



**Construction Industry Authority of the Philippines
REQUEST FOR QUOTATION/PROPOSAL**

CIAP-F-PrM-03
Rev. No.: 00

Procurement of Event Management Service Provider for the Conduct of 5th Philippine Construction Industry Congress on 28 November 2024

P.R. No./Date: **24-10099 | 07 October 2024**

RFQ/P No. / Date: **2024-10-087 | 08 October 2024**

The **Construction Industry Authority of the Philippines (CIAP)** invites all eligible suppliers, contractors and consultants to quote the best offer for the described item/s in the attached **Terms of Reference/Technical Specifications** subject to the Terms and Conditions and within the **Approved Budget for the Contract (ABC)**.

The following are the required document/s to be submitted as attachment/s to the quotation/proposal:

(Please submit the documents required to be submitted by the bidder pursuant to Annex "H"-Appendix A of Revised of The 2016 Revised IRR)

- 1 **Mayor's/Business Permit**
- 2 **Professional License/Curriculum Vitae for consulting services**
- 3 **PhilGEPS Registration Number**
- 4 **Latest Income/Business Tax Return**
- 5 **Notarized Omnibus Sworn Statement**
- 6 **Signed Terms of Reference or Technical Specifications, if applicable**
- 7 **BIR Certificate of Registration (BIR Form No. 2303)**

This pro-forma quotation maybe submitted through registered or electronic mail to the CIAP Bids and Awards Committee Secretariat at address indicated below or email to bac_ciap@construction.gov.ph/russellracelis@construction.gov.ph on or before 17 October 2024, 12:00 NN, together with any additional requirements indicated in the attached Terms of Reference / Technical Specifications. and subject to the following Terms and Conditions:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for **sixty (60)** calendar days upon receipt of the bid. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. CIAP-BAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. CIAP reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence is required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference/Technical Specifications**.
10. Payment shall be made through **check payment (Landbank)**.
11. For bidders with Landbank of the Philippines Bank Account Number, please write Account Number: _____.

Very truly yours,
(ORIGINAL Copy Signed)

Russell N. Racelis
Secretariat, Bids and Awards Committee
CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES
4th Floor Room 410, Executive Building Center, 369 Sen. Gil Puyat Ave., cor. Makati Ave., Makati City
Telephone: (+632)8986-4507 / 0917-855-7198 | e-mail: bac_ciap@construction.gov.ph

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				<i>(To be filled-out by the supplier)</i>		
1	1 Lot	₱ 983,585.00	Procurement of Event Management Service Provider for the Conduct of 5th Philippine Construction Industry Congress on 28 November 2024 (Please see attached Terms of Reference)			
Total ABC		₱ 983,585.00				
Delivery and Other Instructions:			Please see attached Terms of Reference for the schedule of deliverables			

*(Please provide **complete** information below)*

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that CIAP is not bound to accept the lowest or any proposal that CIAP may receive.

Signature over Printed Name : _____
 Designation/Position : _____
 Name of Company : _____
 Address : _____
 Telephone / Fax : _____
 E-mail Address: _____
 Company Tax Identification Number : _____



**PROCUREMENT OF EVENT MANAGEMENT SERVICE PROVIDER FOR THE
CONDUCT OF 5TH PHILIPPINE CONSTRUCTION CONGRESS (PCC)
ON NOVEMBER 28, 2024**

I. RATIONALE/OBJECTIVE

The Construction Industry Authority of the Philippines – Philippine Contractors Accreditation Board (CIAP-PCAB), in partnership with its other Implementing Boards and the Philippine Constructors Association (PCA), will conduct the 5th Philippine Construction Congress (PCC) on November 28, 2024, in line with the celebration of CIAP’s 44th founding anniversary.

The 5th PCC is a one-day convention which aims to gather the industry’s changemakers – leaders, policy makers, professionals, and other stakeholders – to share their insights and knowledge, initiate collaborations, and re-affirm commitments to adopting sustainability and innovation for the accelerated and sustainable development of the construction industry.

This convention is also part of the several initiatives of the CIAP-PCAB to intensify its activities relative to the promotion of their accreditation and licensing services. Through this activity, CIAP-PCAB seeks to inform key industry players regarding the innovations that they have adopted to further improve their registration system for the benefit of the whole construction industry.

Anchored on the 8-point agenda of the Philippine Development Plan 2023-2028, the sustainability pillar of the Philippine Construction Industry Roadmap 2020-2030, and the country’s commitment to the United Nations Sustainable Development Goals, the theme for this year’s 5th PCC is: *“Creating Synergies: A Commitment to Sustainability and Innovation in Construction”*. The theme highlights the importance of creating synergies and strengthening collaboration among the government, industry, and academe in advancing environment-friendly practices, cutting-edge technologies, and digital innovations in the construction industry.

II. EVENT PROFILE

Event Title	5 th Philippine Construction Congress
Theme	“Creating Synergies: A Commitment to Sustainability and Innovation in Construction”
Date	November 28, 2024
Time	8:00 AM – 6:00 PM
Venue	Chardonnay by Astoria, Pasig City



CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES

An Attached Agency of the Department of Trade and Industry
5/F Executive Building Center 369 Sen. Gil J. Puyat Ave. cor. Makati Ave Makati City, Philippines
Website: www.construction.gov.ph
E-mail address: ciap@construction.gov.ph
Telephone Numbers: + (632) 8895-6826 or 8895-4424

Organizers	Construction Industry Authority of the Philippines – Philippine Contractors Accreditation Board (CIAP-PCAB) Philippine Constructors Association, Inc. (PCA)
Attire	Business formal for speakers, moderators, and panelists Business casual for participants
Target Number of Audience	200 participants (including speakers, moderators, and panelists)
Target Composition of Audience	CIAP Board Members and Members of the Implementing Boards CIAP Executive Committee Partners from the national government (DTI, DPWH, DOLE, DOTr, NHA, DHSUD, NEDA, PPP Center, GPPB, SEC, PHCC, PCA, PRC, DOST, DENR, DOE, Climate Change Commission, TESDA, Congress) Partners from the private sector (PCA Board of Trustees and Committee Heads, IFAWPCA Officials, PICAM, ULI Philippines, ESCA Engineering, etc.) Partners from the academe (MAPUA University, University of the Philippines Diliman) Representatives from foreign chambers of commerce
Media Coverage	The whole day event shall be open for media coverage. Pre-registration of media partners shall be required.

III. STRUCTURE AND COMPONENTS OF THE 5TH PCC

The 5th PCC's structure shall be in the form of a conference with the following activities:

- Plenary presentations
- Panel discussions
- Keynote speech/es
- Commitment signing

The components are as follows:

28 November 2024 5th PCC Whole-day Event 8:00 am to 6:00 pm Location: Chardonnay by Astoria, Pasig City	
Registration	<ul style="list-style-type: none"> • Duration: One (1) hour
Conference Opening Ceremony	<ul style="list-style-type: none"> • Duration: Fifty (50) minutes • Setup: Onsite and online (streamed via Facebook Live) • Contents: AVPs, Emcee's spiel, Welcome Remarks, Special Message from the DTI Secretary, Introduction of the Keynote Speaker
Keynote Speech	<ul style="list-style-type: none"> • Duration: Maximum of thirty (30) minutes • Setup: Onsite and online (streamed via Facebook) • Contents: AVPs, Presentation and Speech, Emcee's spiel
Photo Session	<ul style="list-style-type: none"> • Duration: Maximum of ten (10) minutes • Setup: Opening ceremony speaker, DTI Secretary, and keynote speaker, CIAP Board Members and Members of the Implementing Boards, CIAP Executive Committee
Plenary Presentations	<ul style="list-style-type: none"> • Duration: Maximum of fifteen (15) minutes per presenter (total of 3 presentations) • Setup: Onsite and online (streamed via Facebook) • Contents: Presentations of speakers and/or AVPs, Emcee's spiel
Awarding of Certificates	<ul style="list-style-type: none"> • Duration: Maximum of fifteen (15) minutes • Setup: Onsite and online (streamed via Youtube / Facebook, and available via Zoom) • Content: Presentations, Emcee's spiel

Panel Discussions	<ul style="list-style-type: none"> • Duration: Maximum of one (1) hour per panel (total of 4 panel discussions) • Setup: Onsite and online (streamed via Facebook) • Content: Presentations/AVPs, Emcee's spiel • With interactive Q&A
Lunch	<ul style="list-style-type: none"> • Duration: Maximum of one (1) hour • Setup: Two (2) buffet tables
Commitment Signing and Photo Opportunity	<ul style="list-style-type: none"> • Duration: Maximum of thirty (30) minutes • Setup: Onsite and online (streamed via Facebook) • Content: Declaration of Commitment, Emcee's spiel
Closing Ceremony	<ul style="list-style-type: none"> • Duration: Ten (10) minutes • Setup: Onsite and online (streamed via Facebook) • Content: Presentations/AVPs, Closing Remarks, Emcee's spiel
Networking Opportunity	<ul style="list-style-type: none"> • Duration: Maximum of one (1) hour and thirty (30) minutes • Setup: Cocktail tables and buffet table

IV. SCOPE OF WORKS

The CIAP-PCAB will engage the services of an event management firm to oversee the project management and execution on event day which may involve registrations, managing staff during the event, and resolving any onsite conflicts that arise. Specifically, the event management firm is expected to perform the following tasks:

A. Pre-Event Preparatory Planning and Requirements

1. Submit an event plan that is aligned to the project brief and creative directions of the CIAP-PCAB, as provided in this document;
2. Handle pre-event preparatory requirements such as:
 - i. Engaging with and securing contracts with the venue and meals provider, including making the necessary payments;
 - ii. Engaging with and securing contracts with the service providers for other production needs such as photo, video, stage styling and design, lights and sounds, creative content for AVPs, video

- documentation, SDEs, video conference platform, audience interaction system;
 - iii. Engaging with and securing contracts with suppliers for the production of training/conference kits for the event participants and tokens for the speakers, moderators, and panelists, including making the necessary payments;
3. Provide host/s that have experience in event hosting and preferably with knowledge of the construction industry;
 4. Provide promotional materials including information and communication materials for dissemination in the official social media channels, website, and other communication platforms of the agency;
 5. Handle all administrative requirements in the preparation, conduct, and closing of the event

B. Guests and Event management

On the event proper, the following tasks are required:

1. Provide registration services including ushers and registration assistants;
2. Coordinate with the security and hotel management staff of the venue for security and other compliance requirements, especially for VIPs that will be identified by the CIAP secretariat;
3. Secure permits, gate passes, property passes for loading trucks carrying equipment;
4. Ensure that all technical requirements for the event are acquired, available, and properly working;
5. Organize and facilitate speaker's technical rehearsals; compile speaker's presentations and manage pre-recorded presentations, if any;
6. Conduct a final orientation or dry run within five (5) days before the actual event date;
7. Run the event based on the event plan approved by the CIAP-PCAB;
8. Provide at least one (1) host who is of good reputation and has a background in construction industry; and
9. Troubleshoot any event-related issue or problem that may arise, among others.
10. Staging and production design of registration area including backdrops, decorations, photo wall, photobooth
11. Conduct ingress and egress operations
12. Document the event including highlights of the discussions, photo and video recordings, in coordination with the CIAP-PCAB team

C. Management and Production Team

The following are other requirements from the events organizing firm:

1. Form an event management team that will execute, oversee, and manage the required online and onsite physical and technical requirements of the event that includes, but are not limited to the following:

- a) Event Coordinator
 - b) Event Director
 - c) Stage/Production/Project Manager
 - d) Script Writer
 - e) Technical Assistants
 - f) Runners
2. Cover meals and transportation for the management team from ingress to egress including rehearsals/dry runs;
 3. Cover other expenses such as corkage, electrical fees, ingress and egress fees at the venue, including making necessary payments;
 4. Submit a Terminal Report and database of participants which includes the number of online views, number of in-person attendees, social media engagement, attendee evaluation survey, summary of questions and feedback, and transcription of the entire program.

V. INSTITUTIONAL ARRANGEMENTS

The event management firm shall also assume the following obligations:

1. Designate one (1) project coordinator to ensure the timely delivery of outputs and to coordinate with CIAP-PCAB and other suppliers contracted by CIAP-PCAB in carrying out the management services;
2. Ensure consistency with the overall objective and concept of 5th PCC;
3. Provide and shoulder all costs of necessary manpower, facilities, production equipment and set-up, and conduct all necessary preparatory and other activities to accomplish the agreed scope of work and deliverables (e.g., event planning, coordination, etc.). Any additional costs incurred relative to any aspect of the event shall solely be charged to the event management firm;
4. Meet regularly with CIAP-PCAB during project duration to discuss activities, issues, and other concerns related to the event;
5. Submit reports (when necessary) detailing work progress, issues and concerns, and recommended next steps in relation to the project at no additional cost to CIAP-PCAB; and
6. Execute a notarized non-disclosure or confidentiality agreement with PCC to ensure the confidentiality of all information and materials the events organizing firm may receive from CIAP-PCAB.

On the other hand, the CIAP-PCAB shall:

1. Provide all information and materials needed to accomplish the scope of work, including branding guidelines, preliminary manuscript, list of invitees, among others;
2. Review and approve all materials and deliverables produced by the events management firm; and

3. Provide at least three (3) support staff to assist and coordinate with the events organizing firm.

VI. QUALIFICATIONS AND EVALUATION OF THE SERVICE PROVIDER

A. Eligibility Requirements

To determine if the prospective bidder is eligible to participate in the bidding, they shall be required to submit legal, technical, and financial documents prescribed in Annex "H" Appendix A of the Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184, which are as follows:

1. Mayor's/Business Permit, or BIR Certificate of Registration (BIR Form 2303) for individual consultants
2. Professional License or Curriculum Vitae
3. PhilGEPS Registration Number
4. Notarized Omnibus Sworn Statement

B. Minimum Qualifications and Selection Criteria

The CIAP-PCAB shall select the most qualified provider using the quality-based evaluation pursuant to the pertinent provisions of R.A. No. 9184, following the criteria below and evaluation below:

Evaluation Criteria	Preferred Qualifications	Bases	Weight (%)
Applicable experience, expertise, and capability of the bidder	<ul style="list-style-type: none"> • The agency/firm, and its partner/s, must have been in existence for at least five (5) years; • Must have undertaken at least three (3) activities similar to conferences or launches, within the last five (5) years with at least one hundred (100) participants in a single event; • Must have undertaken at least two (2) high-level/international/ministerial meetings/conferences 	(a) DTI or Sec registration certificate indicating the year of registration and/or other relevant documents; (b) list of completed and on-going contracts; (c) copies of Certificates of Satisfactory Service Rendered/Certificates of Completion;	40%

	<p>within the last five (5) years;</p> <ul style="list-style-type: none"> Engaged with at least one (1) national government agency in a similar/related activity such as conference or launches Must have a very satisfactory rating from previous engagements with the government or private sector. For this purpose, a certification from previous clients that were declared must be presented. 		
Project Management	Number of staff and roles, including the profile of the lead project coordinator, all members of the event management team, and event host	Profiles / CVs of the event management team and event host	30%
Plan of Approach and Methodology	Clarity, feasibility, timelines, written proposal, overall quality of proposed work	Submitted event plan containing all the necessary details, such as: a. Production schedule/timeline; b. Security and contingency plan	30%
TOTAL			100%

The highest total rated score based on the evaluation of the technical proposal shall be declared as the highest rated bidder, provided that the score shall pass the hurdle score of 80 points.

VII. DELIVERABLES, TIMELINES, AND PAYMENT SCHEDULES

All deliverables and requirements as described in this TOR should be delivered and completed within three (3) months from the receipt of the Notice to Proceed.

Reports and other relevant documents and deliverables are to be submitted to and should be duly received and accepted by the CIAP-PCAB Acting Executive Director. Below is the summary of the deadline of submission for each deliverable:

Milestones/Deliverables	Timeline	% of the Contract Price
<ol style="list-style-type: none"> 1. Submission of event plan, inclusive of, but not limited to the following: <ol style="list-style-type: none"> a. Production schedule/timeline; b. Security and contingency plan 2. Submission of pre-event preparatory requirements 3. Submission of List of management and production staff 4. Submission of Name and Profile of the event host 5. Successful organization of the event 	Shall commence upon awarding of the contract until the event proper	60%
<ol style="list-style-type: none"> 1. Submission of terminal report and other post-event requirements 	Within twenty (20) calendar days from the last day of the event proper	40%
		100%

Payments to the events organizing firm shall be made upon CIAP-PCAB's acceptance of the deliverables indicated above.

The Terminal Report shall be submitted by the events management firm in two (2) hard copies to the CIAP-PCAB for payment processing. Electronic/softcopies of the documents and the AVP shall likewise be turned over to the CIAP-PCAB.

VIII. APPROVED BUDGET FOR THE CONTRACT (ABC) AND MODE OF PROCUREMENT

The Approved Budget for the Contract (ABC) for this project is **Nine Hundred Eighty-Three Thousand and Five Hundred Eighty-Five Pesos (PhP 983,585.00)** inclusive of all applicable government taxes, and shall include all remunerations, costs or profits arising from or in relation to the services rendered in connection with and/or in preparation for this engagement such as, among others, preparation, conduct of the Forum proper, and delivery of documents and reports. The procurement of this project shall be undertaken through Small Value Procurement, pursuant to Section 34 of Republic Act No. 12009.

IX. CONFIDENTIALITY AND OWNERSHIP OF DATA

The event management firm shall be engaged by the CIAP-PCAB and shall submit outputs directly to the designated project manager within CIAP-PCAB for review and endorsement for payment. All the materials conceptualized, designed, and produced shall be owned by CIAP-PCAB, with full and exclusive rights on future use thereof, both in the Philippines and internationally. The events organizing firm shall not use nor disseminate these documents for their own research purposes without the written consent of the CIAP-PCAB.

X. OTHER TERMS AND CONDITIONS

Neither party shall be liable to the other for any failure to perform any obligation under the contract which is due to an event beyond the control of such party including but not limited to force majeure, acts of God, fire, flood, lightning, typhoon, hurricane, volcanic eruption or other convulsion of nature; invasion, acts of foreign enemies, hostilities or warlike operations; strikes, riots, civil commotion, mutiny, rebellion, insurrection, military or usurped power; government intervention, law or ordinance; court order; resolution or judgment; renovation or repairs of whatever nature and stage; closure or cessation of operation; or other causes beyond either party's control. The client shall also not be charged with cancellation fees if travel restrictions are imposed, or should the conduct of the event or any mass gathering becomes impossible due to force majeure, unforeseen events, or any other executive, legal or judicial order or prohibitions. The service provider should likewise be willing to respond to immediate or unforeseen changes or events in the specifications, activities, and schedules based on any local government unit pronouncements.

XI. PENALTIES AND LIQUIDATED DAMAGES

The selected events organizing firm shall be subject to assessment by CIAP-PCAB as to the effectivity of the event in meeting its objectives.

Where the events organizing firm refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted and is hereby in default under the Contract Agreement, the events organizing firm shall pay CIAP-PCAB for liquidated damages, and not by way of penalty, an amount, as provided in the General Conditions of Contract, equal to at least one tenth (1/10) of one percent (1%) of the cost of the unperformed portion of the works for every day of delay. Should the amount of liquidated damages reach ten (10%) percent of the contract amount, CIAP-PCAB reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

To be entitled to such liquidated damages, CIAP-PCAB does not have to prove that it has incurred actual damages. Such amount shall be deducted from any money due or which may become due the events organizing firm under the Contract Agreement and/or collect such liquidated damages from the retention money or other securities posted by the events organizing firm, whichever is convenient to CIAP-PCAB.

XII. DISPUTE RESOLUTION

Should any dispute related to the TOR and/or rights of the CIAP-PCAB and the events organizing firm (otherwise known as the "Parties") arise, the same shall be submitted to mutual consultation, mediation, and arbitration, in the order of application. The venue of the proceedings shall be in Makati City.

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

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

Prepared by:


MARY ANNE Y. PINLAC
Supervising TIDS, CIAP-PPCMD

Reviewed by:


ATTY. NATALIE PARDO-LABANG
Division Chief, CIAP-PPCMD

Approved by:


ATTY. HERBERT D.G. MATIENZO, LL.M, MPA
Acting Executive Director, CIAP

CONFORME:
This is to certify that the undersigned as an authorized representative of the Contractor, confirms and complies with all the requirements and deliverables needed for the <u>PROCUREMENT OF EVENT MANAGEMENT SERVICE PROVIDER FOR THE CONDUCT OF 5TH PHILIPPINE CONSTRUCTION CONGRESS (PCC) ON NOVEMBER 28, 2024</u>
Name and Signature of Authorized Representative of the Contractor
PhilGEPS Registration Number
Tax Identification Number
(MM-DD-YYY)
Date