



Republic of the Philippines
Department of National Defense
National Defense College of the Philippines
Camp General Emilio Aguinaldo, Quezon City

BIDDING DOCUMENTS

for the

**Procurement of Travel Services for MNSA
Senior Executives 2 (MNSA SE 2)
Foreign Academic Enhancement Travel of the
National Defense College of the Philippines
(NDCP)**

ID No. NDCP-ITB-001-24

January 2024

Table of Contents

Section I. Invitation to Bid.....	3
Section II. Instructions to Bidders.....	6
1. Scope of Bid	7
2. Funding Information.....	7
3. Bidding Requirements	7
4. Corrupt, Fraudulent, Collusive, and Coercive Practices.....	7
5. Eligible Bidders.....	7
6. Origin of Goods	8
7. Subcontracts	8
8. Pre-Bid Conference	8
9. Clarification and Amendment of Bidding Documents	8
10. Documents comprising the Bid: Eligibility and Technical Components	8
11. Documents comprising the Bid: Financial Component	9
12. Bid Prices	9
13. Bid and Payment Currencies	10
14. Bid Security	10
15. Sealing and Marking of Bids	10
16. Deadline for Submission of Bids	10
17. Opening and Preliminary Examination of Bids	10
18. Domestic Preference	11
19. Detailed Evaluation and Comparison of Bids	11
20. Post-Qualification	11
21. Signing of the Contract	11
Section III. Bid Data Sheet	12
Section IV. General Conditions of Contract	16
1. Scope of Contract	17
2. Performance Security	17
3. Inspection and Tests	17
4. Warranty	17
5. Liability of the Supplier	17
Section V. Special Conditions of Contract	19
Section VI. Schedule of Requirements	22
Section VII. Technical Specifications	26
Section VIII. Checklist of Technical and Financial Documents	36
Section IX. Bidding Forms	39
1. Bid Form for the Procurement of Goods.....	40
2. Bid Securing Declaration.....	42
3. Omnibus Sworn Statement (Revised)	43
4. Price Schedule for Goods Offered from the Philippines.....	46

Section I. Invitation to Bid





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF NATIONAL DEFENSE
NATIONAL DEFENSE COLLEGE OF THE PHILIPPINES
Camp General Emilio Aguinaldo, Quezon City

INVITATION TO BID

**Procurement of Travel Services for MNSA Senior Executives 2 (MNSA SE 2)
Foreign Academic Enhancement Travel of the National Defense College of the
Philippines (NDCP).**

1. The National Defense College of the Philippines (NDCP), through the NDCP Continuing Appropriations intends to apply the total sum of **TEN MILLION FORTY SEVEN THOUSAND PESOS ONLY (₱ 10,047,000.00)** for **31 pax** being the Approved Budget for the Contract (ABC) as payment under the contract for the **Procurement of Travel Services for MNSA Senior Executives 2 (MNSA SE 2) Foreign Academic Enhancement Travel of the National Defense College of the Philippines (NDCP)** with Identification No: **NDCP-ITB-001-24**.

Funding Source	Particulars	Total
NDCP Continuing Appropriations	<u>Students and DND/NDCP Officials</u> 27 pax x ₱ 335,000.00 = ₱ 9,045,000.00 2 pax x ₱ 196,000.00 = ₱ 392,000.00* <u>NDCP Support Staff:</u> 2 pax x ₱ 305,000.00 = ₱ 610,000.00 _____ *Excluding 2-way plane ticket and visa processing fee	₱ 10,047,000.00

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The NDCP-BAC now invites bids for the Procurement of Travel Services for MNSA Senior Executives 2 (MNSA SE 2) Global Security and Development Study (GSDS) of the National Defense College of the Philippines. Bidders must be a DOT-accredited tour operator and should have completed, **within the last five (5) years** from the date of submission and receipt of bids, a contract similar to the Project which is equivalent to at least fifty percent (50%) of the ABC for the project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from **NDCP Bids and Awards Committee (NDCP-BAC) Secretariat** and inspect the Bidding Documents at the address given below **during 8:00 AM to 5:00 PM, Monday to Friday except during holidays**.

5. A complete set of Bidding Documents may be acquired by interested Bidders from **8:00 A.M to 5:00 P.M. from 26 January to 13 February 2024** from the given address and website below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **TWENTY-FIVE THOUSAND PESOS ONLY (PHP 25,000.00)**. The Procuring Entity shall allow the bidder to present in person its proof of payment for the fees.
6. The NDCP-BAC will hold a Pre-Bid Conference¹ on **1 February 2024, 9:00 AM** at the **Multi-Purpose Hall, NDCP Library Building, Camp Aguinaldo, Quezon City** which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through: (i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both on or before **13 February 2024 at 10:00 AM**. 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 **13 February 2024, 10:00 AM** at the **Multi-Purpose Hall, NDCP Library Building, Camp Aguinaldo, Quezon City**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The NDCP reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

Name of Officer: **Ms Gladys M Pua**
Designation: Head, NDCP-BAC Secretariat
Office Address: National Defense College of the Philippines
Gen. Enrile Avenue, Camp General Emilio Aguinaldo
Quezon City 1110
Office Tel. Nos: (02) 8912-9139 (telefax)
(02) 8911-6001 local 4651
Email Address: gladysmpua31@gmail.com
Website: <https://www.ndcp.edu.ph>

12. You may visit the following websites:

For downloading of Bidding Documents: <https://www.ndcp.edu.ph>

For online bid submission: bacsecretariat.ndcp@gmail.com

January 25, 2024

MARLON Q SISON
NDCP-BAC Vice Chairperson



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF NATIONAL DEFENSE
NATIONAL DEFENSE COLLEGE OF THE PHILIPPINES
Camp General Emilio Aguinaldo, Quezon City

11 2 JAN 2024

SUPPLEMENTAL BID BULLETIN NO. 001-24

**Procurement of Travel Services for MNSA Senior Executives 2 (MNSA SE 2)
Foreign Academic Enhancement Travel of the
National Defense College of the Philippines (NDCP)**


This Supplemental Bid Bulletin is issued to inform prospective bidders of the following changes, modifications, amendments, or additional requirements that form part of the Bidding Documents for the Procurement of Travel Services for MNSA RC 58 Global Security and Development Study (GSDS) of the National Defense College of the Philippines (NDCP).

REF	PARTICULAR	FROM	TO
▪ Page 4	Item #1 under Invitation to Bid	<u>Students and DND/NDCP Officials</u> 27 pax x ₱ 335,000.00 = ₱ 9,045,000.00 2 pax x ₱ 196,000.00 = ₱ 392,000.00* <u>NDCP Support Staff:</u> 2 pax x ₱ 305,000.00 = ₱ 610,000.00 _____ *Excluding 2-way plane ticket and visa processing fee	<u>Students and DND/NDCP Officials</u> 26 pax x ₱ 335,000.00 = ₱ 8,710,000.00 2 pax x ₱ 196,000.00 = ₱ 392,000.00* <u>NDCP Support Staff:</u> 2 pax x ₱ 305,000.00 = ₱ 610,000.00 _____ *Excluding 2-way plane ticket and visa processing fee
		₱ 10,047,000.00	₱ 9,712,000.00
▪ Page 5	Item 5	5 to 25 January 2024	5 to 24 January 2024
	Items 7 and 9	26 January 2024	24 January 2024
	Items 7	Bids must be duly received by the BAC Secretariat through: (i) manual submission at the office	Bids must be duly received by the BAC Secretariat through manual submission only at the office address

		address indicated below, (ii) online or electronic submission as indicated below, or (iii) both	indicated below
▪ Page 7, Section 2.1	Instruction to Bidders under Funding Information	The GOP through the source of funding as indicated below for the year 2024 in the amount of TEN MILLION FORTY SEVEN THOUSAND PESOS ONLY (₱ 10,047,000.00) or three hundred thirty-five thousand pesos (₱ 335,000.00) each for 27 pax single occupancy; one hundred ninety six thousand pesos (₱ 196,000.00) for 2 pax single occupancy excluding plane ticket and visa application fee; and three hundred five thousand pesos (₱ 305,000.00) each for 2 pax twin sharing.	The GOP through the source of funding as indicated below for the year 2024 in the amount of NINE MILLION FORTY SEVEN THOUSAND PESOS ONLY (₱ 9,712,000.00) or three hundred thirty-five thousand pesos (₱ 335,000.00) each for 26 pax single occupancy; one hundred ninety six thousand pesos (₱ 196,000.00) for 2 pax single occupancy excluding plane ticket and visa application fee; and three hundred five thousand pesos (₱ 305,000.00) each for 2 pax twin sharing.
▪ Page 14	Item 14.1 under Bid Data Sheet	a. The amount of not less than ₱ 200,940.00 (2% of ₱ 10,047,000.00), 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 ₱ 194,240.00 (2% of ₱ 9,712,000.00), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
		c. The amount of not less than ₱ 502,350.00 (5% of ₱ 10,047,000.00) if bid security is in Surety Bond.	d. The amount of not less than ₱ 485,600.00 (5% of ₱ 9,712,000.00) if bid security is in Surety Bond.
▪ Page 15	Item 17 under Bid Data Sheet	26 January 2024	24 January 2024
▪ Page 20	Special Conditions of Contract	TEN MILLION FORTY SEVEN THOUSAND PESOS ONLY (₱ 10,047,000.00) or three hundred thirty-five thousand pesos (₱ 335,000.00) each for 27 pax single occupancy; one hundred ninety six thousand pesos	NINE MILLION FORTY SEVEN THOUSAND PESOS ONLY (₱ 9,712,000.00) or three hundred thirty-five thousand pesos (₱ 335,000.00) each for 26 pax single occupancy; one hundred ninety six thousand pesos

		(P 196,000.00) for 2 pax single occupancy excluding plane ticket and visa application fee; and three hundred five thousand pesos (P 305,000.00) each for 2 pax twin sharing.	(P 196,000.00) for 2 pax single occupancy excluding plane ticket and visa application fee; and three hundred five thousand pesos (P 305,000.00) each for 2 pax twin sharing.
▪ Page 23	Schedule of Requirements Item 1 (Roundtrip Airfare)	Quantity: 29	Quantity: 28
▪ Page 23	Schedule of Requirements Item 3 (Hotel Accommodation)	At least three-star hotel accommodation for 31 pax	At least three-star hotel accommodation for 30 pax
		Single Occupancy Room: 29 Room with 2 single beds: 1	Single Occupancy Room: 28 Room with 2 single beds: 1
▪ Page 23-24	Schedule of Requirements Item 6 and 7 (Travel and medical insurance and RT PCR test requirements during the travel; and Tour of Expenses)	31	30
▪ Page 28	Technical Specifications	Roundtrip fare with visa processing fee for 29 pax	Roundtrip fare with visa processing fee for 28 pax
		30 kg baggage allowance per pax	2 luggage at 23 kgs per luggage
		No of single room: 29	No of single room: 28
▪ Page 33	Technical Specifications	31 pax	30 pax

For guidance and information of all concerned.


ALDRIN C CUÑA, MNSA
 Chairperson, NDCP Bids and Awards Committee



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF NATIONAL DEFENSE
NATIONAL DEFENSE COLLEGE OF THE PHILIPPINES
Camp General Emilio Aguinaldo, Quezon City

17 JAN 2024


SUPPLEMENTAL BID BULLETIN NO. 001-24-A

**Procurement of Travel Services for MNSA Senior Executives 2 (MNSA SE 2)
Foreign Academic Enhancement Travel of the
National Defense College of the Philippines (NDCP)**

This Supplemental Bid Bulletin is issued to inform prospective bidders of the following changes, modifications, amendments, or additional requirements that form part of the Bidding Documents for the Procurement of Travel Services for MNSA RC 58 Global Security and Development Study (GSDS) of the National Defense College of the Philippines (NDCP).

REF	PARTICULAR	FROM	TO
▪ Pages 5 & 15	Item 7, 9 & 17 under Invitation to Bid and Bid Data Sheet	10:00 AM	1:00 PM
▪ Page 23	Schedule of Requirements, Item 2	Payment of the visa application fee and assistance during the processing of visa	Payment of the visa application fee shall be borne by the passenger/member of delegation but the travel agency shall provide assistance during the processing of visa.
	Schedule of Requirements, Item 4	All meal requirements for 31 pax (NDCP delegation) and 2 pax for ODAFA and PH Embassy representatives.	All meal requirements except dinner for 31 pax (NDCP delegation) and 2 pax for ODAFA and PH Embassy representatives.
	Schedule of Requirements, Item 5	1 bus for the whole delegation and 1 separate vehicle for 2 senior officials.	1 bus for the whole delegation
▪ Page 24	Schedule of Requirements, Item 11	Access to Airline lounge	Delete
▪ Page 28	Technical Specifications	Roundtrip fare with visa processing fee for 29 pax	Roundtrip fare excluding visa processing fee for 28 pax
▪ Page 33	Technical Specifications	Thirty-one (31) pax full board meals as stated in the itinerary with daily buffet breakfast and set/buffet lunch and dinner	Thirty (30) pax full board meals as stated in the itinerary with daily buffet breakfast and set/buffet lunch (excluding dinner)
		Roundtrip bus transfers from NDCP-NAIA-NDCP and from WASHINGTON DC TO NEW YORK CITY	Roundtrip bus transfers while in WASHINGTON DC and NEW YORK CITY
▪ Page 34	Technical Specifications	Access to airport lounge of at least six (6) pax	Delete

For guidance and information of all concerned.


MR ALDRIN C. CUÑA, MNSA
Chairperson, NDCP Bids and Awards Committee

Section II. Instructions to Bidders



1. Scope of Bid

The Procuring Entity, the **National Defense College of the Philippines (NDCP)** wishes to receive Bids for the **Procurement of Travel Services for MNSA Senior Executives 2 (MNSA SE 2) Foreign Academic Enhance Travel of the National Defense College of the Philippines (NDCP) with Identification No: NDCP-ITB-001-24.**

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 the year 2024 in the amount of **TEN MILLION FORTY SEVEN THOUSAND PESOS ONLY (₱ 10,047,000.00) or three hundred thirty-five thousand pesos (₱ 335,000.00) each for 27 pax single occupancy; one hundred ninety six thousand pesos (₱ 196,000.00) for 2 pax single occupancy excluding plane ticket and visa application fee; and three hundred five thousand pesos (₱ 305,000.00) each for 2 pax twin sharing.**

2.2. The source of funding is through the **NDCP Continuing Appropriations.**

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

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

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

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

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

6. Origin of Goods

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

7. Subcontracts

The Procuring Entity has prescribed that Sub-contracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time at its physical address at Camp General Emilio Aguinaldo, Quezon City as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within the last five (5) years prior to the deadline for the submission and receipt of bids.

10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting

Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

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

13.2. Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until the **120 calendar days from the date of the opening of bids**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

15.2. 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.

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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.

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring 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 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as one (1) Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1 Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1 The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.



Section III. Bid Data Sheet



Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> Delivery of Travel Services; Completed within the last five (5) years prior to the deadline for the submission and receipt of bids.
7.1	Sub-contracting is not allowed.
8	<p>The NDCP will hold a Pre-Bid Conference on 1 February 2024, 9:00 AM at the NDCP Multi-Purpose Hall which shall only be open to prospective bidders. Potential bidders who participate online shall be required to input their attendance (NAME, POSITION, OFFICE, and CONTACT DETAILS) as traditionally required during physical meeting. Password and link will be provided 1 hour before the scheduled time.</p>
10.1	<p>TECHNICAL COMPONENT ENVELOPE</p> <p>Class “A” Documents</p> <p><u>Legal Documents</u></p> <ol style="list-style-type: none"> Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); <u>or</u> 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, <u>and</u> 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; <u>and</u> Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR). <p><u>Technical Documents</u></p> <ol style="list-style-type: none"> 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; <u>and</u> 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; <u>and</u> Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; <u>or</u> Original copy of Notarized Bid Securing Declaration; <u>and</u>

	<p>h. Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and</p> <p>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.</p> <p><u>Financial Documents</u></p> <p>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</p> <p>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.</p> <p style="text-align: center;"><i>Class "B" Documents</i></p> <p>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.</p> <p><u>Other documentary requirements under RA No. 9184 (as applicable)</u></p> <p>m. <i>For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos</i> Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.</p> <p>n. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.</p>
11.1	<p>FINANCIAL COMPONENT ENVELOPE</p> <p>a. Original of duly signed and accomplished Financial Bid Form; and</p> <p>b. Original of duly signed and accomplished Price Schedule(s)</p>
12	NO FURTHER INSTRUCTIONS.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than ₱ 200,940.00 (2% of ₱ 10,047,000.00), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than ₱ 502,350.00 (5% of ₱ 10,047,000.00) if bid security is in Surety Bond.</p>

14.2	The Bid and Bid Security shall be valid until 120 calendar days from the date of the opening of bids.
15	Each bidder shall submit one (1) original and nine (9) photo copies with tabbing of the first and second components. For online submission, each bidder shall submit one (1) original copy with tabbing and an electronic copy of the first and second component. The electronic copies must be in PDF format, which shall only be open during the SOBE.
17	Deadline of submission of bids is on or before 10:00 AM of 13 February 2024.
19.3	NO FURTHER INSTRUCTIONS.
20.1	NO FURTHER INSTRUCTIONS.
21.1	NO FURTHER INSTRUCTIONS.

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. Performance Security

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

3. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project. In addition to tests in the **SCC, Section IV (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.

4. Warranty

4.1 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.

4.2. 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.

5. 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.

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Section V

Special Conditions of Contract



Special Conditions of Contract

GCC Clause	
1	The Procuring Entity is National Defense College of the Philippines (NDCP) .
	The Funding Source is the Government of the Philippines (GOP) through the NDCP Continuing Appropriations in the amount of TEN MILLION FORTY SEVEN THOUSAND PESOS ONLY (₱ 10,047,000.00) or three hundred thirty-five thousand pesos (₱ 335,000.00) each for 27 pax single occupancy; one hundred ninety six thousand pesos (₱ 196,000.00) for 2 pax single occupancy excluding plane ticket and visa application fee; and three hundred five thousand pesos (₱ 305,000.00) each for 2 pax twin sharing.
	The Project Site is National Defense College of the Philippines, Camp Aguinaldo, Quezon City.
	<p>The delivery terms applicable to this Contract are delivered at Camp General Emilio Aguinaldo, Quezon City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Services at their final destination.</p> <p>Delivery of the Services shall be made by the Supplier in accordance with the terms specified in Section VI. Schedule of Requirements.</p> <p>Upon delivery of the Services to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity:</p> <ul style="list-style-type: none"> (i) Original and four copies of the Supplier's invoice showing Services' description, quantity, unit price, and total amount; (ii) Service Acknowledgement Report/receipt duly signed/noted by the Procuring Entity's representative; (iii) Certification by the Procuring Entity's representative on the conformity of the contract/agreement; and, (iv) Certificate of Acceptance/Inspection Report signed by the Procuring Entity's representative at the Project Site. <p>For purposes of this Clause the Procuring Entity's Representative at the Project Site is MS GLADYS M PUA.</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> <ul style="list-style-type: none"> (a) performance or supervision of on-site assembly and/or start-up of the supplied Services; (b) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Services; (c) performance or supervision or maintenance and/or repair of the supplied Services, 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. <p>The Contract price for the Services 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>Bid Offer</p> <p>Bid Offer submitted by the Supplier shall construe to mean that the bidders guarantee to furnish the Suppliers as fully conforming to the specification and abide to the terms and conditions as specified in the bid documents.</p> <p>All prices quoted must include all government taxes, fees, etc. The refund or waiver obtained shall be paid to NDCP.</p> <p>Losses and Damages</p> <p>The contractor shall answerable for losses incurred by or damages done to the property of NDCP, its offices, employees or agents of third parties caused by the Contractor's personnel and personal injury including death which may arise on account of the negligence or misbehavior of the Contractor's employee.</p>
2	No further instructions
3	<p>The inspections and tests that will be conducted are:</p> <p><i>All services to be delivered shall be subject to inspection by the duly authorized officer of the National Defense College of the Philippines and the end-user.</i></p>
4	No further instructions
5	No further instructions

Section VI. Schedule of Requirements



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.

L/I	ITEM	Quantity	Remarks	Delivered, Weeks/Months
1	Roundtrip Airfare Plane ticket from Manila to Dulles International Airport, Washington DC to Manila	29	With one (1) layover only	At least 10 calendar days prior the departure date
2	Payment of the visa application fee and assistance during the processing of visa	30	Airline tickets and visa modification, charges and costs incurred shall be borne by the travel agency	-
3	At least three-star hotel accommodation for 31 pax (Washington DC and New York)	Single Occupancy Room: 29 Room with 2 single beds: 1	All members of delegation shall stay in 1 hotel.	-
4	Meals	33	All meal requirements for 31 pax (NDCCP delegation) and 2 pax for ODAFA and PH Embassy representatives.	-
5	Airport transfers and inland transportation	1 bus for the whole delegation and 1 separate vehicle for 2 senior officials.	-	-
6	Travel and medical insurance and RT PCR test requirements during	31	Insurance should cover the entire duration of the travel and should have	-

L/I	ITEM	Quantity	Remarks	Delivered, Weeks/Months
	the travel		COVID-19 coverage	
7	Tour expenses (Socio-cultural)	31	Places with entrance fees and standard tipping shall be borne by the travel agency	-
8	Representative from Philippine travel agency	1	Senior representative or official from Philippine travel agency	-
9	Local tour guides		Certified experienced local tour guide	-
10	Communication	Unlimited	One (1) Mobile phone per vehicle with local sim card with unlimited call and text One (1) local sim card per member Unlimited internet connection for the delegation	-
11	Access to Airline lounges	At least 6 pax	For DND and NDCCP officials	-
12	Payment	-	40% upon issuance of plane ticket 60% two (2) months after travel for the entire delegation	-
13	Quotation	-	Separate quotation for single occupancy and twin sharing.	-

****Note: The itinerary is still subject to change based on the recommendation of the embassy, and the number of the members of delegation is subject to change depending on the issuance of travel authority.***

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

Signature over Printed Name

Date of Signing: _____

A handwritten signature in blue ink, consisting of a stylized 'F' or 'J' shape with a horizontal line extending to the right.

Section VII. Technical Specifications

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Technical Specifications

[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

Background

The foreign academic enhancement travel of the MNSA Program in NDCP provides an opportunity for the MNSA-SE Class to visit key institutions on defense, security, and foreign affairs in a country with which the Philippines has strategic relations. This allows NDCP scholars, as well as officials, to engage with counterparts and exchange views on common interests and security challenges in our region. The academic engagements of our scholars in government centers and think tanks outside of the country aim to enhance their knowledge and broaden perspectives on regional and global security dynamics. Their exposure to international security affairs aims to complement the theories and cases they have learned in national security studies. This, in turn, will enable the MNSA-SE Class, whose members belong to the third level of government, to analyze foreign policy and evaluate strategic options for Philippines’ security at the systemic level.

The proposed country that will be visited by the MNSA-SE Class on February 25 to March 4, 2024 is the US—the Philippines only defense treaty ally. This is in line with the theme of “Leveraging Strategic Partnership and Defense Cooperation for Peace, Prosperity, and Global Security.” Significantly, the foreign academic travel to Washington, DC and New York City supports efforts of the Philippine government to enhance its defense relations and security cooperation with the allied state.

The Philippines’ decision to expand the Enhanced Defense Cooperation Agreement (EDCA) with the US, by adding four (4) EDCA sites to five (5) previously agreed locations, has been driven by systemic forces within the American ally’s defense radar. The external environment, along with domestic drivers in the Philippines, must be fully understood when analyzing this country’s defense agreement and arrangement with the US. Analysis of the Philippines’ defense policy and assessment of unfolding security dynamics by senior executives in the MNSA program are warranted to continuously evaluate options available for the Philippines to promote its national interests. As articulated in the opening of the President’s Message in the 2023 National Security Policy (NSP): “The Philippines’ national

security landscape continues to shift and transform, prompting us to constantly rethink, reassess, and re-examine our strategies in security our country's survival, progress, and resilience.”

Description	Specifications	Statement of Compliance
Roundtrip fare with visa processing fee for 29 pax	Departure from MANILA to DULLES INTERNATIONAL AIRPORT, 25 February 2024 (Saturday)	
	Departure from J F KENNEDY INTERNATIONAL AIRPORT to MANILA, 4 March 2024 (Monday)	
	With one (1) layover only	
	Inclusive of travel tax, terminal fee, rebooking fee, and visa processing fee	
	30 kg baggage allowance per pax	
	Single flight for all members of the delegation	
	Assistance on visa application processes; If application fee is waived, it shall be refunded to NDCP	
	Issuance of plane ticket at least ten (10) calendar days before the departure date	
	At least two (2) reserved seats for high-ranking officials	
Accommodation	Near the venue for official engagements	
	At least 3-star hotel	
	25 February to 28 February (4 nights) Washington DC No of single room: 29 No of room with 2 single beds: 1	
	29 February to 02 March (2 nights) New York City No of single room: 29 No of room with 2 single beds: 1	
PROPOSED ITINERARY		

DAY 1: 25 FEB 2024 (SUN)	DEPARTURE (WHOLE DELEGATION) <table><tr><td>IF</td><td>Assembly at the National Defense College of the Philippines (NDCP), Camp Aguinaldo, Quezon City</td></tr><tr><td>IF</td><td>ETD to Ninoy Aquino International Airport (NAIA) Terminal 1, Pasay City</td></tr><tr><td>IF</td><td>ETA at NAIA Terminal 1 Breakfast</td></tr><tr><td>IF</td><td>ETD to Washington DC</td></tr><tr><td>IF</td><td>ETA to Washington DC</td></tr></table>	IF	Assembly at the National Defense College of the Philippines (NDCP), Camp Aguinaldo, Quezon City	IF	ETD to Ninoy Aquino International Airport (NAIA) Terminal 1, Pasay City	IF	ETA at NAIA Terminal 1 Breakfast	IF	ETD to Washington DC	IF	ETA to Washington DC																									
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DAY 5 29 FEB 2024 (THURS)	<table><tr><td>07:00 AM</td><td>Breakfast in the Hotel and Check out</td></tr><tr><td>08:00 AM</td><td>ETD from Hotel to the United States Department of State</td></tr><tr><td>08:15 AM</td><td>ETA at the United States Department of State</td></tr><tr><td>08:30 AM – 11:30 AM</td><td>Briefing and Open Forum at the United States Department of State</td></tr><tr><td>11:45 AM</td><td>ETD from the United States Department of State</td></tr><tr><td>12:00 NN – 01:00 PM</td><td>Lunch</td></tr><tr><td>01:15 PM</td><td>ETD to United States Institute of Peace</td></tr><tr><td>01:30 PM</td><td>ETA at United States Institute of Peace</td></tr><tr><td>01:30 PM</td><td>Briefing and Open Forum at the United States Institute of Peace</td></tr><tr><td>03:15 PM</td><td>ETD from the United States Institute of Peace to the Carnegie Endowment for International Peace</td></tr><tr><td>03:25 PM</td><td>ETA at the Carnegie Endowment for International Peace</td></tr><tr><td>03:30 PM-05:00 PM</td><td>Briefing and Open Forum at the Carnegie Endowment for International Peace</td></tr><tr><td>5:15 PM</td><td>ETD from Carnegie Endowment for International Peace</td></tr><tr><td>5:30 PM – 6:30 PM</td><td>Early Dinner</td></tr><tr><td>6:30 PM – 11:25 PM</td><td>ETD from Washington DC to New York City (4 hours, 55 minutes)</td></tr><tr><td>11:30 PM</td><td>ETA at the Hotel in New York City</td></tr><tr><td></td><td>RON</td></tr></table>	07:00 AM	Breakfast in the Hotel and Check out	08:00 AM	ETD from Hotel to the United States Department of State	08:15 AM	ETA at the United States Department of State	08:30 AM – 11:30 AM	Briefing and Open Forum at the United States Department of State	11:45 AM	ETD from the United States Department of State	12:00 NN – 01:00 PM	Lunch	01:15 PM	ETD to United States Institute of Peace	01:30 PM	ETA at United States Institute of Peace	01:30 PM	Briefing and Open Forum at the United States Institute of Peace	03:15 PM	ETD from the United States Institute of Peace to the Carnegie Endowment for International Peace	03:25 PM	ETA at the Carnegie Endowment for International Peace	03:30 PM-05:00 PM	Briefing and Open Forum at the Carnegie Endowment for International Peace	5:15 PM	ETD from Carnegie Endowment for International Peace	5:30 PM – 6:30 PM	Early Dinner	6:30 PM – 11:25 PM	ETD from Washington DC to New York City (4 hours, 55 minutes)	11:30 PM	ETA at the Hotel in New York City		RON	
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	RON																																			
DAY 6 01 MARCH 2024 (FRI)	<table><tr><td>07:30 AM</td><td>Breakfast in Hotel</td></tr><tr><td>8:30 AM</td><td>ETD from Hotel to the Permanent Mission of the Republic of the Philippines to the United Nations</td></tr><tr><td>09:00 AM</td><td>ETA at the Permanent Mission of the Republic of the Philippines to the United Nations</td></tr><tr><td>09:00 AM – 10:30 AM</td><td>Courtesy Call, Briefing, and Open Forum at the Permanent Mission of the Republic of the Philippines to the United Nations</td></tr><tr><td>10:30 AM</td><td>ETD from the Permanent Mission of the Republic of the Philippines to the United Nations to the Council for Foreign Relations</td></tr></table>	07:30 AM	Breakfast in Hotel	8:30 AM	ETD from Hotel to the Permanent Mission of the Republic of the Philippines to the United Nations	09:00 AM	ETA at the Permanent Mission of the Republic of the Philippines to the United Nations	09:00 AM – 10:30 AM	Courtesy Call, Briefing, and Open Forum at the Permanent Mission of the Republic of the Philippines to the United Nations	10:30 AM	ETD from the Permanent Mission of the Republic of the Philippines to the United Nations to the Council for Foreign Relations																									
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DAY 6 01 MARCH 2024 (FRI)	10:50 AM	ETA at the Council for Foreign Relations	
	10:50 AM – 12:20 PM	Briefing and Open Forum at the Council for Foreign Relations	
	12:20 PM	ETD from the Council for Foreign Relations	
	12:20 PM – 1:20 PM	Lunch	
	01:20 PM	ETD to the United Nations (UN) Headquarters	
	01:30 PM	ETA at the United Nations (UN) Headquarters	
	01:30 PM – 04:30 PM	Briefing, Open Forum, and Facility Tour at the United Nations (UN) Headquarters	
	4:30 PM	ETD from United Nations (UN) Headquarters to 9/11 Memorial and Museum	
	4:50 PM	ETA to the 9/11 Memorial and Museum	
	4:50 PM – 5:50 PM	Visit to the 9/11 Memorial and Museum	
	05:15 PM	ETD from the United Nations (UN) Headquarters	
	05:45 PM	ETA at the Hotel	
	07:00 PM	Dinner RON	
DAY 7 02 MARCH 2024 (SAT)	07:00 AM	Breakfast at the Hotel	
	09:00 AM – 11:00 AM	MNSA-SE Group Outputs Presentation at the Hotel Venue	
	11:00 AM	Early Lunch	
	01:30 PM	Hotel Check-Out	
	02:30 PM	ETD from Hotel to John F. Kennedy International Airport	
	03:00 PM	ETA at John F. Kennedy International Airport	
	6:00 PM	Dinner	
DAY 8 03 MARCH 2024 (SUN)	IF	ETD John F. Kennedy International Airport to Ninoy Aquino International Airport (NAIA) Terminal 1 (Travel Time: 16 hours)	
DAY 9 04 MARCH 2024 (MON)	IF	ETA in NAIA Terminal 1, Pasay City	
	IF	ETD from NAIA Terminal 1 to the National Defense College of the Philippines, Camp Aguinaldo, Quezon City	
	IF	ETA at the National Defense College of the Philippines, Camp Aguinaldo, Quezon City	

Travel and Medical Insurance	Thirty one (31) pax - Premium Travel Insurance of at least P1.5M coverage/pax, which covers the entire duration of the travel	
	Medical Insurance with COVID-19 coverage	
Meals	Thirty one (31) pax full board meals as stated in the itinerary with daily buffet breakfast and set/buffet lunch and dinner	
	Complimentary meals for two (2) embassy officials for the entire duration of the tour	
	All details of meals and restaurants must be presented to and duly approved by NDCCP at least ten (10) calendar days prior to the trip.	
	Diet restrictions must be observed all throughout the trip including airlines, hotels, restaurants, etc. (vegan, vegetarian, pescatarian, no pork, no lard, no alcohol).	
	Equivalent total amount of all meals indicated as own arrangement of the delegation shall be reimbursed before the trip starts at USD40 per pax per meal.	
Airport transfers and inland transportation	Roundtrip bus transfers from NDCCP-NAIA-NDCCP and from WASHINGTON DC TO NEW YORK CITY	
	One (1) at least 35-seater De Luxe Bus with disinfectants, wipes/tissue, bottled water, city map, emergency numbers list, WiFi, and at least one (1) first aid kit per bus. Buses should be three (3) years	
	One vehicle for the Head of Delegation and PNDCCP	
	Provision of daily two (2) bottled water (AM/PM) per participant	
	Bus driver should be a local resident of city, region, or country of destination	
	Tipping for the driver	
Tour expenses	Guided tour as specified in the itinerary	

	Places with entrance fees and standard tipping shall be borne by the travel agency	
	Certified experienced local tour guide	
	Tipping for local tour guide	
Airline Arrangement	Exclusive check-in counter at the airport for the entire delegation (back and forth)	
	Access to airport lounge of at least six (6) pax	
Communication	One (1) mobile phone each vehicle with local sim card with unlimited call and text, and internet data	
	One (1) local sim card with unlimited call and text and internet data per pax	
	Unlimited internet connection in the bus for the delegation	
Other requirements	Availability of common medicines and emergency kits	
	At least one (1) pleasant, experienced, and senior representative from the travel agency to accompany the delegation. (Note: NDCCP reserved the right to screen the agency representative)	
	Pre-departure briefing for entire delegation at least 1 week prior to the departure	
	Provision of a conference room on 02 March 2024 for a maximum of 2 hours	
	The itinerary is subject to change depending on the guidance of the Ph DAFA. The NDCCP will coordinate with travel agency regarding the said changes.	
	The final number of members of delegation will be determined upon issuance of the TA by the respective Head of Department/Agency per MNSA SE student.	
COVID-19 test	Conduct of applicable COVID-19 test. Total cost for the said test shall be refunded to NDCCP if the COVID-19 test is not required.	

Payment	<ul style="list-style-type: none">40% - upon issuance of the plane ticket60% - two (2) months after the completion of the travel of the whole delegation							
Quotation	Separate quotation for single occupancy and twin sharing based on the Approved Budget for the Contract or ABC:							
	<table><tr><th>Single Occupancy</th><th>Twin Sharing</th></tr><tr><td>₱ 335,000.00</td><td>₱ 305,000.00</td></tr><tr><td>₱ 196,000.00 (excluding plane ticket and visa application fee)</td><td></td></tr></table>	Single Occupancy	Twin Sharing	₱ 335,000.00	₱ 305,000.00	₱ 196,000.00 (excluding plane ticket and visa application fee)		
	Single Occupancy	Twin Sharing						
	₱ 335,000.00	₱ 305,000.00						
₱ 196,000.00 (excluding plane ticket and visa application fee)								

****Note: The itinerary is still subject to change based on the recommendation of the embassy, and the number of the members of delegation is subject to change depending on the issuance of travel authority.***

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

Name of Company/Bidder

**Signature over Printed
Name of the Representative**

Date



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

- ☐ (f) 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**
- ☐ (g) 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**
- ☐ (h) 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**
- ☐ (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (j) 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

- ☐ (k) 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**
- ☐ (l) 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

- ☐ (m) 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.

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

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

25 FINANCIAL COMPONENT ENVELOPE

- ☐ (a) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (b) Original of duly signed and accomplished Price Schedule(s).



Section IX. Bidding Forms



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

BID FORM

Date : _____
Project Identification No.: **NDCP-ITB-001-03-23**

To: **National Defense College of the Philippines**
Camp General Emilio Aguinaldo
Quezon City

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide 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.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(if none, state "None")]		

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

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

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

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

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____



Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

BID SECURING DECLARATION

Project Identification No.: NDCP ITB No. 001-03-23

To: **National Defense College of the Philippines**

Camp General Emilio Aguinaldo, Quezon City

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting**;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- Carefully examining all of the Bidding Documents;
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**



IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]



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

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ____ of ____

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

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



National Defense College of the Philippines
Camp General Emilio Aguinaldo, Quezon City

Bidding Documents for the Procurement of Travel Services for MNSA Senior Executives 2 (MNSA SE 2) Foreign Academic Enhance Travel of the National Defense College of the Philippines (NDCP).