

PHILIPPINE BIDDING DOCUMENTS

Procurement of Professional Services for the Development of Online Video Training Modules

IB No. 2022-03-0047

**Government of the Republic of the Philippines
Philippine Competition Commission**

11 March 2022

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.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

INVITATION TO BID FOR

Procurement of Professional Services for the Development of Online Video Training Modules

1. The ***Philippine Competition Commission (PCC)***, through the ***FY 2022 National Expenditure Program (NEP)*** intends to apply the sum of ***One Million Two Hundred Ninety-Five Thousand Pesos (PhP1,295,000.00)*** being the ABC to payments under the contract for ***Procurement of Professional Services for the Development of Online Video Training Modules*** under ***Invitation to Bid (IB) No. 2022-03-0047***. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The ***PCC*** now invites bids for the above Procurement Project. The Service Provider should have personnel available for coordination with end-user, Mondays to Fridays, within the PCC's operating hours (8:00 AM – 5:00 PM) except on public holidays. Bidders should have completed a contract similar to the Project from the date of submission and receipt of bids. 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 ***PCC*** and inspect the Bidding Documents at the address given below during ***Office Hours from 8:00 A.M. to 5:00 P.M. (Monday through Friday)***.

5. A complete set of Bidding Documents may be acquired by interested Bidders on ***11 March 2022*** from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB and internal issuance of PCC Bids and Awards Committee (PBAC), 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 in person or through e-mail.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

6. The **PCC** will hold a Pre-Bid Conference on **18 March 2022, 1:30PM** the given address below or through Microsoft Teams teleconference which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through **IB No. 2022-03-0047 on 01 April 2022, 12:00NN** at **25^F Vertis North Corporate Center 1, North Avenue, Quezon City** or via e-bid submission through this link: <https://pccgov.sharepoint.com/sites/E-BIDSubmission>. 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 **01 April 2022, 1:30PM** at the given address below or through Microsoft Teams Teleconference. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Bids submitted through online submission must be put in a compressed/zip folder. The compressed folders and the files in it must be **both password-protected**. Kindly refer to the Guidelines on PCC E-Bid Submission uploaded under the E-Bid System window of the PCC website.
11. The **PCC** 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:

THE SECRETARIAT

Bids and Awards Committee

Philippine Competition Commission

25/F Tower 1, Vertis North Corporate Center,

North Avenue, Quezon City

Telephone No.: (02) 771-9722 local 204

e-mail: procurement@phcc.gov.ph or rngarcia@phcc.gov.ph

13. You may visit the following websites:

For downloading of Bidding Documents:

<https://www.phcc.gov.ph/procurement/request-for-quotation-expression-of-interest-invitation-to-bid/>

For online bid submission: <https://pccgov.sharepoint.com/sites/E-BIDSubmission>

11 March 2022



ATTY. JOSEPH MELVIN B. BASAS
Chairperson, PCC Bids and Awards Committee



Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Philippine Competition Commission* wishes to receive Bids for the *Procurement of Professional Services for the Development of Online Video Training Modules* with identification number *IB No. 2022-03-0047*.

The Procurement Project (referred to herein as “Project”) is composed of One (1) lot, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for 2022 in the amount of *One Million Two Hundred Ninety-Five Thousand Pesos (PhP1,295,000.00)*.

2.2. The source of funding is the *FY 2022 National Expenditure Program (NEP)*

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 exceeding those allowed under the rules may participate pursuant to:

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 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 at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that Subcontracting is not allowed.

- 7.2. 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 and either at its physical address and/or through videoconferencing/webcasting} 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 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 **section VII (Technical Specification)**.

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until ***one hundred twenty (120) calendar days***. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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

15. Sealing and Marking of Bids

Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its Bid.

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

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

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

case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.

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

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. <i>Procurement of Professional Services for the Development of Online Video Training Modules</i> b. completed within prior to the deadline for the submission and receipt of bids.
7.1	<i>Subcontracting is not allowed</i>
12	<ul style="list-style-type: none"> 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.
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> <ul style="list-style-type: none"> a. The amount of not less than <i>Twenty-Five Thousand Nine Hundred Pesos (PhP25,900.00)</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <i>Sixty-Four Thousand Seven Hundred Fifty Pesos (PhP64,750.00)</i>, if bid security is in Surety Bond.
19.3	<i>Please refer to Section VII. Technical Specifications for Terms of Reference</i>
20.2	<i>Not Applicable.</i>
21.2	<i>Not Applicable.</i>

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the 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

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 <i>PCC</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 are the End-User of project proponents.</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. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. 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 e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p>

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

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

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

Packaging –

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

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

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

- Name of the Procuring Entity
- Name of the Supplier
- Contract Description
- Final Destination
- Gross weight
- Any special lifting instructions
- Any special handling instructions
- Any relevant HAZCHEM classifications

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

Section VI. Schedule of Requirements

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

(Please see Section VII. Technical Specifications for the Terms of Reference)

Section VII. Technical Specifications

TERMS OF REFERENCE

PROCUREMENT OF PROFESSIONAL SERVICES FOR THE DEVELOPMENT OF ONLINE VIDEO TRAINING MODULES

I. Background

The Philippine Competition Commission (“PCC” or the “**Commission**”) is a quasi-judicial body mandated to enforce Republic Act No. 10667 or the Philippine Competition Act (“PCA”) and implement the national competition policy.

As the primary agency to enforce the PCA, the PCC must ensure that its officials and staff are equipped with the requisite knowledge and ability to effectively and credibly implement the law and understand competition policies, frameworks, and concepts. Likewise, the success of the Commission also lies on its stakeholders. That is, the public must understand competition policies and law, the functions, and powers of the PCC, among others.

The PCC continues to prioritize advocacy activities, including, but not limited to campaigns, lectures, seminars, and workshops to be delivered through communication tools such as electronic, social media, and other online platforms.

Since its establishment in 2016, the PCC has been actively educating the public about its mandates, activities, achievements, the benefits of competition, the PCA, among others. Unfortunately, it is evident, in the interaction of the Mergers and Acquisitions (“MAO”) with the public, such as consumers and other government offices, that there is low awareness of the PCC and the PCA.

With this, the MAO in coordination with the Communications and Knowledge Management Office (“CKMO”); collectively, the “**Project Team**”), will develop online video training modules promoting the services of the MAO being provided to its stakeholders, as well as its objectives and role in ensuring and upholding competition among businesses in the country.

II. Objective

The primary objective of the procurement is to contract the services of a reputable photographer-videographer (hereinafter referred to as the “**Service Provider**”) to produce online video training modules and publicity material intended for MAO’s online advocacy and capacity-building project.

III. Responsibilities

The Service Provider is expected to be available for consultations and meetings with the Project Team for the conceptualization and progress monitoring of the online video training modules.



The Service Provider is also expected to produce high quality online video training modules and publicity material for external services (“**Services**”) of the MAO for FY 2022.

The following four (4) topics will be conceptualized and produced in FY 2022 under the First Project Phase (“**Phase 1 Project**”) of the development of the online video training modules:

- a. Conduct of Pre-Notification Consultation;
- b. Filling out of Notification Forms;
- c. Filing of Notification Forms in the PCC; and
- d. Conduct of Sufficiency Determination Stage.

A. Consultations and meetings for the conceptualization of the online video training modules

- Attend meetings or consultations scheduled by the Project Team for the conceptualization and development of the training modules (e.g., script and storyboard development and approval, syllabus, handouts);
- Initiate meetings to discuss or clarify important matters;
- Prepare and submit storyboards that will enable both Project Team and Service Provider to a) define and layout the base outline of each module b) measure appropriate volume of content per module and c) identify prospect A-Roll or B-Roll clips for the publicity material. The storyboards are subject to the approval of the Project Team;
- The Service Provider should still be available for coordination until the entire Phase 1 Project is completed or until 31 December 2022.

B. Production and editing of photo and video for the training modules

- Perform necessary photo, video, and audio shoot/documentation of the four (4) video training modules, through video/still camera and ensure quality of captured audio recording, video footage, and still images, as needed;
- Post-process the photos using Adobe Photoshop/Lightroom or other similar photo editing software;
- Package video presentations (one file per topic) using Adobe Premier Pro or other similar audio-video editing software;
- Edit video footage into an e-learning video presentation/lecture, as needed (sample output to be provided by end-user)
 - i. Include titles and transitions in between topics and speakers;
 - ii. Synchronize PowerPoint/PDF Presentation with the video recording of the speaker (PCC to provide presentations and guides with timecodes);
 - iii. Synchronize photos/videos/screen recordings with the voice recording of the speaker;
 - iv. Input text overlays on the video modules;
 - v. Include speaker and voice over subtitles on the video output, as deemed necessary by the end-user;
 - vi. Use advanced editing techniques and features
- Use licensed design inputs or creative commons with attribution to avoid copyright infringement of materials;
- Apply a maximum of three (3) revisions based on end-user comments and/or inputs, excluding counts of error on the part of the service provider;

- Implement comments from end-user and send revised/final outputs within one (1) day upon receipt of the comments, depending on the required revisions;
- Provide a video proof for comments and inputs of the end-user, before rendering of files;
- Submit web- and mobile-optimized video file for content streaming on YouTube with 2160p resolution (Full Frame 4096 x 2160; splicing of lengthy videos can be employed if necessary); within one (1) day after the approval of the video proof;
- Submit both raw/unedited and post-processed audio, videos, and/or photos within fourteen (14) days upon approval of the specific project outputs via physical hard drive and cloud sharing platforms;
- Submit the following video outputs of the final, approved edited version:
 - i. packaged edited video file in both .mp4 and .webm formats;
 - ii. high-definition full-length file with 2160p (Full Frame 4096 x 2160) resolution, for archiving; and
 - iii. full-length file with 480p and 720p resolutions intended for webinar use
- Delete raw video materials and presentations from the PCC and its partners, which are advised as restricted or confidential, upon fulfillment of the contract; and
- Any other related duties as assigned by PCC.

C. Production and editing of an introduction video as a publicity material

- Perform necessary photo, video, and audio shoot through video/still camera and ensure quality of captured audio recording, video footage, and still images, as needed. The introduction video may include stock footages of MAO activities/materials used in the production of the video training modules;
- Post-process the photos using Adobe Photoshop/Lightroom or other similar photo editing software;
- Package the introduction video using Adobe Premier Pro or other similar audio-video editing software;
- Edit video footage into an introduction video (sample output to be provided by end-user)
 - i. Include titles and transitions in between topics and speakers;
 - ii. Synchronize PowerPoint/PDF Presentation with the video recording of the speaker (PCC to provide presentations and guides with timecodes);
 - iii. Synchronize photos/videos/screen recordings with the voice recording of the speaker;
 - iv. Input text overlays on the introduction video;
 - v. Include speaker and voice over subtitles on the video output, as deemed necessary by the end-user.
 - vi. Use advanced editing techniques and features
- Apply up to three (3) revisions on selected study based on end-user comments and or inputs, excluding counts of error on the part of the service provider;
- Provide a video proof for comments and inputs of the end-user, before rendering of files;
- Implement comments from end-user and send revised/final outputs within one (1) day upon receipt of the comments, depending on the required revisions;
- Use licensed design inputs, or creative commons with attribution to avoid copyright infringement of materials.

- Submit web- and mobile-optimized video file for content streaming on social media (e.g., Facebook, Twitter, etc.) with at least 1080p resolution (Full Frame 1920 x 1080); within one (1) day after the approval of the video proof;
- Submit the following video outputs of the final, approved edited version:
 - i. packaged edited video file in both .mp4 and .webm formats;
 - ii. high-definition full-length file, at least 1080p resolution (Full Frame 1920 x 1080), for archiving; and
 - iii. full-length file with 480p and 720p resolutions intended for webinar use
- Delete raw video materials and presentations from the PCC and its partners, which are advised as restricted or confidential, upon fulfillment of the contract.
- Any other related duties as assigned by PCC.

The Project Team shall provide:

- Orientation on the requirements/deliverables;
- Sample outputs from previous activities;
- Advance notice on the schedule of each project;
- Initial creative direction of projects;
- Training modules (e.g., syllabus, script, handouts) and other pertinent information for photography/video credentials (as needed); and
- Access to repository of raw and post-processed videos and/or photos.

IV. Other requirements

A. Minimum shooting days

- A minimum of one (1) shooting day per module is required in the production of the video training modules.
- Shooting days must be done during weekdays (Mondays to Fridays), excluding holidays, within the operating hours of PCC (8:00 AM to 5:00 PM). Shooting days outside of the schedule provided may be done, subject to the agreement of the Service Provider and the end-user.
- The number of shooting days may be extended upon request by the Project Team or the Service Provider when necessary.

B. COVID-19 Safety Measures

- The Service Provider must comply with the guidelines of the DTI-DOLE-DOH Joint Administrative Order No. 2021-001 on Health and Safety Protocols for the Conduct of Film and Audiovisual Production Shoots and Audiovisual Activities During COVID-19 Pandemic.
- An RT-PCR or rapid antigen testing for COVID-19 must be arranged and provided by the Service Provider for every shooting day to all staff of the Service Provider, Project Team, and other PCC staff involved in the production of the video training modules.

V. Minimum qualifications for the Service Provider

A. Personnel¹

- Engaged in photography and videography and related services for at least two (2) years;
- Knowledgeable in using Adobe Premier Pro, Photoshop, Illustrator, or other similar photo and video editing software;
- Knowledgeable in using mid-range to professional-level video and camera set-up;
- Knowledgeable in the basic elements and principles of visual design and their application; and
- With comprehensive personal portfolio or samples of photography/videography, video teasers/highlights, and layout outputs, preferably of online video modules or demonstration.

B. Equipment, software, and inputs

- Use at least mid-range digital SLR/ mirrorless cameras and video and audio recording equipment to ensure photo, video, and audio quality of outputs;
- Use of necessary equipment (*i.e.* lights, green screen, etc.);
- Use any widely-used licensed photo/video/design software in the creation and processing of outputs; and
- Use licensed or open-source digital content to be used for materials (*e.g.* vectors, graphics, backgrounds, fonts, etc.).

Prospective offers are requested to submit the documentary requirements listed in **Annex A** to ensure that the abovementioned qualifications are met.

VI. Reporting

The Service Provider will report to the MAO Director and/or his designated staff and is expected to work closely with the Project Team on all projects.

The Service Provider should have personnel available for coordination with the end-user, Mondays to Fridays, within the PCC's operating hours (8:00 AM - 5:00 PM), except on public holidays. Should there be a need to report for urgent project matters, the end-user will coordinate with the Service Provider in advance for the schedule.

VII. Requirements and Deliverables

Subject to refinement and detailed arrangements to be agreed to with PCC, the proposed responsibilities for the project are as follows:

¹ Pursuant to Section 33.3 of the 2016 revised IRR of R.A.9184, there should be no replacement of key personnel before the awarding of contract, except for justifiable reason, such as, illness, death, or resignation provided it is duly supported by relevant certificates, or any delay caused by the procuring entity. The procuring entity shall immediately consider negotiation with the next ranked consultant if unjustifiable replacement of personnel by the first ranked firm is made. Once the contract has been awarded, no replacement shall be allowed until after fifty percent (50%) of the personnel's man-months have been served, except for justifiable reasons, subject to appropriate sanctions as prescribed in the PBDs.

REQUIREMENTS FOR THE PHASE 1 PROJECT:	OUTPUTS/PROJECTS
<ul style="list-style-type: none"> ● Initiate meetings and/or attend consultations with the Project Team; ● Preparation and submission of storyboards for four (4) video training modules and one (1) introduction video 	<ul style="list-style-type: none"> ● Attend meetings or consultations scheduled by the Project Team for the conceptualization and development of the training modules (e.g., script and storyboard development and approval, syllabus, handouts) ● Conduct meetings with the Project Team if there are matters need to be clarified <p>For submission</p> <ul style="list-style-type: none"> ● Storyboards for four (4) video training modules and one (1) introduction video, to be approved by the Project Team
<p>Indoor video shoot within the PCC Office and editing of four (4) video training modules (10-20 minutes per module)</p> <p><i>*Note: Subject to changes, depending on current COVID-19 community quarantine guidelines in place</i></p>	<ul style="list-style-type: none"> ● Use at least a two-camera video and audio recording setup and necessary lighting equipment for the shoot ● Package video presentations per topic using Adobe Premier Pro or other similar audio-video editing software ● Edit raw video footage as needed (sample output to be provided by end-user) ● Include titles and transitions in-between topics and speakers ● Synchronize PowerPoint/PDF presentations/photos/videos/screen recordings with the voice recording of the speaker ● Input text overlays on the video modules ● Include speaker and voice over subtitles on the video output, as deemed necessary by the end-user ● Implement comments and inputs from end-user ● Use advanced editing techniques and features <p>For submission:</p> <ul style="list-style-type: none"> ● First draft of outputs for comments, within three (3) days after the scheduled shoot ● Video proof for comments and inputs of the end-user, before rendering of files ● Web- and mobile-optimized video file for content streaming on YouTube with 2160p resolution (Full Frame 4096 x 2160; splicing of lengthy videos can be employed if necessary); within one (1) day after the approval of the video proof. ● Raw/unedited and post-processed audio, videos, and/or photos within fourteen (14) days upon approval of the specific project outputs. ● Packaged edited video project file in .mp4 and .webm formats ● High-definition full-length file with 2160p (Full Frame 4096 x 2160) resolution, for archiving

	<ul style="list-style-type: none"> • Full-length file with 480p and 720p resolutions intended for webinar use
<p>Indoor video shoot within the PCC Office and editing of one (1) introduction video as a publicity/information drive material (30 seconds- 1 minute)</p>	<ul style="list-style-type: none"> • One (1) Introduction Video to be used as a Social Media Material (the introduction video will be posted on Facebook and Twitter) • Use at least a two-camera video and audio recording setup and necessary lighting equipment for the shoot • Package video presentations per topic using Adobe Premier Pro or other similar audio-video editing software • Edit raw video footage (sample output to be provided by end-user). May include stock footages of MAO activities/materials used in the production of the video training modules • Include titles and transitions in-between topics and speakers • Synchronize PowerPoint/PDF presentations/photos/videos/screen recordings with the voice recording of the speaker • Input text overlays on the introduction video • Include speaker and voice over subtitles on the video output, as deemed necessary by the end-user • Implement comments and inputs from end-user • Use advanced editing techniques and features <p>For submission:</p> <ul style="list-style-type: none"> • Minimum of two (2) studies, for selection of the end-user within three (3) days after receipt of the materials • Video proof for comments and inputs of the end-user, before rendering of files • Web- and mobile-optimized video file for content streaming on social media (e.g., Facebook, Twitter, etc.) with 1080p resolution (Full Frame 1920 x 1080); within one (1) day after the approval of the video proof. • Packaged edited video file in .mp4 and .webm formats • High-definition full-length file, at least 1080p resolution (Full Frame 1920 x 1080), for archiving • Full-length file with 480p and 720p resolutions intended for webinar use

VIII. Mode of Payment and Approved Budget for the Contract

The Approved Budget for the Contract (“ABC”) for this engagement is **One Million Two Hundred Ninety-Five Thousand Pesos (PhP1,295,000.00)**, inclusive of all applicable government taxes and service charges. The contract is expected to begin immediately after the issuance of Notice to Proceed to the Service Provider.

The contract period is from May to December 2022. The PCC will pay the Service Provider per service with the following service breakdown and timeline:

SERVICES	TIMELINE	% of CONTRACT
Initiate meetings and/or attend consultations with the Project Team for the conceptualization and development of the online video training modules; Submission of storyboards for four (4) video training modules and one (1) introduction video	May 2022	15%
Indoor video shoot, re-shoot, and editing of 10-20-minute online video training module messages, lectures, testimonials for each topic: <ul style="list-style-type: none"> • Conduct of Pre-Notification Consultation • Filling out of Notification Forms • Filing of Notification Forms at the PCC • Conduct of Sufficiency Determination Stage 	June 2022 July 2022 August 2022 September 2022	10% 10% 10% 10%
Indoor video shoot, re-shoot, and editing of a 30-second- 1-minute introduction video as a publicity/information drive material	October 2022	20%
Review and revision of edited raw videos	October-December 2022	25%
Total:		100%

Each payment shall be released within fifteen (15) calendar days upon the submission and approval of each required output or project, PCC’s issuance of the Certificate of Satisfactory Services Rendered, and written statements and receipts in accordance with government accounting rules and procedures. Payment shall be released within PCC premises.

IX. General Conditions

The Service Provider must grant copyright ownership of all videos, photos, audio both raw and edited to the Philippine Competition Commission. All edited/packaged materials should follow branding specifications of PCC.

X. Mode of Procurement

The mode of procurement shall be **Public Bidding** as provided under the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

XI. Confidentiality of Data and Information

To ensure protection of PCC information, service provider/s are expected to observe and abide by the established PCC Information Security Management System (“PCC ISMS”) and shall agree to sign a non-disclosure agreement.

All data, documents, records (collectively “**Information**”) to be provided to the Service Provider for purposes of delivering the Services are considered confidential information and shall remain the sole property of PCC. The Service Providers shall acknowledge the importance of maintaining security and confidentiality of the Information and agree to prevent unauthorized transfer, disclosure, or use of these Information by any third person or entity. Service Providers shall not use the Information for any purpose other than in connection with the Services. Service Providers shall ensure that it will not retain, after completion of the Services with which the Information was provided, all or any portion of the Information, in any manner whatsoever.

Upon completion of the Services, any and all Information shall be deleted. The Service Provider shall not keep any copy of the Information in either digital or physical format, including, but not limited to notes, documents, memoranda, and other writing, electronic records, communications, and the like.

XII. Liquidated Damages


If the service provider fails to deliver any or all of the goods and/or to perform the services within the period specified in this contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of unperformed portion of every day of delay. Pursuant to the Section 68 of the aforementioned act. The maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum is reached, the procuring entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

XIII. Dispute Agreement/Resolution

Should any dispute related to the Contract and/or rights of the parties arise, including issues relating to intellectual property rights, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts.

Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.

Approved by:  KRYSTAL LYN T. UY Director IV, PCC-MAO
Date: _____

Conforme:

Name and Signature of Authorized Representative

Designation

Company

Date

ANNEX A

LIST OF DOCUMENTS FOR SUBMISSION

Procuring Entity	Philippine Competition Commission
Address	25/F Vertis North Corporate Center 1, North Ave., Quezon City
Project Name	Procurement of Professional Services for the Production of Online Video Training Modules
Project Details	As indicated in the Terms of Reference
Whom to Address the Proposal	<p>KENNETH V. TANATE, PhD Executive Director Philippine Competition Commission</p> <p>Thru: DIR. JOSEPH MELVIN B. BASAS Chairperson, PCC Bids and Awards Committee</p>
Documents to be Submitted	<p>Eligibility Documents (to be submitted with the proposals)</p> <ul style="list-style-type: none"> - Valid PhilGEPS Registration Number - Valid Mayor's/Business Permit in case of firm - Conformed Terms of Reference <p>For firm</p> <ol style="list-style-type: none"> a. Cover Letter b. Company Profile c. Comprehensive portfolio of personnel or latest samples of their photography/ videography, video teasers/highlights, and layout outputs, preferably of conferences and business engagements, via a file-hosting site (e.g. Google Drive, Dropbox, WeTransfer, etc.) d. List of client references with contact details e. List of photography, videography, audio recording equipment and editing software f. Certificate of Satisfactory Services Rendered, or its equivalent, for at least three completed government and private contracts g. Project Team composition and tasks h. Resume of personnel to be assigned (with basic information, including current email address, telephone/ mobile number, relevant work experience and accomplishments, trainings received, if any)

***Section VIII. Checklist of Technical and
Financial Documents***

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Technical Documents

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

Financial Documents

- (j) **The Supplier’s audited financial statements**, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**

- (k) **The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);**
or
A **committed Line of Credit** from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

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

II. FINANCIAL COMPONENT ENVELOPE

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

