

## Section VII. Technical Specifications

Bidders must state “**Comply**” in the column “**Statement of Compliance**” against each of the individual parameters of each “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 Bidders 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 provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii).’*

Unit	Lease of Venue with Meals, Accommodations, and Technical Requirements for 2025 International Day of Universal Access to Information (IDUAI) Celebration	QTY	Statement of Compliance
1	<b>Schedule of Activities:</b>  Day 0 Ingress: 27 September 2025 (Saturday) Day 1 Technical Setup / Welcome Dinner: 28 September 2025 (Sunday) Day 2 Event Proper / Cultural Night: 29 September 2025 (Monday) Day 3 Event Proper /Send-off Proper: 30 September 2025 (Tuesday) Day 4 Cultural Tour: 01 October 2025 (Wednesday) Day 5 Egress: 02 October 2025 (Thursday)	lot	
	<b>A. ROOM ACCOMMODATION</b>		
	<b>Duration:</b> 6 days and 5 nights <b>Check-in:</b> 27 September 2025 <b>Check-out:</b> 02 October 2025		
	<b>REMARKS/INCLUSIONS</b>  - Inclusion of complimentary breakfast and parking for all billeted guests. - With a fast internet connection (at least 100 Mbps) - Must have a continuous water supply & an accessible comfort room - Accessible emergency exit and alarm standby fire extinguisher, and automatic sprinkler		
room	Single Occupancy Rooms (One king-size bed)	54	
room	Twin-Sharing Occupancy (Two separate beds)	6	
room	Triple Sharing Deluxe Rooms (Three separate beds)	20	
	<b>B. VENUE</b>		
	<b>Date: 28-30 September 2025 (3 days)</b>		

	<b>Duration:</b> 28 September 2025: 12:01 AM to 11:00 PM 29 September 2025: 04:00 AM to 11:00 PM 30 September 2025: 04:00 AM to 11:00 PM		
<b>room</b>	<b>BALLROOM HALL</b>	<b>1</b>	
	1. Can accommodate three hundred (300) pax with social distancing 2. Theater Style set-up 3. High ceiling and a fully air-conditioned hall 4. Podium and Philippine Flag 5. Slightly raised platform (stage) 6. Complimentary pens and paper (good for 300 pax) 7. At least 20% complimentary parking slots 8. At least twenty (20) extension cords 9. Fast and stable internet connection (at least 100 mbps) 10. Provide alcohol dispensers in the registration area 11. Registration tables 12. Three (3) Interpreters Booth 13. Six (6) executive chairs to be placed on the stage with six (6) coffee tables		
	<b>TECHNICAL REQUIREMENTS</b>		
	<p>Note: All technical requirements must be set-up on 28 September 2025 from 12:01am to 07:00am</p> <p>Technical Run will start at 07:00am</p> <p>For Technical run/check and set-up;</p> <ol style="list-style-type: none"> <li>For stage setup: One (1) Curved LED wall (24x12 ft) and Two (2) Portrait LED Wall (2.5 x 7ft); Two (9x12) LED Wall (Left and Right)</li> <li>At the entrance: Panoramic LED Wall (26.24 x 3.28 ft.) and (2) Portrait LED Wall (2.5 x 12ft)</li> <li>Four-camera set-up for live feed;</li> <li>Three (3) Video Controller Mixer;</li> <li>Full surround sound system with Audio Controller Mixer;</li> <li>At least six (6) wireless microphones;</li> <li>At least six (6) lapel microphones;</li> <li>Professional Technicians/Operators for live events;</li> <li>Provide at least three (3) technicians directly providing assistance to the Technical Lead;</li> <li>Needed Peripherals;</li> <li>Splitter Cable;</li> <li>Wireless Intercom Headset for at least fifteen (15) persons;</li> <li>Four (4) units of 60-inch televisions as teleprompters on the stage, and a Filipino Sign Language (FSL) interpreter at the tech booth</li> <li>Spotlights and mood lights for the stage and audience view;</li> <li>with high-quality (fast and stable) wifi connection to broadcast online that can accommodate 300 pax (with at least 100 Mbps) with 2-3 LAN Connections;</li> <li>At least ten (10) extension cords in the audience.</li> <li>Facebook and Zoom Live Streaming Set-up</li> </ol>		

	18. Two (2) teleprompters at the back / adjacent to the stage for both SA 19. Simultaneous Interpretation System Booth and equipment (for 2 interpreters: English - French - Spanish) with the possibility for online transmission on social networks		
	28 September 2025 to 30 September 2025 (3 days)		
	<b>Duration:</b> 5 AM to 9 PM		
<b>rooms</b>	<b>II. BREAKOUT ROOM</b>	<b>2</b>	
	<ol style="list-style-type: none"> <li>1. Can accommodate seventy-five (75) pax per breakout room</li> <li>2. Theater style set-up</li> <li>3. Slightly raised platform</li> <li>4. Fully air-conditioned room</li> <li>5. Three (3) rectangular tables for registration per breakout room</li> <li>6. Six (6) executive chairs to be placed on the stage with six (6) coffee tables</li> </ol>		
	<b>TECHNICAL REQUIREMENTS</b>		
	<ol style="list-style-type: none"> <li>1. One (1) 9x12" LED Wall / LCD Screen</li> <li>2. Six (6) wireless microphones</li> <li>3. One (1) dedicated Technician/Operator during ingress, event proper, and egress to facilitate the technical requirements.</li> <li>4. Needed Peripherals</li> <li>5. Splitter cable</li> <li>6. Two (2) units of 60-inch televisions as teleprompters on the stage</li> <li>7. Facebook and Zoom Live Streaming Set-up</li> </ol>		
	27 September 2025 to 01 October 2025 (5 days)		
	<b>Duration:</b> 4 AM to 11 PM		
<b>rooms</b>	<b>MEETING ROOM FOR TECHNICAL WORKING GROUP (UNESCO, PCO, &amp; PERFORMERS)</b>	<b>3</b>	
	<ul style="list-style-type: none"> <li>- Can accommodate fifty (50) pax per breakout room</li> <li>- Fully air-conditioned room</li> <li>- Three (3) rectangular tables for registration per breakout room</li> </ul>		
	<b>C. MEALS</b>		
	<ul style="list-style-type: none"> <li>- Managed Buffet Style with waiters to assist regular guests</li> <li>- The plenary hall and all breakout rooms must be provided with free-flowing coffee, tea, bottled soda, and water throughout the day.</li> <li>- Service charge, waiters/servers, delivery charge, utensils (i.e., sterilized spoon and fork; availability of disposable spoon and fork upon request; cup; tissue; etc.), and other related expenses must be included.</li> <li>- Menu subject to the final approval of the PCO FOI-PMO.</li> </ul>		

	Day 0 Ingress: 27 September 2025		
	For Technical Working Group		
pax	Packed Lunch: 2 viands (Chicken, Beef/ Pork), Vegetables, Soup, Rice, Dessert, and Drink	100	
pax	Packed Dinner: 2 viands (Chicken/Beef, Seafood), Vegetables, Soup, Rice, Dessert, and Drink	100	
	<b>Day 1 Technical Setup / Welcome Dinner: 28 September 2025</b>		
	For Technical Working Group		
pax	Packed Lunch: 2 viands (Chicken, Beef/ Pork), Vegetables, Soup, Rice, Dessert, and Drink	100	
pax	Packed Dinner: 2 viands (Chicken/Beef, Seafood), Vegetables, Soup, Rice, Dessert, and Drink	100	
	For Guests:		
pax	Dinner Buffet: 4 viands (Chicken, Beef, Seafood), Vegetables, Soup, Rice, Dessert, Pasta, and Drinks	100	
pax	Pre-event Cocktails: Pica-pica, Charcuterie, Wine	100	
	<b>Day 2 Event Proper / Cultural Night: 29 September 2025</b>		
	For Guests:		
pax	Lunch Buffet: 4 viands (Chicken, Beef, Seafood), Vegetables, Soup, Rice, Dessert, Pasta, and Drinks	350	
pax	AM & PM Cocktails: Filipino Breads, Fruit Jam, Pica-pica, Charcuterie, Drinks	350	
pax	(Filipino) Plated Dinner: (Mixed platter per table, Soup, Starter, Main Course, Dessert, Fruit, Drinks)	350	
	For Technical Working Group		
pax	Packed Lunch: 2 viands (Chicken, Beef/ Pork), Vegetables, Soup, Rice, Dessert, and Drink	200	
pax	Packed Dinner: 2 viands (Chicken/Beef, Seafood), Vegetables, Soup, Rice, Dessert, and Drink	200	
	Day 3 Event Proper / Send-Off Dinner: 30 September 2025		
	For Guests:		
pax	Lunch Buffet: 4 viands (Chicken, Beef, Seafood), Vegetables, Soup, Rice, Dessert, Pasta, and Drinks	350	
pax	AM & PM Cocktails: Filipino Breads, Fruit Jam, Pica-pica, Charcuterie, Drinks	350	
	For Select Guests		
pax	Dinner Buffet: 4 viands (Chicken, Beef, Seafood), Vegetables, Soup, Rice, Dessert, Pasta, and Drinks	150	
	For Technical Working Group		
pax	Packed Lunch: 2 viands (Chicken, Beef/ Pork), Vegetables, Soup, Rice, Dessert, and Drink	200	
pax	Packed Dinner: 2 viands (Chicken/Beef, Seafood), Vegetables, Soup, Rice, Dessert, and Drink	150	

	Day 4 Cultural Tour: 01 October 2025		
	For Technical Working Group		
pax	Packed Lunch: 2 viands (Chicken, Beef/ Pork), Vegetables, Soup, Rice, Dessert, and Drink	50	
pax	Packed Dinner: 2 viands (Chicken/Beef, Seafood), Vegetables, Soup, Rice, Dessert, and Drink	50	
	Payment Terms: <ul style="list-style-type: none"> <li>- Payment will be on a Send Bill Arrangement (i.e., full payment will be made after the completion of the event). Thus, no down payment will be made;</li> <li>- Price Quotation shall be valid for six (6) months;</li> <li>- The price quotation shall be inclusive of all costs and applicable taxes; and,</li> <li>- A Landbank account is preferred; if not, the Supplier shall shoulder the bank fees.</li> <li>- The date may change 2 weeks before or 8 weeks after the indicated date.</li> </ul>		
	<i>Passing rate: 95%</i>		

## RATING FACTORS AND DETERMINATION OF REASONABLENESS OF RENTAL RATES

### A. TABLE OF RATING FACTORS FOR LEASE OF REAL PROPERTY

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	<u>100</u>	
II.	Location and Site Condition		
	1. Accessibility	(50)	
	2. Sidewalk and waiting shed	(50)	
		<u>100</u>	
III.	Neighborhood Data		
	1. Sanitation and health condition	(25)	
	2. Police and fire station	(25)	
	3. Restaurant	(25)	
	4. Banking and Postal	(25)	
		<u>100</u>	
IV.	Venue		
	a. Structural condition	(20)	
	b. Functionality		
	a. Conference Rooms	(10)	
	b. Room arrangement (e.g., single, double, etc.)	(5)	

	c. Light, ventilation, and air conditioning	(5)	
	d. Space requirements	(5)	
	c. Facilities		
	a. Water supply and toilet	(4)	
	b. Lighting system	(5)	
	c. Elevators	(4)	
	d. Fire escapes	(4)	
	e. Firefighting equipment	(4)	
	f. Internet and Telecommunications	(4)	
	g. Audio visual equipment	(5)	
	d. other requirements		
	a. Maintenance	(5)	
	b. Attractiveness	(5)	
	c. Security	(5)	
	e. Catering Services	(5)	
	f. Client's satisfactory rating	(5)	
		<u>100</u>	
I.	Availability	$\times (.5) =$	
II.	Location and Site Condition	$\times (.1) =$	
III.	Neighborhood Data	$\times (.05) =$	
IV.	Venue	$\times (.35) =$	
FACTOR VALUE			

Passing Rate: 95%

Note: The weight of each rating factor may be changed as long as the total weight per classification is equivalent to 100. Figures in parentheses are samples. The procuring Entity must determine the passing rate before inviting bids from Lessors. A bid is determined to be responsive if it is equal to or higher than the passing rate.

Conforme:

Full Name and Signature of  
Bidder/Authorized Rep

:

Designation

:

Name of Company

:

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

### **I. TECHNICAL COMPONENT ENVELOPE**

#### ***Class “A” Documents***

##### **Legal Document**

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

##### **Technical Documents**

- ☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (c) 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**
- ☐ (d) 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**
- ☐ (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (f) 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**

- ☐ (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);  
**Or**