> <li>• Pre-production meetings</li> </ul>	At least one (1) meeting	Any day from the day of onboarding to the last day of January 2025
	<ul style="list-style-type: none"> <li>• Submission of the events plan and proposed souvenirs and participant kits, tarpaulin designs</li> </ul>	1 lot	Within ten (10) calendar days from the Onboarding and Orientation Meeting
	<ul style="list-style-type: none"> <li>• Presentation of events plan, proposed souvenirs and participant kits, tarpaulin design displays and other print items mock-ups with client for feedback</li> </ul>	1 lot	Two (2) calendar days from the submission of the events plan and proposed souvenirs and participant kits, tarpaulin designs
	<ul style="list-style-type: none"> <li>• Submission of final mock-ups based on client's feedback for approval</li> </ul>	1 lot	Within two (2) calendar days from the presentation of mock-ups with client for feedback
	<ul style="list-style-type: none"> <li>• Submission of approved storyboard for the event teaser and opening video</li> </ul>	2 lots	Within twenty (20) calendar days from the Onboarding and Orientation Meeting



Item	Description	Quantity	Delivery Schedule
	<ul style="list-style-type: none"> <li>• Delivery of the souvenirs and participant kits, tarpaulin design displays, brochures, and other print materials</li> <li>a. Souvenir items:               <ol style="list-style-type: none"> <li>1. tote bag with:                   <ul style="list-style-type: none"> <li>• zipper compartment inside pocket and open cover way zipper;</li> <li>• full lining;</li> <li>• base width at least 6.5 inches, height at least 13.75 inches, and length at least 16.5 inches;</li> <li>• shoulder strap length at least 24 inches;</li> <li>• made from upcycled materials;</li> <li>• with design print (to be provided by the end-user);</li> <li>• produced by community-based social enterprise</li> </ul> </li> <li>2. beaded lanyard with:                   <ul style="list-style-type: none"> <li>• at least 35 inches in length;</li> <li>• G-hook;</li> <li>• with customized design (to be provided by the end-user)</li> </ul> </li> </ol> </li> <li>b. personalized gift box set with engraving of logo (design c/o end-user) with premium Philippine local products (souvenir products – items and/or non-perishable goods)</li> <li>c. customized bomber jackets made of banana/silk cocoon/piña fabric, embroidered design, and full cotton lining with box packaging</li> <li>d. Tarpaulins:               <ol style="list-style-type: none"> <li>1. 3ft x 6 ft (vertical) [Matte and at least 300 dpi resolution];</li> <li>2. 4ft x 8 ft (vertical) [Matte and at least 300 dpi resolution];</li> <li>3. 12 ft x 6ft (horizontal) [Matte and at least 300 dpi resolution];</li> <li>4. 7 x 17ft [Matte and at least 300 dpi resolution];</li> </ol> </li> </ul>	<p>700 pcs</p> <p>250 pcs</p> <p>12 pcs</p> <p>1,000 pcs</p> <p>50 pcs</p> <p>50 pcs</p> <p>60 pcs</p>	<p>Within twenty-five (25) calendar days from the approval of the final mock-ups</p>

Item	Description	Quantity	Delivery Schedule
	<p>5. 12 ft x 20 ft [Matte and at least 300 dpi resolution], Wood framing</p> <p>e. Identification Card (IDs) printed in not less than 180 gsm paper, standard colored laser print</p> <p>f. Front lit LED illuminated acrylic build up signage, with PVC or acrylic backboard with stand, 4ft in height and 6ft in width, design to be provided by end-user</p> <p>g. Fabricated stage design elements made of cardboard and/or wood and other sturdy materials</p> <p>h. Sintra board for signages [A1 size 594 x 841 mm, matte laminated print]</p> <p>i. Three-dimensional (3D) sintra board for milestone display in varying sizes</p>	<p>1 pc</p> <p>700 pcs</p> <p>1 pc</p> <p>6 lots</p> <p>30 pcs</p> <p>70 pcs</p>	
	<ul style="list-style-type: none"> <li>• Audio Visual Presentations <ul style="list-style-type: none"> <li>a. 1 minute event teaser with high definition animated videos and actual photo and video montage (to be provided by end-user), voice over, sound scoring, special effects, and subtitling in English in in MOV, AVI, and/or MP4 Formats</li> <li>b. 2-minutes opening video with high definition animated videos and actual photo and video montage (to be provided by end-user), voice over, sound scoring, special effects, and subtitling in English in in MOV, AVI, and/or MP4 Formats</li> </ul> </li> </ul>	<p>1 lot</p> <p>1 lot</p>	<p>Within ten (10) calendar days after approval of the storyboard</p> <p>Within fifteen (15) calendar days after approval of the storyboard</p>
	<ul style="list-style-type: none"> <li>• Submission of logistics and movement plans, venue equipment and stage design, production timelines, transportation, and mobilization plan, contract events production equipment, photo and video services provider, translation service provider and performers/entertainment</li> </ul>	<p>1 lot</p>	<p>Within fifteen (15) calendar days from the Onboarding and Orientation Meeting</p>

Item	Description	Quantity	Delivery Schedule
	<ul style="list-style-type: none"> <li>• Program dry run</li> </ul>	At least three (3) times	January 20 – 24, 2025
	<ul style="list-style-type: none"> <li>• Final meeting with organizing team</li> </ul>	1 day	January 31, 2025
	<ul style="list-style-type: none"> <li>• Trucking/delivery service (ingress/egress) for fabricated stage designs, collaterals, other materials, and equipment to be used onsite such as printers.</li> </ul>	1 lot	February 4, 2025
2	Event Proper		
	<ul style="list-style-type: none"> <li>• Events production team and the audio-visual requirements, including professional lights and sounds for the plenaries;</li> <li>• LED Wall (two units of 9 x 12 ft, one unit of 10 x 24 ft);</li> <li>• Translation equipment with booth and receivers</li> <li>• Manage all exhibitors and their logistical needs</li> <li>• Livestream equipment and lead the live feed and livestream of the event to DBM and PH-OGP’s social media accounts, event website, and other broadcasts medium/channels in coordination with relevant DBM offices</li> <li>• Heavy Duty Industrial Coolers for Outdoor Venue/s <ul style="list-style-type: none"> <li>a. 350 watts power for 55 sq.m. area;</li> <li>b. 3-speed powerful airflow over 6000 cu.m./hr.;</li> <li>c. 40L water tank capacity;</li> <li>d. Floor standing with caster wheels; and</li> <li>e. With remote controller</li> </ul> </li> <li>• Generator set with capacity that can supply power for the LED Wall and lights &amp; sounds</li> <li>• Personnel/Staff <ul style="list-style-type: none"> <li>a. Events Manager;</li> <li>b. Logistics and Venue Coordinator;</li> <li>c. Production Manager; <ul style="list-style-type: none"> <li>1. Production Assistants;</li> <li>2. Ingress/Egress Personnel;</li> <li>3. Video Playback;</li> <li>4. Spinner;</li> <li>5. Stage Manager;</li> <li>6. Professional Sign Language Interpreters;</li> </ul> </li> </ul> </li> </ul>	<p>1 lot</p> <p>1 lot</p> <p>200 kits</p> <p>1 lot</p> <p>1 lot</p> <p>8 pcs</p> <p>2 sets</p> <p>1 pax</p> <p>1 pax</p> <p>At least 2 pax</p> <p>At least 10 pax</p> <p>1 pax</p> <p>1 pax</p> <p>1 pax</p> <p>3 pax</p>	<p>February 5 to 7, 2025</p> <p>February 6-7, 2025</p> <p>February 6-7, 2025</p> <p>February 6-7, 2025</p> <p>February 6-7, 2025</p> <p>February 5-7, 2025</p> <p>February 5-7, 2025</p> <p>February 5-7, 2025</p>

Item	Description	Quantity	Delivery Schedule
	<ul style="list-style-type: none"> <li>7. Simultaneous Interpretation Technicians;</li> <li>8. Simultaneous Interpretation Setup and Dismantling Crew</li> <li>d. Media and Content Manager               <ul style="list-style-type: none"> <li>1. Event photographers</li> <li>2. Journalist photographers</li> <li>3. Videographer;</li> <li>4. Video editors;</li> </ul> </li> <li>• 360 photobooth</li> </ul>	<p>2 pax</p> <p>At least 10 pax</p> <p>2 pax</p> <p>2 pax</p> <p>3 pax</p> <p>1 pax</p> <p>1 lot</p>	<p>February 5-7, 2025</p>
	<ul style="list-style-type: none"> <li>• Conduct of the Regional and Domestic Side Events</li> <li>• Welcome Cocktails for the Ministers               <ul style="list-style-type: none"> <li>a. celebrity singer for the Welcome Cocktail for ministers</li> </ul> </li> </ul>	<p>At least 10</p> <p>1 pax</p>	<p>February 5, 2025</p>
	<ul style="list-style-type: none"> <li>• Conduct of Opening Plenary               <ul style="list-style-type: none"> <li>a. professional host</li> <li>b. teleprompters in the plenary hall for the host/s and speakers</li> </ul> </li> <li>• Conduct of Ministerial Roundtable</li> <li>• Conduct of Breakout Sessions</li> <li>• Conduct of Cultural Night               <ul style="list-style-type: none"> <li>a. professional celebrity host for the cultural night;</li> <li>b. male professional singer (2 song numbers)</li> <li>c. female professional singer (2 song numbers)</li> </ul> </li> </ul>	<p>1 pax</p> <p>2 pcs</p> <p>At least 10</p> <p>1 pax</p> <p>1 pax</p> <p>1 pax</p>	<p>February 6, 2025</p> <p>4 hours on Feb. 6, 2025</p>
	<ul style="list-style-type: none"> <li>• Conduct of High-level Plenary               <ul style="list-style-type: none"> <li>a. professional host/journalist</li> <li>b. teleprompters in the plenary hall for the host/s and speakers</li> </ul> </li> <li>• Conduct of Breakout Sessions</li> <li>• Closing Plenary               <ul style="list-style-type: none"> <li>a. teleprompters in the plenary hall for the host/s and speakers</li> </ul> </li> <li>• Reception Party               <ul style="list-style-type: none"> <li>a. Filipino contemporary live band (2 sets of songs)</li> </ul> </li> </ul>	<p>1 pax</p> <p>2 pcs</p> <p>At least 10</p> <p>2 pcs</p> <p>1 lot</p>	<p>February 7, 2025</p>
	<ul style="list-style-type: none"> <li>• Audio Visual Presentations               <ul style="list-style-type: none"> <li>a. 3 minutes same-day edit of daily highlights, with animation, video clips of speakers, and musical scoring in MOV, AVI, and/or MP4 Formats</li> </ul> </li> </ul>	<p>3 lots</p>	<p>February 5, 6, and 7, 2025</p>

Item	Description	Quantity	Delivery Schedule
3	Post-Event		
	<ul style="list-style-type: none"> <li>• Audio Visual Presentations               <ul style="list-style-type: none"> <li>a. 5 minutes event highlights, with animation, video clips of speakers, and musical scoring in MOV, AVI, and/or MP4 Formats</li> </ul> </li> </ul>	1 lot	Within five (5) calendar days after the event
	<ul style="list-style-type: none"> <li>• Submission of processed photos and edited videos</li> </ul>	1 lot	Within twenty (20) working days after the conduct of the event

\* The period for the performance of the obligations under the Contract shall not be beyond the validity of the appropriation for the Project.

\*\* Quantities stated above are indicative only and may increase or decrease based on actual requirements during contract implementation.

**I hereby certify to comply and deliver all the above requirements.**

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name of Representative

\_\_\_\_\_  
Date

**Statement of Single Largest Completed Contract**  
**which is Similar in Nature**  
*[shall be submitted with the Bid]*  
*(Revised)*

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name of Client, Contact Person, Contact Number, and Contact Email Address	Date of the Contract	Title of the Contract / Name of the Project	Kinds of Goods	Amount of Contract	Date of Acceptance *	End User's Acceptance or Official Receipt(s) Issued for the Contract

Submitted by : \_\_\_\_\_  
(Printed Name and Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Instructions:

- a. 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 the following requirements:
  - i. a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC; **OR**
  - ii. at least two (2) similar contracts:
    - (a) the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC for this Project; **AND**
    - (b) the largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above (i.e., twenty-five percent [25%]).
- a. The SLCC should have been completed (i.e., accepted) within the period of **November 19, 2022 to November 18, 2024**.
- b. The similar contract for this Project shall refer to the management of live events for an international organization, such as the World Bank, Asian Development Bank, and International Monetary Fund, with at least six hundred (600) delegates, and provided similar services in event coordination, organization, and execution **and/or** proof that the company must have solely managed a live event of a plenary session with at least three hundred (300) attendees, without the involvement of sub-agencies or external events team, that may have included any of the following elements: minimum of three (3) simultaneous breakout sessions, and/or live performances by talents (singers or dancers), and/or production of audio visual presentations (AVPs), and/or production of print items such as tarpaulins, and/or production of event collaterals such as tumblers, lanyards, and bags; and if the requirements mentioned form part of a bigger contract, all requirements related to management, execution, and production of live events shall be considered for purposes of comparing the value thereof to at least fifty percent (50%) of the ABC.

- c. Please note that item 6.4 of the Government Procurement Policy Board (GPPB) Circular No. 04-2020 dated September 16, 2020 states that, "[t]he PEs shall check **compliance of the submitted forms with the mandatory provisions stated above. Non-submission of the Required Forms or non-inclusion of the mandatory provisions in any of the Required Forms shall be a ground for disqualification.**"

Moreover, GPPB Non-Policy Matter Opinion No. 041-2014 dated October 9, 2014 partially states that **"even contracts that include non-disclosure agreements or confidentiality clauses are required to be disclosed.** It is likewise good to clarify that the requirement refers to a "statement" to be made by the bidder relative to all its ongoing and private contracts, and not the actual submission of the physical contracts."

- \* Date of Acceptance shall mean the date when the items delivered have **satisfactorily met** the requirements of the procuring entity, as evidenced by either a Certificate of Final Acceptance/Completion from the bidder's client, or an Official Receipt or a Sales Invoice (to be submitted during post-qualification).

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

**BID FORM**

**(Revised)**

Date : \_\_\_\_\_

Project Identification No. : **DBM-2024-86**

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer **Events Management Team for the 2025 Philippine Open Government Partnership (OGP) Asia and Pacific Regional Meeting** in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the details provided herein and made part of this Bid. The total bid price includes the cost of all taxes.

Particulars	Quantity	Unit Cost <sup>1</sup>	Total Cost (inclusive of VAT)
<b>I. Pre-Event</b>			
1. Logistics and movement plans, Venue equipment and stage design, Production timelines, Host, performers, and other entertainment plan and Transportation and mobilization plan	1 lot		
2. Event souvenirs and participant kits <sup>2</sup>	1 lot		
3. Tarpaulins, displays, and other print items <sup>2</sup>	1 lot		
4. Audio Video Presentations (AVP) <sup>2</sup>	1 lot		
5. Contract with the following: events production equipment, photo and video services provider, translation service provider and performers/entertainment	1 lot		
<b>Sub-total, I. Pre-Event</b>			
<b>II. Event Proper</b>			
1. Hosts, singers, and live band	1 lot		
2. Audio Video Presentations (AVP) <sup>2</sup>	1 lot		
3. Use of equipment during events	1 lot		
4. Trucking/delivery service (ingress/egress)	1 lot		
5. Use of Generator set	2 sets		
6. Personnel/Staff as mentioned in the Annex "A" Detailed Technical Specifications	1 lot		
<b>Sub-total, II. Event Proper</b>			
<b>III. Post-Event</b>			
1. Processed photos and edited videos, including Audio Video Presentations (AVP) <sup>2</sup>	1 lot		
<b>Sub-total, III. Post-Event</b>			
<b>Sub-total, I to III</b>			

Signature of Authorized Signatory: \_\_\_\_\_



Particulars	Quantity	Unit Cost <sup>1</sup>	Total Cost (inclusive of VAT)
<b>IV. Contingency Fund (10% of Sub-total I to III)<sup>3</sup></b>			
<b>V. Management Fee (10% of total contract price, excluding the contingency fund)</b>			
<b>Grand Total (I+II+III+IV+V)</b>			

**Notes:**

<sup>1</sup> Pertains to the total per item

<sup>2</sup> Details in Annex A and/or B

<sup>3</sup> The Contingency Fund shall cover the costs of unanticipated changes in requirements limited to increase in the quantity of deliverables listed in this Bidding Documents and unforeseen incidental expenses related to the management, execution, and/or production of the event. This fund shall be utilized only when necessary upon determination by the DBM.

<sup>4</sup> Quantities stated above are indicative only and may increase or decrease based on actual requirements during contract implementation but in any case will not exceed total contract price.

If our Bid is accepted, we undertake:

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

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

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

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

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

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

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Authorized Signatory: \_\_\_\_\_

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

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. **DBM-2024-86** Page \_\_\_ of \_\_\_

Signature of Authorized Signatory: \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item*	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
<b>I. Event souvenirs and participant kits</b>									
1	Tote bag		700						
2	Beaded lanyard		700						
3	Personalized gift box set		250						
4	Customized bomber jackets		12						
<b>II. Tarpaulins, displays, and other print items</b>									
1	3ft x 6 ft (vertical)		1,000						
2	4ft x 8 ft (vertical)		50						
3	12 ft x 6ft (horizontal)		50						
4	7 x 17ft		60						
5	12 ft x 20 ft		1						
6	Identification Cards		700						
7	Front lit LED illuminated acrylic build up signage, with PVC or acrylic backboard with stand		1						
8	Fabricated stage design elements		6						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item*	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
	made of cardboard and/or wood and other sturdy materials								
9	Sintra board for signages		30						
10	Three-dimensional (3D) sintra board		70						
III. Audio Video Presentation									
1	1-minute event teaser		1						
2	3-minute video recap of activities		3						
3	5-minute event highlights video		1						
4	2-minute opening video		1						

\* Quantities stated above are indicative only and may increase or decrease based on actual requirements during contract implementation but in any case will not exceed total contract price

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Signature of Authorized Signatory: \_\_\_\_\_

**Price Schedule for Goods Offered from Abroad**  
 [shall be submitted with the Bid if bidder is offering goods from Abroad]  
**(Revised)**

**For Goods Offered from Abroad**

Name of Bidder \_\_\_\_\_ Project ID No. **DBM-2024-86** Page \_\_\_ of \_\_\_

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port or CIP named place)  (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)
<b>I. Event souvenirs and participant kits</b>								
1	Tote bag		700					
2	Beaded lanyard		700					
3	Personalized gift box set		250					
4	Customized bomber jackets		12					
<b>II. Tarpaulins, displays, and other print items</b>								
1	3ft x 6 ft (vertical)		1,000					
2	4ft x 8 ft (vertical)		50					
3	12 ft x 6ft (horizontal)		50					
4	7 x 17ft		60					
5	12 ft x 20 ft		1					
6	Identification Cards		700					
7	Front lit LED illuminated acrylic build up signage, with PVC or acrylic backboard with stand		1					
8	Fabricated stage design elements made of cardboard and/or wood		6					

Signature of Authorized Signatory: \_\_\_\_\_

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place  (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)
	and other sturdy materials							
9	Sintra board for signages		30					
10	Three-dimensional (3D) sintra board		70					
III. Audio Video Presentation								
1	1-minute event teaser		1					
2	3-minute video recap of activities		3					
3	5-minute event highlights video		1					
4	2-minute opening video		1					

\* Quantities stated above are indicative only and may increase or decrease based on actual requirements during contract implementation but in any case will not exceed total contract price

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Signature of Authorized Signatory: \_\_\_\_\_