# REQUEST FOR QUOTATIONS

# Provision of Professional Conference Organizer (PCO) Services for the 2026 PH Hosting of the 25th ICN Annual Conference

***For projects governed by Procurement Regulations for ADB Borrowers: Goods, Works, Nonconsulting and Consulting Services (2017)***

**19 May 2025**

# REQUEST FOR QUOTATION

## Provision of Professional Conference Organizer (PCO) Services for the 2026 PH Hosting of the 25th ICN Annual Conference

Project Title : **Capacity Building to Foster Competition**
Source of Funding : **ADB Loan 3878-PHI**
Contract Ref. : **RFQ/OPI/24**

19 May 2025

Sir/Madam:

1. The Philippine Competition Commission (Client) hereby requests you to submit price quotation/(s) for the performance of the services described in the **Terms of Reference** attached as **an Appendix** in these documents.

   If you, however, have been associated with the preparation of this **Terms of Reference** that is the subject of this request, you shall be disqualified.

   To assist you in the preparation of your price quotation we enclose in addition to the **Terms of Reference,** the **Form of Quotation** and form of **Contract** are also attached.

2. If you/your firm, however, falls under any of the following conditions, your proposal shall not be considered:

   (a) you/your firm are/is not a citizen/national of an ADB member country, or
   (b) you/your firm have/has been associated with the firm that prepared the terms of reference or engaged in the preparation of the Project for which the contract that is subject of this request for quotations was identified, or
   (c) you/your firm are/is owned by the Client, or
   (d) you/your firm are/is currently sanctioned or temporarily suspended by the Asian Development Bank for a violation of its Anticorruption Policy (1998, as amended to date) or
   (e) the contracting of services from your country or any payment to persons or entities in your country is prohibited in compliance with a decision of the United Nations Security Council under Chapter VII of the Charter of the United Nations.

3. To be qualified, you/your firm:

   a. must have experience as a Service Provider of the services covered by this **Request for Quotation (RFQ)** and **Terms of Reference (TOR)**. Proof of years of experience of the firm specializing in the provision of event planning, coordination, production and management services must be submitted. Please refer to *Section V of the TOR. Qualifications and Selection Criteria of the Service Provider*.

   b. must be duly established company with knowledge and experience in conducting event planning, coordination, production and management services. Proof of company registration (SEC/DTI/CDA Registration Certificate, Mayor's Permit, etc.) **must** be submitted.

   c. Must submit tax clearance per E.O. 398, s.2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR), and its Revenue Regulations No. 017-2024 prescribing the

presentation of tax clearance prior to final settlement of government contracts;

d. Must submit written confirmation authorizing the signatory of the bid to commit the bidder (i.e., Company's Board Resolution or Written Power of Attorney; and

e. must be able to meet the minimum 80% hurdle rate requirement in the technical bid evaluation based on the criteria and rating scale attached to the **Terms of Reference** of this RFQ. The (i) CVs with detailed educational attainment and years of work experience of the personnel (i.e., Event Coordinators, Event Director, Project Manager) who may be assigned to the Project Team, (ii) Event Concept, (iii) Tentative Program, (iv) Theme and Décor, Production Schedule and (v) Contingency Plan required in the TOR **must** be submitted.

4. Your quotation/(s) should be submitted in accordance with the following instructions, procedures, and the terms and conditions of the **Contract**.

Preparation of Quotations

(a) Your price quotation/(s) shall be for all the items as described in the **Terms of Reference** and submitted only in the attached **Form of Quotation**. The currency of quoted prices and payment shall be in **Philippine Peso**.

(b) You shall submit only one set of quotations for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your **Form of Quotation**, your quotation will not be considered further.

(c) You shall submit one original of the **Form of Quotation** clearly marked "Original". In addition, you shall also submit one copy marked as "COPY". In case of any discrepancy between the Original and Copy, the Original shall prevail.

(d) Your quotation(s) should be valid for a period of **30 calendar days from the deadline for submission of the quotation**/(s) as indicated below. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of Service Providers for the project for two years. In exceptional circumstances, prior to the expiration of the bid validity period, the Client may request Bidders to extend the period of validity. The request and the responses shall be made in writing. A bidder granting the request shall not be required or permitted to modify its Bid.

Submission and Opening

(e) Your **Form of Quotation** should be submitted by **10 June 2025, 12:00 noon** with the required documents that should be signed, sealed in an envelope, and addressed to, delivered, and duly received by the BAC Secretariat to the following address:

Client's Address: Philippine Competition Commission
The Chairperson, PCC Bids and Awards Committee (PBAC)
25/F Vertis North Corporate Center I
North Avenue, Quezon City

(f) Quotations shall be opened in public, in the presence of participating Service Providers' representatives who choose to attend, **on the same date as for quotation submission at a time within at least one hour of the stated deadline above** and at the following address:

Philippine Competition Commission
The Chairperson, PCC Bids and Awards Committee (PBAC)
25/F Vertis North Corporate Center I
North Avenue, Quezon City

Evaluation and Comparison

(g) Quotations determined to be substantially responsive to the **Request for Quotation** will be evaluated using the criteria indicated in Annexes E1 and E2 of the **Terms of Reference**. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in the **Request for Quotation**.

(h) The Firm/Service Providers will be shortlisted using the shortlisting criteria described in Annex E1. Eligible bidders, who will meet at least the **80-point hurdle rate** in the shortlisting process, shall be shortlisted and their quotations/proposals shall be further assessed for the combined technical and financial evaluation using the criteria described in Annex E2.

(i) In evaluating the quotations, the Client will adjust for any arithmetical errors as follows:

(i) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
(ii) where there is a discrepancy between the unit rate (where applicable) and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
(iii) If you refuse to accept the correction/(s), your quotation will be rejected.

Award of Contract

(j) The Client shall award the contract to the Service Provider whose quotation has been determined to be substantially responsive to this Request for Quotation and who has the best-evaluated combined technical and financial scores among all responsive quotations.

(k) The Service Provider whose quotation has been accepted as the most advantageous quotation per para (j) above will be notified by the Client within **thirty (30) working days** from the date of submission of the quotation through the return of a copy of the **Form of Quotation** with **Acceptance** signed by the authorized representative of the Client.

(l) The successful Service Provider shall sign the **Contract** governed by the annexed **Contract Terms and Conditions**. In addition to the quoted price, the contract price shall include Value Added Tax (VAT) in the Philippines.

5. Further information can be obtained from:

Name: Mr. Isabelo Miguel V. Abaño

Technical Staff, Procurement Support and Secretariat, PBAC

Address: Philippine Competition Commission
25/F Vertis North Corporate Center I
North Avenue, Quezon City

Email: ivabano@phcc.gov.ph

procurement@phcc.gov.ph

6. The Client intends to apply funds from the **Asian Development Bank (ADB)** for eligible payments under the **Contract** resulting from this **Request for Quotation**.

7. Under **ADB's Anticorruption Policy** (1998, as amended to date) Service Providers shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB may reject a proposal for an award and may impose sanctions or other remedial actions on parties involved if it determines that the Service Provider recommended for an award or any other party, directly or through an agent, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for, or in executing the Contract. At the time of submission of your quotation, you should not be on ADB's sanctions list. A firm/individual shall not be eligible to participate in any procurement activities under an ADB-financed, -administered, or -supported the project while under temporary suspension or debarment by ADB pursuant to its Anticorruption Policy, whether such debarment was directly imposed by ADB, or enforced by ADB pursuant to the Agreement for Mutual Enforcement of Debarment Decisions.

8. You/your firm, joint venture partners, associates, parent company, affiliates, or subsidiaries, including any subcontractors or suppliers for any part of the Contract, are not or have never been, temporarily suspended, debarred, declared ineligible, or blacklisted by the client's country, any international organization, and other donor agency.

   If so debarred, declared ineligible, temporarily suspended, or blacklisted, please state details (as applicable to each joint venture partner, associate, parent company, affiliate, subsidiaries, subcontractors, and/or suppliers):[1]

   (a) Name of Institution: _____
   (b) Period of debarment, ineligibility, or blacklisting (start and end date): _____
   (c) Reason for the debarment, ineligibility, or blacklisting: _____

9. You/your firm's, joint venture partners', associates', parent company's affiliates' or subsidiaries', including any subcontractors' or suppliers', key officers, and directors have not been [charged or convicted] of any criminal offense (including felonies and misdemeanors) or infractions/violations of an ordinance which carry the penalty of imprisonment.

   If so charged or convicted, please state details:[2]

   (a) Nature of the offense/violation: _____
   (b) Court/Area of jurisdiction: _____
   (c) Resolution (i.e. dismissed; settled; convicted/duration of penalty): _____
   (d) Other relevant details:

10. You/your firm understands that it is your obligation to notify ADB should you/your firm, joint venture partners, associates, parent company, affiliates, or subsidiaries, including any Subcontractors or Suppliers, be temporarily suspended, debarred, or become ineligible to work with ADB or any other multilateral development banks, the client's country, international organizations, and other donor agencies, or any of your key officers and directors be charged or convicted of any criminal offense or infractions/violations of an ordinance which carry the penalty of imprisonment.

11. Any misrepresentation that knowingly or recklessly misleads, or attempts to mislead may lead to the

[1] Any such disclosure shall be forwarded by the Client to ADB.
[2] Any such disclosure shall be forwarded by the Client to ADB.

automatic rejection of the quotation/bid or cancellation of the contract, if awarded, and may result in remedial actions, in accordance with ADB's Anticorruption Policy (1998, as amended to date) and Integrity Principles and Guidelines (2015 as amended from time to time).

12. A bidder shall not have a conflict of interest. All bidders found to have a conflict of interest shall be disqualified.

13. The Client reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in the following situations:

    a. If there is prima facie evidence of collusion between appropriate public officers or employees of the Client, or between the Bids and Awards Committee (BAC) and any of the bidders, or if the collusion is between or among the bidders themselves, or between a bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;
    b. If the BAC is found to have failed in following the prescribed bidding procedures; or
    c. For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the Government of the Philippines (GoP), as follows:
        i) if the physical and economic conditions have significantly changed so as to render the project no longer economically, financially, or technically feasible, as determined by the Client;
        ii) if the project is no longer necessary as determined by the Client; or
        iii) if the source of funds for the project has been withheld or reduced through no fault of the Client.

14. Please confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely,

redacted

Signed by Joseph Melvin B Basas

**ATTY. JOSEPH MELVIN B. BASAS**
Chairperson
PCC Bids and Awards Committee (PBAC)
Philippine Competition Commission
(Client)

redacted

# FORM OF QUOTATION

## Provision of Professional Conference Organizer (PCO) Services for the 2026 PH Hosting of the 25th ICN Annual Conference

19 May 2025
(Date)

To: Philippine Competition Commission
The Chairperson, PCC Bids and Awards Committee (PBAC)
25/F Vertis North Corporate Center I
North Avenue, Quezon City

We offer to execute the RFQ/OPI/24: Provision of Professional Conference Organizer (PCO) Services for the 2026 PH Hosting of the 25th ICN Annual Conference in accordance with the **Contract Terms and Conditions** and the **Terms of Reference** accompanying this Quotation for the Contract Price not to exceed _____ [*amount in words and numbers*] (PhP _____) Philippine Peso in accordance with the **Price Schedule** attached to this Form of Quotation and annexed to the **Terms of Reference**.

We propose to complete the performance of the services described in the **Contract** within the Completion Period indicated in the priced **Terms of Reference**.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer condition imposed by the **Request for Quotation** document.

We: (a) are a national of an ADB member country; (b) have not been associated with the firm that prepared the terms of reference or engaged in the preparation of the Project for which the contract that is subject of this request for quotations was identified; (c) are not owned by the Client; (d) are not currently sanctioned or temporarily suspended by the Asian Development Bank; and (e) to the best of our knowledge, is not prohibited from being contracted in compliance with a decision of the United Nations Security Council.

Name of Service Provider : _____

Authorized Signature : _____

Name of Signatory : _____

Title of Signatory : _____

Address : _____

Telephone Number : _____

Fax Number, if any : _____

Email address (optional) : _____

# ACCEPTANCE

The Client accepts the Service Provider's offer to provide the service.

| | |
|---|---|
| Name of Client | : Philippine Competition Commission |
| Authorized Signature | : _____ |
| Name of Signatory | : Kenneth V. Tanate, PhD |
| Title of Signatory | : Executive Director and Head of Procuring Entity |
| Date | : _____ |

# PRICE SCHEDULE

| Item no. | Milestones / Deliverables | | % of Total Contract Price and Payment Schedule | Amount (Philippine Peso) |
|---|---|---|---|---|
| | Deliverables | Timeline | | |
| 1 | Conduct of Inception Meeting and Submission of Proposed Event Plan, inclusive of, but not limited to, the following:<br><br>(a) Event concept for the ICN Annual Conference;<br>(b) Theme and décor/production design;<br>(c) Production schedule/timeline;<br>(d) Security and contingency plan. | Within ten (10) calendar days from the issuance of Notice to Proceed | 10% Within fifteen (15) days from the issuance of Notice to Proceed | PhP _____ |
| 2 | Conduct of Checkpoint Meeting and Submission of the following requirements:<br>• Operational event website<br>• Design and/or sample event collaterals, as required in these technical specifications<br>• Update on progress of all deliverables included in the TOR | Within fifteen (15) calendar days from the approval of the event plan | 10% Within fifteen (15) days upon conduct of checkpoint meeting and submission of the requirements listed in Item 2 of this Price Schedule | PhP _____ |
| 3 | Conduct of Checkpoint Meeting and Submission of the the following requirements:<br>• Event Production Plan<br>• AVP (mood setter/opening video)<br>• Storyboard, script (as applicable)<br>• Soft copy of final mood setter/opening videos, digital juices, etc. to be shown at the beginning of | Within thirty (30) calendar days from the last checkpoint meeting | 10% Within fifteen (15) days upon conduct of checkpoint meeting and submission of the requirements listed in Item 3 of this Price Schedule | PhP _____ |

| Item no. | Milestones / Deliverables | | % of Total Contract Price and Payment Schedule | Amount (Philippine Peso) |
|---|---|---|---|---|
| | Deliverables | Timeline | | |
| | the event, including the raw files<br>• Update on progress of all deliverables included in the TOR | | | |
| 4 | Conduct of Checkpoint Meeting and submission of the following requirements<br>• Operational event app<br>• Samples (physical) of all collaterals<br>• Update on progress of all deliverables included in the TOR | Within thirty (30) calendar days from the approval of the samples and last checkpoint meeting | 10% Within fifteen (15) days upon conduct of checkpoint meeting and submission of the requirements listed in Item 4 of this Price Schedule | PhP _____ |
| 5 | Conduct of Checkpoint Meeting and submission of the following requirements<br>• Conduct of coordination meeting with venue provider<br>• Conduct of first dry run of the event<br>• Update on progress of all deliverables included in the TOR | Within sixty (60) calendar days from approval of the samples and last checkpoint meeting | 5% Within fifteen (15) days upon conduct of checkpoint meeting and completion of the requirements listed in Item 5 of this Price Schedule | PhP _____ |
| 6 | Conduct of Checkpoint Meeting and submission of the following requirements<br>• Complete delivery of all collaterals/kits/supplies for the conference<br>• Conduct of second dry run of the event | Within sixty (60) calendar days from approval of the samples and last checkpoint meeting | 15% Within fifteen (15) days upon conduct of checkpoint meeting and delivery and completion of the requirements listed in Item 6 of this Price Schedule | PhP _____ |
| 7 | Submission of the Activity Report and other deliverables such as:<br>• transcription of the event<br>• summary of questions and feedback | Within fourteen (14) calendar days from the last day of the event. | 40% Within fifteen (15) days from the submission of the Activity Report and submission of requirements listed in | PhP _____ |

| Item no. | Milestones / Deliverables | | % of Total Contract Price and Payment Schedule | Amount (Philippine Peso) |
|---|---|---|---|---|
| | Deliverables | Timeline | | |
| | • number of in-person attendees<br>• sex disaggregation data<br>• number of online views<br>• social media engagement, and<br>• attendee evaluation survey results<br>• approved final and raw files of the after-conference/SDE video and all collaterals used<br>• All final AVPs are required.<br>• All raw photos/video files | | Item 7 of this Price Schedule | |
| **TOTAL** | | | **100%** | **PhP** _____ |

## FORM OF CONTRACT

Name of Contract: **Loan 3878-PHI: Capacity Building to Foster Competition**
Contract Number: **RFQ/OPI/24: Provision of Professional Conference Organizer (PCO) Services for the 2026 PH Hosting of the 25th ICN Annual Conference**

THIS CONTRACT is entered into on _____day of _____, _____, between Philippine Competition Commission (hereinafter called "the Client") on the one part, and _____ (hereinafter called "the Service Provider") on the other part.

WHEREAS the Client has requested a quotation for the Provision of Professional Conference Organizer (PCO) Services for the 2026 PH Hosting of the 25th ICN Annual Conference to be performed by the Service Provider in accordance with the **Contract** and has accepted the Quotation by the Service Provider in the amount of [*amount in words*] _____ [*amount in figures*] _____hereinafter called "the Contract Price".

The Client and the Service Provider agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Contract, viz:

   a) **Form of Quotation**, with **Price Schedule** and **Terms of Reference** and Annexes; and
   b) **Contract Terms and Conditions**;

2. Taking into account payments to be made by the Client to the Service Provider as hereinafter mentioned, the Service Provider hereby enters into this Agreement with the Client to execute and complete the performance of services under the Contract.

3. The Client hereby agrees to pay, in consideration of the successful performance of the services, the **Contract Price** as indicated and accepted in the **Form of Quotation**, under payment terms stipulated in the **Contract Terms and Conditions**.

IN WITNESS whereof the parties hereto have executed the **Contract** under the laws of the Philippines on the date indicated above.

**Signature and seal of the Client:**
For and on behalf of

_____
Name of Authorized Representative

**Signature and seal of the Service Provider:**
For and on behalf of

_____
Name of Authorized Representative

# CONTRACT TERMS AND CONDITIONS

Project Name: **Loan 3878-PHI: Capacity Building to Foster Competition**
Client: **Philippine Competition Commission**
Contract No.: **RFQ/OPI/24: Provision of Professional Conference Organizer (PCO) Services for the 2026 PH Hosting of the 25th ICN Annual Conference**

## 1. Definitions

(a) "Contract" means the agreement entered into between the Client and the Service Provider, together with the Contract Documents referred to therein, including all attachments, appendixes, and all documents incorporated by reference therein.

(b) "Contract Documents" means the documents listed in the Contract, including any amendments thereto.

(c) "Contract Price" means the price payable to the Service Provider as specified in the Contract, subject to such additions and adjustments thereto pursuant to the Contract.

(d) "Completion" means the fulfilment of the committed services by the Service Provider in accordance with the terms and conditions set forth in the Contract.

(e) "Client" means the entity purchasing the Services.

(f) "Services" means the services the Service Provider will perform as specified in the Terms of Reference in the **Appendix**.

(g) "Service Provider" means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Client and is named as such in the Contract.

(h) "ADB" is the Asian Development Bank.

## 2. Applicable Law

The Contract shall be interpreted in accordance with the laws of the Client's country.

## 3. Language

All communications and documents related to the Contract shall be in English.

## 4. Assignment

Any assignment of this Contract or of any rights hereunder, in whole or in part without the prior written consent of the Client shall be void.

## 5. Fraud and Corruption

This Contract shall be covered by the provisions of ADB's Anticorruption Policy (1998, as amended to date) and Integrity Principles and Guidelines (2015, as amended from time to time) that require Borrowers (including beneficiaries of ADB-financed activity), as well as Service Providers and Contractors under ADB-financed contracts, to observe the highest standard of ethics during the procurement and execution of such contracts.

## 6. Performance of the Services

The Service Provider shall carry out the Services with due diligence and efficiency and shall furnish to the Client such information related to the Services as the Client may from time to time reasonably request. The Service Provider shall at all times cooperate and coordinate with the Client with respect

to the performance of the Services.

7. **Required Performance Standards** (with attachments, as necessary and as prescribed by Client.)

   (a) General Description
   (b) Specific Standards
   (c) Performance Parameters

   The Service Provider confirms compliance with the above standards and parameters.

8. **Service Completion Schedule**
   The services should be completed as per the schedule indicated in the **Terms of Reference** but not exceeding **twelve (12) months from the date indicated in the Notice to Proceed.**

9. **Fixed Contract Price**
   The prices indicated in the **Form of Quotation** are firm and fixed and not subject to any adjustment during contract performance, subject to Clause 11 [Payment] below.

10. **Taxes and Duties**
    The Service Provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until completion of the services to the Client.

    Pursuant to the Revenue Regulation No. 017-2024 of the Bureau of Internal Revenue (BIR) prescribing the presentation of tax clearance prior to final settlement of government contracts, the Service Provider shall pay taxes in full and on time and that failure to do so will entitle the Purchaser to suspend payment for any goods or service delivered by the Service Provider. The Service Provider shall regularly present, within the duration of the contract, a tax clearance from the BIR as well as a copy of its income and business tax returns fully stamped and received by the BIR and duly validated with the tax payments made thereon.

11. **Payment**
    Upon submission by the Service Provider of the claim and subsequent verification of the claim by the Client, payment of the contract price shall be made in the following manner as indicated in the **Price Schedule**:

    (a) Upon Conduct of Inception Meeting and Submission of Proposed Event Plan, inclusive of, but not limited to, the following:
        - Event concept for the ICN Annual Conference;
        - Theme and décor/production design;
        - Production schedule/timeline;
        - Security and contingency plan.

        10% Within fifteen (15) days from the issuance of Notice to Proceed.

    (b) Upon Conduct of Checkpoint Meeting and Submission of the following requirements:
        - Operational event website
        - Design and/or sample event collaterals, as required in these technical specifications
        - Update on progress of all deliverables included in the TOR:

        10% Within fifteen (15) days upon conduct of checkpoint meeting and submission of the requirements listed in Item 2 of this Price Schedule

    (c) Upon Conduct of Checkpoint Meeting and Submission of the following requirements:
        - Event Production Plan

- AVP (mood setter/opening video)
- Storyboard, script (as applicable)
- Soft copy of final mood setter/opening videos, digital juices, etc. to be shown at the beginning of the event, including the raw files
- Update on progress of all deliverables included in the TOR

10% Within fifteen (15) days upon conduct of checkpoint meeting and submission of the requirements listed in Item 3 of this Price Schedule

(d) Conduct of Checkpoint Meeting and submission of the following requirements:

- Operational event app
- Samples (physical) of all collaterals
- Update on progress of all deliverables included in the TOR

10% Within fifteen (15) days upon conduct of checkpoint meeting and submission of the requirements listed in Item 4 of this Price Schedule.

(e) Conduct of Checkpoint Meeting and submission of the following requirements:

- Conduct of coordination meeting with venue provider
- Conduct of first dry run of the event
- Update on progress of all deliverables included in the TOR

5% Within fifteen (15) days upon conduct of checkpoint meeting and completion of the requirements listed in Item 5 of this Price Schedule.

(f) Conduct of Checkpoint Meeting and submission of the following requirements:

- Complete delivery of all collaterals/kits/supplies for the conference
- Conduct of second dry run of the event

15% Within fifteen (15) days upon conduct of checkpoint meeting and delivery and completion of the requirements listed in Item 6 of this Price Schedule

(g) Submission of the Activity Report and other deliverables such as:

- transcription of the event
- summary of questions and feedback
- number of in-person attendees
- sex disaggregation data
- number of online views
- social media engagement, and
- attendee evaluation survey results
- approved final and raw files of the after-conference/SDE video and all collaterals used
- All final AVPs are required
- All raw photos/video files

**12. Resolution of Disputes Within**

The Client and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of an unresolved dispute, the dispute shall be settled in accordance with the provisions of Philippine law.

**13. Independent Service Provider**

Nothing contained in this Contract shall be construed as establishing or creating the relationship of master and servant, employer and employee, or principal and agent between the Client and the Service Provider, or his employees or agents or other persons engaged by the Service Provider to perform any of the services.

**14. Intellectual Property Rights**

Intellectual Property Rights: (a) The Service Provider shall indemnify the Client from and against any and all claims, liabilities, obligations, losses, damages, penalties, actions, judgments, suits, proceedings, demands, costs, expenses, and disbursements of whatsoever nature that may be imposed on, incurred by or asserted against, the Client during or in connection with the Services by reason of: (i) infringement or alleged infringement by the Service provider of any patent or other protected right, or (ii) plagiarism or alleged plagiarism by the Service provider.

**15. Failure to Perform**

The Client may terminate the Contract if the Service Provider fails to perform the services, in accordance with the above terms and conditions, in spite of a 14-day notice given by the Client, without incurring any liability to the Service Provider. In the event of such termination, the amount due under the Contract shall be subject to equitable adjustment.

**16. Termination Due to Integrity Violation**

The Client may terminate this Contract, in whole or in part, if the Service Provider, in the judgment of the Client has engaged in integrity violations in accordance with Clause 5 [Fraud and Corruption], in competing for or in executing this Contract.

**17. Other Grounds for Termination**

The Client may also terminate this Contract, in whole or in part, if the Service Provider becomes insolvent, bankrupt or gives the Client reasonable evidence of its inability to complete the Services as specified, or fails to correct any non-conformity in the Services or performs in bad faith by willfully not observing the terms and conditions of this Contract.

**18. Force Majeure**

The Service Provider shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

(a) For purposes of this Clause, “Force Majeure” means an event beyond the control of the Service Provider and not involving the Service Provider's fault or negligence, and is not foreseeable. Such events may include but are not restricted to, acts of Client in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

(b) If a Force Majeure situation arises, the Service Provider shall promptly notify the Client in writing of such condition and the cause thereof. Unless otherwise directed by the Client in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

**19. Accounts and Records**

(a) The Service Provider shall keep accurate and systematic accounts and records in respect of the Services in such form and detail as are customary in its profession and are sufficient to establish accurately that the costs have been duly incurred.

(b) Notwithstanding anything to the contrary stated herein, the Service Provider shall maintain accounts and records, including original receipts, invoices, and other supporting documents evidencing payments made by the Service Provider under this Contract, for the period of the Services and for a period no less than 3 years after the expiration or termination of this Contract.

(c) The Service Provider shall permit ADB to inspect the accounts, records, and other documents relating to the submission of bids and contract performance of the Service Provider and to have them audited by auditors appointed by ADB.

**20. Suspension of ADB Loan or Credit.**

In the event that ADB suspends the Loan or Credit to the Client, from which part of the payments to the Service Provider is being made, the Client is obligated to notify the Service Provider, with a copy to the Client's representative, of such suspension within 7 days of having received ADB's suspension notice.

**21. Termination Notice Due to Non-payment**

If the Service Provider has not received payments due within the 28 days as provided for in Clause 11 [Payment], the Service Provider may immediately issue a 14-day termination notice.

**Appendix**

## TERMS OF REFERENCE

I. Rationale / Objective
II. Components of the 2026 ICN Annual Conference
III. Scope of Works and Minimum Requirements
IV. Qualifications and Selection Criteria of the Service Provider
V. Deliverables, Timelines and Payment Schedules
VI. Approved Budget for the Contract (ABC) and Mode of Procurement
VII. Confidentiality and Ownership of Data
VIII. Information Security and Non – Disclosure Agreement
IX. Conflict of Interest
X. Other Terms and Conditions
XI. Penalties and Liquidated Damages
XII. Dispute Resolution
XIII. Bank's Anticorruption Policy; Standards of Conduct

Annex A: Reference for Event Requirements (Venue Layout, Staging, Collaterals)
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PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

25/F Vertis North Corporate Center 1,
North Avenue, Quezon City 1105
www.phcc.gov.ph
queries@phcc.gov.ph
(+632) 8771 9722

RFQ/OPI/24

# TERMS OF REFERENCE

## Provision of Professional Conference Organizer (PCO) Services for the Philippines' Hosting of the 2026 International Competition Network Annual Conference

## I. Rationale/Objective

The Philippine Competition Commission (PCC) will host the 2026 International Competition Network Annual Conference (2026 ICN Annual Conference) on 05-08 May 2026 in Manila, Philippines. This flagship gathering will bring together local and international delegates, including heads and senior officials of competition authorities, non-governmental advisors (NGAs), representatives from development organizations, and academic and policy experts. The conference is the ICN's most important annual event, serving as a platform to present working group outputs, discuss emerging issues in competition enforcement, and deepen cross-border cooperation.

The Asian Development Bank (ADB) shall support this undertaking of the PCC under the Capacity Building to Foster Competition Project (the "Project"). The Project has a dedicated component that supports institutional strengthening of the PCC which includes the conduct of capacity building and advocacy activities with key stakeholders.

The 2026 ICN Annual Conference will span four days, consisting of pre-event technical workshops, plenary and breakout sessions, a welcome reception, a conference dinner, and a cultural tour, with activities scheduled from morning to late evening across multiple venues. Managing this range of high-level events—each with its own logistics, protocol, technical, and content requirements—requires seamless coordination across multiple moving parts.

Given the scope, complexity, and international profile of the event, the PCC will outsource the professional conference and event management services. This will help ensure seamless implementation, efficient logistics, and an experience that reflects both the Philippines' capability as host and the PCC's credibility as an institution capable of operating at par with more mature competition authorities.

In hosting the 2026 ICN Annual Conference, the PCC aims to:

- Provide an unparalleled opportunity for PCC staff to engage in cutting-edge discussions on digital markets, cartels, merger control, and advocacy with the biggest gathering of international experts and learn about the latest tools, strategies, and trends in competition law enforcement;
- Elevate public and private sector awareness of competition policy in the Philippines;
- Enhance visibility and credibility of the PCC within the global competition community; and
- Build stronger relationships with ICN member agencies, non-governmental advisors (NGAs), and other stakeholders.

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## II. Components of the 2026 ICN Annual Conference

| Date | Time | Activity Type |
|---|---|---|
| 05 May 2026 | 07:00-18:30 | Pre-Event Sessions |
| | 19:00-23:00 | Welcome Reception |
| 06-07 May 2026 | 06:00-22:00 | Plenary and Breakout Sessions |
| 07 May 2026 | 19:00-23:00 | Conference Dinner |
| 08 May 2026 | 06:00-14:00<br>14:00-18:00 | Plenary and Breakout Sessions<br>Cultural Tour |

## III. Scope of Works and Minimum Requirements

The conference will gather about 450 participants. The PCC will engage the services of a PCO to handle end-to-end logistical and technical requirements in the execution of the ICN Annual Conference on 05-08 May 2026. The scope of works is broken down into the following components:

### A. EVENT PLANNING AND COORDINATION

1. Form an event management and production team that will execute, oversee, and manage the required online and onsite physical and technical requirements of the event. The specific requirements shall be outlined in the succeeding portions of the TOR.
2. Conduct an Inception Meeting with the representatives of the PCC serving as the End-User (EU) to discuss and coordinate the specific requirement, with target schedule, and other necessary details to be approved by the EU.
3. Designate two (2) exclusive event coordinators to ensure the timely delivery of outputs and to coordinate with the EU and other suppliers contracted in carrying out the production and management services.
4. Submit an Inception Report/Event Plan containing the work plan and other details for the pre-event, actual event, and post-event activities subject to the approval of the PCC.
5. Ensure consistency of all outputs with the 2026 ICN Annual Conference concepts.
6. Meet regularly with the EU during the project duration to discuss activities, issues, and other concerns related to the event.
7. Submit reports (as requested by the EU) detailing work progress, issues and concerns and recommended next steps in relation to the project at no additional cost to PCC.
8. Provide and shoulder all costs of necessary manpower, facilities, production and equipment setup, and conduct of all preparatory and other activities.
9. Execute a notarized non-disclosure or confidentiality agreement and data sharing agreement with the end user to ensure the confidentiality of all information and materials the PCO may receive from the end user.
10. Receive from the EU all information and materials needed to accomplish the scope of work including branding guidelines, manuscripts, among others.
11. Secure all approvals of materials and deliverables from the EU.
12. Handle end-to-end logistical and administrative requirements in the preparation, conduct, and closing of the event. These include, but are not limited to, the

procurement and coordination with vendors/suppliers, for each event component as needed. Specific requirements shall be outlined in the succeeding portions of the TOR.

13. Coordinate with contracted suppliers for other production needs such as photo, video, stage styling and design, lights and sounds, creative content for AVPs, video documentation, SDE/after conference video, video conference platform, audience interaction system, event website and event mobile application, and handle administrative requirements in the preparation, conduct, and closing of the event. Specific requirements shall be outlined in the succeeding portions of the TOR.
14. Develop a crisis management plan to address potential contingencies during the event and ensure that it is shared with the PCC's Organizing Committee for harmonization with the security protocols.
15. Coordinate with the PCC's Organizing Committee on the conduct of the security briefing by the PNP and hotel security.
16. Provide talents for all social activities and liaison officers during the conference. Specific responsibilities shall be outlined in the succeeding portions of the TOR.
17. Organize and facilitate technical rehearsals and sound checks.
18. Provide one (1) host of good reputation and knowledge about the subject matter (business and economics) during the opening and plenary sessions.
19. Provide one (1) host of good reputation for the Conference Dinner.
20. Provide one (1) voice over host for the Welcome Reception.
21. Provide meals for the management and production team, exhibitors, talents and liaisons from 05-08 May 2026.
22. Provide meals (breakfast, lunch and dinner) for a minimum of twenty (20) PNP/security personnel from 05-08 May 2026.
23. Secure permits, gate passes, and property passes for loading trucks.
24. Cover other expenses such as corkage, electrical fees, ingress and egress fees at the venue.
25. Submit required post-event reports, documentation and databases.

*SPECIFIC REQUIREMENTS FOR EVENT PLANNING AND COORDINATION*

***a. Formation of an Event Management and Production Team***

The PCO shall form a team that includes, but is not limited to, the following roles:

1. Event Coordinators
2. Assistant Event Coordinator
3. Event Director
4. Producers
5. Stage/Production/Project manager
6. Production Assistant
7. Technical (Light/Sounds) Director
8. Audio Engineers
9. Lighting Designer
10. Script Writer
11. Content Writers/Documenters
12. Graphics Operator
13. Livestream Operator
14. Camera Operators/Riggers
15. Teleprompter Operator
16. Floor Director/Coordinator
17. Photographers

18. Videographers
19. Creative Artists/Creative Artwork Specialists
20. Technical Assistants
21. Runners

Additional roles may be designated as deemed necessary, provided that no additional cost is incurred by the PCC.

***b. Provision of an Event Website***

Provide an event website with the following specifications at the minimum:

- Should be live/online for a period of three (3) years,
- Should be ad-free,
- Must include a custom domain name valid for 3 years,
- Accessible through commonly used web browsers (Google Chrome, Mozilla Firefox, Safari, Microsoft Edge, Opera, etc.), for both desktop and mobile devices,
- Must have secure hosting with SSL encryption to ensure user security and data privacy,
- Should feature website builder with a drag-and-drop capability to allow easy customization and updates with or without coding knowledge,
- With 24/7 access availability, except for advance notification of server maintenance and updates roll-out,
- With at least 10GB of storage for media and at least 2 GB bandwidth allocation,
- With a built-in SEO tool to improve search engine optimization,
- Should be mobile-first and fully responsive across devices (e.g., smartphones, tablets, desktops),
- The website must contain the following pages and functionalities:
  - With a dynamic homepage displaying featured events and quick buttons
  - Link/s to livestreamed and recorded sessions
  - Event information pages dedicated for i) conference agenda, ii) social activities, iii) venues, iv) bilateral meeting spaces, v) accommodation options with direct links to booking platforms, vi) travel information, vii) other events, viii) FAQs, and ix) important contact information
  - A fully functional registration page and registration system that generates automated confirmation emails to registrants
  - Should allow CSV export of registered participants for event organizers
- Ensure that the event website's content and functionalities are mirrored on the mobile application to provide a consistent user experience across platforms,
- Should be optimized for search engines with appropriate metadata, keywords, and URLs for each event,
- Social media integration to allow attendees to share event pages on social media (Facebook, Twitter, LinkedIn, etc.),
- With analytics tools to capture user engagement metrics, with capabilities for real-time dashboards, data visualization, and exportable reports in common formats (e.g., CSV, Excel),
- Can embed livestream videos from YouTube or Facebook, and
- With end-user dashboard access to view storage status, form submissions, and system activity reports.

***c. Provision of an Event Mobile Application***

Provide an event mobile application with the following specifications:

- Must be an **existing mobile application** designed for event management, tracking user data, and making analytics accessible to the End User,
- Must be available for download via Apple App Store and Google Play Store and must provide a user-friendly interface optimized for smartphones and tablets,
- Should be able to accommodate up to 500 concurrent users even during high-traffic periods, and
- Must be functional for a period of 18 months post-launch (2025-2027).
- Event Creation and Management:
  i. Ability to create, edit, and manage event pages with details such as date, venue, event description, and speaker profiles,
  ii. Ability to set event types (e.g., keynote, plenary, breakout session),
  iii. Integration of a calendar view to display upcoming events and allow users to register,
  i. Attendee features and interaction, such as polls, surveys, Q&A, or similar interactive features within a session,
  ii. Add and manage events within the app to their personal schedule,
  iii. Enable users to search, browse, and filter events based on category, venue, date, or by similar criteria,
  iv. Provide real-time updates and reminders for attendees sent via push notifications and email or similar communication methods,
  v. Should support livestreaming of event sessions,
  vi. Display a list of registered attendees, allowing users to browse profiles and connect with other participants,
  vii. Incorporate a built-in attendee community forum to facilitate networking, messaging, and other forms of communication,
  viii. Allow attendees to create and customize their profiles including links to their LinkedIn or other social media accounts,
  ix. Provide a sign-up feature for meeting spaces, allowing users to book slots for one-on-one discussions, and
  x. Allow attendees to submit feedback about events for post-event analysis
- Enable analytics tools to capture user engagement metrics, with capabilities for real-time dashboards, data visualization, and exportable reports in common formats (e.g., CSV, Excel), and
- Ensure that the mobile application's content and functionalities are mirrored from the event website to maintain consistency and provide a seamless user experience.

### *d. Onsite Liaison Officers*

The PCO shall ensure that there are at least twenty (20) English-proficient Liaison Officers (LOs) for attending ICN Members. The LOs shall perform the following duties and responsibilities:

- Facilitate the onsite registration,
- Accompany VIPs which include heads of Competition Authorities, Guest Speakers and Members of the ICN, among others,
- Secure pins, identification tags (when deemed necessary), badges and relevant documents for the delegation,
- Direct delegates to the designated meeting rooms and other function areas,
- Answer queries and attend to delegate concerns, and

- Provide at least fifteen (15) units of two-way radios and accessories, such as but not limited to chargers and earpieces/earphones, for the exclusive use of the PCC's Organizing Committee.

The PCO shall orient the liaison officers based on the guidance from the PCC's Organizing Committee, taking into consideration the information provided by the ICN Secretariat. This orientation will cover national and international protocols, security, culture, customs and traditions as well as religious, health and general information about attending dignitaries and participants.

## B. HOSPITALITY AND GUEST TRANSPORTATION MANAGEMENT (INCLUDING AIRPORT ARRIVAL / DEPARTURES)

In coordination with the PCC's Organizing Committee, the PCO must ensure a smooth arrival and departure process of all Summit participants. It should involve the following:

1. Coordination plan for attending VIPs such as Working Group Co-Chairs, Steering Groups, and other high-profile personalities,
2. Ensure smooth pick-up / land transfers through Airport Shuttle buses (at least 2) from NAIA Terminals to the venue,
3. Privacy and security measures of high-profile guests in coordination with the PCC's Organizing Committee,
4. Provide transportation to arriving/departing delegates from the airport and transport them to the conference venue and vice versa at a specified time interval,
5. Ensure health and safety/emergency first aid services are available and on standby during the conference, and
6. Provide a minimum of four (4) vans on standby from 05-08 May 2026 for in-city transportation of delegates, including travel to designated drop-offs within Metro Manila, transport for those billeted outside the ICN AC venue, and optional trips to areas such as Makati or BGC.

## C. PRODUCTION OF CONFERENCE COLLATERALS

1. The PCO shall ensure that its seat arrangements and furniture pieces are in accordance with the specifications to be provided by the PCC's Organizing Committee.
2. Provide registration services including custom registration booths, dedicated personnel to man the registration booths full-time and conference badges with lanyards for four hundred fifty (450) participants.
3. Provide of conference kits – design and fabricate event collaterals, including:
    a. conference bags for four hundred fifty (450) participants,
    b. conference programme or booklet for four hundred fifty (450) participants,
    c. customized notebooks and pens for four hundred fifty (450) participants,
    d. two (2) kinds of local snacks (e.g, dried mangoes, banana chips) for four hundred fifty (450) participants,
    e. local fans "*pamaypay/abaniko*" for four hundred fifty (450) participants, and
    f. four hundred fifty (450) conference dinner invitations printed on 5x7 card stock and with envelope for all delegates.

4. Provide national tokens
    a. twenty-five (25) sets/pieces of tailored formal barongs made with premium natural fiber such as Pina Jusi/ Pina Cocoon for the ICN Steering Group members (sizes to be provided by the PCC's Organizing Committee),
    b. four hundred fifty (450) Filipino-ethnic style welcome leis for delegates of the Conference.
5. For easier identification of the organizers and liaisons during the duration of the conference, provide Secretariat Uniforms – thirty-five (35) sets of Philippine-inspired jackets will be used as uniforms (sizes to be provided by the PCC's Organizing Committee).

## D. CULTURAL TOUR

To showcase the richness and diversity of Filipino history, culture and heritage, a cultural tour will be offered to delegates in the afternoon of 08 May 2026.

1. Provide transportation such as tourist buses good for a minimum of two hundred (200) persons to two (2) historical locations within Metro Manila (National Museum and Intramuros). **In case of additional delegates beyond the minimum, the same per-head rate—to be reflected in the PCO's proposal—shall apply.**
2. Arrange/coordinate with the management of the two (2) historical locations within Metro Manila.
3. Cover all fees including fuel, parking and entrance to museums/national parks.
4. For easier identification and to account for the extreme warm weather in the Philippines, provide a minimum of two hundred (200) cotton shirts with ICN branding for all attendees of the tour (sizes to be provided by the PCC's Organizing Committee).
5. Provide bottled water and light refreshments for all attendees of the tour.
6. Provide ushers for the tour.

## E. CONFERENCE EXHIBITORS

At least two (2) DOT-accredited travel agencies shall be invited to have booths that showcase available travel and tourism packages for the delegates. Travel bookings arranged through the travel agencies shall be shouldered by the delegates.

## F. PRODUCTION OF DIGITAL COLLATERALS AND AVPS

The PCO shall carry out the following digital collaterals and creative assets for the event:

1. Produce AVPs for the event.
2. Present draft opening video/mood setter for comments and approval of the end user
3. Finalize and submit a minimum of ten (10) and maximum of fourteen (14) AVPs within the prescribed timeline:
    a. One (1) two/three-minute mood setters

   b. One (1) conference video highlight to be presented during the Closing Program
   c. One (1) after-conference video highlight
   d. A minimum of seven (7) and maximum of eleven (11) video documentation videos of the entire event (to be finalized based on the approved program
4. Produce and submit necessary digital juice for the conference, based on the approved program- speaker slides, event slides, event announcements, etc.
5. Incorporate the existing digital assets provided by PCC as inspiration and overall theme in the production of all collaterals.
6. After-conference or SDE should feature substantive soundbites during the conference and should emphasize the speakers during panels and dynamic interaction among the speakers and audience.

## G. EVENT COVERAGE AND DOCUMENTATION AND SUBMISSION OF TERMINAL REPORTS

The PCO shall ensure that the following documentation should be provided to the end user:

1. Carry out written transcription, photo, audio and video documentation for all plenary and panel sessions including social activities.
2. Submit a Terminal Report and create an activity database which includes transcriptions, summary of questions and feedback, in-person attendees, sex disaggregation data, attendee evaluation survey results.
3. All outputs produced for the conference (audio recordings, photos—edited and raw, videos, digital juices, mood setters, ADE/after videos, and soft copies of all digital collaterals) shall be stored in a portable external hard drive (USB C) and submitted to the PCC's Organizing Committee fifteen (15) days after the conference.

## H. EVENT PRODUCTION

1. Stage and Production design for the venue to be used during the Conference Proper and social activities, including but not limited to backdrops, printed and digital signages, decorations, photo walls, photobooth, fabrication of modular meeting rooms, delegation hall, etc. Specific requirements shall be outlined in the succeeding portions of the TOR.
2. Technical requirements such as sounds, lights, LED walls, gensets, projectors, and screens, speaker's technical requirements, microphones, laptops, cameras, communication devices, and other necessary contingency equipment/accessories as advised by the EU for all function areas.
3. Ensure all audio-visual requirements are available in all the rooms as required and that the sessions run smoothly.
4. Ensure all meeting rooms are arranged and ready for the conference as per the conference programme.

*SPECIFIC REQUIREMENTS FOR EVENT PRODUCTION*

### a. Onsite Registration and Conference Materials Collection Counter

- Set up at least two counters for Registration, badge printing, and collection of conference materials and kits with the following minimum specifications:
    - Backwall: at least 6.00 x -.40 x 2.40 M
    - Counter: at least 6.00 x -.40 x 1.50 M
- Follow an onsite registration system upon arrival of delegates, printing of badges, and dissemination of conference materials and kits.
- Provide the following equipment at the registration and badge collection counter:
    - Check-in kiosk (laptop and/or tablet and printer) x 10 sets
    - Networking equipment (if necessary)
    - The PCO shall dedicate at least one (1) IT technician who can troubleshoot laptops, printers and internet connectivity during the registration.
- Ensure that the physical and technical set-up of the registration and badge collection counter will be completed by 05 May 2026 10:00 AM, one (1) day before the Summit Opening and immediately start its operation after completion.

**b. Information Counter**

- Set up at least one (1) modular counter containing the event branding to serve as an information counter for delegates during the conference starting 06 May 2026, 7:30 AM
- Ensure that the physical and technical set-up of the information counter will be completed by 06 May 2026 7:00 AM and immediately starts its operation after completion.

**c. Plenary Hall**

This refers to the physical set up of the main venue with a minimum of at least 1,400sqm, where all plenary sessions will take place in coordination with the appointed production team of the PCC's Organizing Committee.

A detailed overview of the physical and technical specifications of the Conference can be found in the Event Plan which will be updated by the PCO with the PCC's Organizing Committee throughout the implementation of the project.

An approximate audience of up to 450 delegates onsite are expected to participate. The PCO shall ensure that the physical and technical set up of the venue is in accordance with the specifications to be provided by the PCC's Organizing Committee.

**d. Breakout Rooms for Simultaneous Sessions**

The PCO shall ensure that the physical setup of six (6) breakout rooms is in accordance with the specifications provided by the PCC's Organizing Committee.

*Minimum Room requirements per breakout room:*

- 1 lectern/podium with fascia

- IBM tables and chairs for 5 speakers
- 5 wired goosenecks
- 3 radio handheld microphones and corresponding stands and batteries
- 1 radio lectern microphone as unobtrusive as possible
- PA system suitable for a room size that fits a maximum of 50 pax
- 1 x laptop for audiovisual presentations
- Wireless clicker for slides

**e. PCC's Organizing Committee Office**

This space will function as office of the PCC's Organizing Committee. The PCO shall ensure that its physical set up is in accordance with the specifications to be provided by the PCC's Organizing Committee.

The PCO will include in its services the provision of the following office equipment and supplies:

- 1 x A4 color laser printer (with spare toners)
- Power strips / electrical sockets on all working tables
- 1 x at least 42" monitor on stand with audio for livestream of plenary sessions
- Office stationery includes but not limited to pens, puncher, staplers, staples, sticky notes, scissors, tape, cutter, etc.

**f. VIP Room**

The PCO shall ensure that its physical set up is in accordance with the specifications provided by the PCC's Organizing Committee.

**g. Networking Area/ Snack Station**

This refers to an area set up outside the main venue/ Plenary Hall where there will be available food stalls with local snacks for the delegates.

The PCO will be required to provide the following at the snack stations in *Sari-Sari Store* Style for the entire duration of the Conference for at least 200 pax per day:

- Stall for snacks and candies with at least: five (5) local candies, three (3) kinds of packed local nut and grain snacks (e,g. cornik, cashew nuts, local brand chips, etc.)
- Stall for at least three (3) different local fruit juices (calamansi, buko, nata de coco, etc.)

**h. Photo stations**

The PCO will be required to provide at least two (2) photo stations near the Plenary Hall and Recreation Room with a minimum size of 2x2 M each, delegated throughout the conference.

The PCO will be required to provide the following at the photo stations:

- Photo booth or any equivalent, including photographer/s
- Customized backdrop with the conference branding

**i. Delegation Hall**

The PCO shall ensure that the room set up of the following components is in accordance with the specifications provided by the PCC's Organizing Committee.

The PCO shall be required to convert/transform a space/s with a minimum of 3,000 sqm into a Delegation Hall partitioned/divided to include a semi-open layout of the following:

- **Three (3) collapsible meeting rooms**

  Individual function rooms may be needed for pocket meetings or collaboration activities among delegates.

  The PCO shall ensure that its physical setting up of a collapsible meeting room is in accordance with the specifications provided by the PCC's Organizing Committee.

  The PCO shall include in its provision the following for each collapsible meeting room:

  - Meeting room signages and meeting room use reservation sheet/s and indicators
  - Office tables and chairs for at least 10 pax in classroom setup
  - 1x minimum of 55" TV monitor with wired (HDMI) and wireless connection
  - 1 x branded backdrop on sintra board (PCC's Organizing Committee to provide artwork)

- **One (1) dining area space (banquet setup for 450 pax by a separate supplier)**

  This refers to the space allocated for the delegates to have their meals. A seated catering area is required to fit at least 450 pax in banquet setup.

  The PCO shall ensure that its technical and physical set up are in accordance with the specifications to be provided by the PCC's Organizing Committee.

- **One (1) lounge/recreational room**

  To ensure work and life balance and to boost the wellness of the participants during the conference, a recreational area shall be allotted for delegates. The PCO shall ensure that its technical and physical set up are in accordance with the specifications provided by the PCC's Organizing Committee.

  The PCO will be required to provide the following at the Lounge/ Recreational Area:

  - One (1) at least 55" monitor on stand with audio ICN Branding videos on loop
  - Couches
  - Bean bags
  - Charging Area with Power strips / electrical sockets

  - At least three (3) Interactive games (i.e. foosball, jenga, sungka, etc.)
  - At least two (2) Single or two-player games (i.e. arcade, mini golf, etc.)

- **One (1) co-working space**

  Refers to the exclusive area for delegates. The PCO shall ensure that its technical and physical set up are in accordance with the specifications to be provided by the PCC's Organizing Committee.

  The PCO will include in its services the provision of the following office equipment and supplies:

  - Individual workstations with desks, comfortable chairs for a maximum of 15 pax
  - Power strips / electrical sockets on all working tables
  - 1 x at least 55" monitor on stand with audio for livestream of plenary sessions
  - Office stationery which includes pens, staplers, staples, sticky notes, scissors, clear tape, etc.

- **One (1) holding room for supplies and talents**

**j. Custom Installations of decor and signages**

The PCO will provide the following layouts and materials:

- Skywalk Glass Branding at NAIA T3 (1 lot, 12ftx 70 ft, 2 sides, Digital Print on Clear Sticker, Glass Decal material)
- Entrance Arch of at least 15x60 ft structure made of tubular framing and plywood with base counterweight support; Graphics made of digital print on sticker on 3mm sintra board
- Directional signage for the Conference's common spaces to point the participants to a certain venue, labeling a room, providing general information or communicating reminders
- Lamp Post Banners/ Streamers 3x9 ft Digital Print on Canvas cloth with wood mount (at least 40 pcs)
- T- Stands 3x7 ft, Digital Print bonded on versa board, with tubular framing and base with counterweight (at least 20 pcs)

**k. Welcome Reception**

Conceptualize and manage a program that should include at least the ff:

- Staging and production design including backdrops, podium logo, printed and/or digital signages, decorations;
- Technical requirements such as sounds, lights, LED walls, gen-set(s), projectors and screens (as needed), microphones (lapel and wireless), laptops with appropriate connectors, professional lighting system, communications equipment, other necessary contingency equipment/accessories (e.g. extra microphones, batteries, etc.);
- Production of necessary digital juice for the program;
- Contract host and other talents for ambient entertainment (at least one (1) string quartet for the lobby/foyer area and one (1) string quart,

runners, and ushers for a maximum of 450 participants for the Welcome Reception;
- Cover appropriate corkage and other fees necessary for the delivery of the requirements for the Welcome Dinner; and
- Ingress and egress operations.

**l. Conference Dinner**

Conceptualize and manage a program, that should include at least the ff:

- Staging and production design for a Plenary Hall of at least 2,100 sqm, 10 m height;
- Stage setup of at least 15x5 m to fit a banquet setup for 450 pax, podium with logo, printed and/or digital signages, decorations;
- Holistic Production and Cultural Presentation to Showcase Philippine Folk dances and Festivals, at least one from each of Luzon, Visayas, and Mindanao (i.e. *Panagbenga, Pahiyas, Regattas, Kadayawan*, etc.);
- Showcase of Philippine games (i.e. *Palosebo, Pukpok-palayok, Patintero, Luksong Tinik, Pabitin, Tumbang pre*so, etc.);
- Interactive folk dances with volunteer delegates (*Tinikling, pandango sa Ilaw, Cariñosa*);
- Showcase of Filipino food/snacks;
- Showcase Area of Philippine Culture and Products
- Staging and production design including backdrops, podium logo, printed and/or digital signages, decorations; and
- Contract host and other talents for ambient entertainment

**m. Live Streaming and Incoming Presenters**

The PCO shall provide a live feed system for online streaming, through ICN's official channels and PCC's YouTube account, and for posting on PCC's official Facebook page.

The PCO shall secure the minimum WIFI / internet infrastructure is present at the official event venue to support the technical requirements onsite, including live global livestream of the conference via official channels and social media pages.

**n. Video / Photo Coverage and Documentation**

Provision of a comprehensive video and photography solutions for the Conference.

- Carry out written transcription, photo, audio, and video documentation for all plenary sessions including Welcome and Conference Dinner.
- Provide a live feed system for online streaming, through the conference's official YouTube account, and other channels.
- Submit at least forty (40) edited photo highlights at the end of each conference day for posting on official social media accounts.
- Create and submit a photo and video bank of the events containing both the unedited high-resolution image/video files and approved final

outputs within ten (10) business days from the conclusion of the event.

- In particular, the PCO will be required to produce the following:
  - Highlights Video – which will be used to showcase the Philippines and the hosting the 2026 ICN Conference. Part of the highlights video includes key soundbites of the conference panel sessions.
  - Full Event Photo Coverage – capturing photos of speakers and delegates during all sessions, including the plenary, breakout, side events, and social events for sharing online for all delegates, documentation, and archiving.
  - Plenary Sessions Video Coverage – capturing all the plenary sessions so that it can be shared and uploaded online for documentation and archiving purposes.

## IV. Qualifications and Selection Criteria of the Service Provider

### A. Shortlisting of the Eligible Bidder/s

In shortlisting eligible bidders, the following criteria will be used:

| Criteria | Preferred Qualifications | Bases | Weight |
|---|---|---|---|
| **Applicable experience and capability of the bidder** | • The agency/firm, and its partner/s, must have been in existence for at least five (5) years;<br>• Must have undertaken within the last five (5) years at least five (5) international, high-level, or ministerial events, which may include meetings, conferences, seminars, or forums involving foreign delegates, heads of agencies, ministers, or dignitaries)<br>• Engaged with at least two (2) national government agency in a similar/related activity such as conference or summit | Proof of years of experience of the firm specializing in the provision of event production and management services must be submitted. Please refer to Section VI of the TOR. Qualifications and Selection Criteria of the Service Provider. Proof of company registration (SEC/DTI/CDA Registration Certificate, Mayor's Permit, etc.) must be submitted.<br><br>Originally signed Statement of Completed Contracts indicating the activities undertaken, at least, within the last five (5) years, as well as the nature/short profile or description (which can be on a separate attachment or annexed on the Statement of Contracts)<br><br>Certificates of Satisfactory Services Rendered issued by national government agencies. | 50% |

| Criteria | Preferred Qualifications | Bases | Weight |
|---|---|---|---|
| **Qualification of personnel who may be assigned to the project** | **Two (2) Event Coordinators**<br>• Graduate of any Bachelor's degree in Arts, Humanities, Social Sciences, Communications, or any relevant field; and<br>• Five (5) years of experience in events management, and/or public relations<br><br>**Event Director**<br>• Graduate of any Bachelor's degree in Arts, Humanities, Social Sciences, Communications, or any relevant field; and<br>• Seven (7) years of experience in events management, and/or public relations.<br><br>**Project Manager**<br>• Graduate of any Bachelor's degree in Arts, Humanities, Social Sciences, Communications, or any relevant field; and<br>• Seven (7) years of experience in events management, and/or public relations. | Original signed curriculum vitae (CV) submitted indicating the relevant work experience and educational background.<br><br>*Indicate in the CV the position the personnel are assigned to.*<br><br>*Note: There should be no replacement of key personnel before the awarding of the contract, except for justifiable reason, such as illness, death, or resignation provided it is duly supported by relevant certificates, or any delay caused by the procuring entity.* | 25% |
| **Current workload relative to capacity** | The PCO may have an ongoing workload of up to five (5) projects, in total, during the engagement period. Of these, no more than two (2) shall be international, high-level, or ministerial events (e.g., ASEAN, APEC, ICN-level) within six (6) months of the ICN Annual Conference 2026. | Original | 25% |

Prospective bidders are requested to submit the supporting documentary requirements indicated in the abovementioned criteria, and as listed in **Annex B** to ensure that the above-mentioned qualifications are met.

A maximum of three (3) eligible bidders, who will meet at least the 80-point hurdle rate, shall be shortlisted and invited to submit their technical and financial proposals.

The technical and financial proposals of the shortlisted bidders will be evaluated with the following weights and requirements:

## A. Submission and evaluation of the proposal/s of the shortlisted bidder/s

The **technical** and **financial** proposals of the shortlisted bidders will be evaluated with the following weights and requirements:

i. Technical Proposal: 85%
ii. Financial Proposal: 15%
iii. Total: 100%

The ***technical proposal*** must include, among others, the following:

1) Event plan proposal, with discussions on the following components:
   - Event concept;
   - Tentative program;
   - Theme and décor;
   - Production schedule; and
   - Contingency plan.

2) Other requirements as specified in the bidding/proposal documents

The ***financial proposal*** must include, among others, the following:

1) Detailed breakdown of proposed expenses, including personnel expenses, production costs, supplier/vendor costs, and other costs; and
2) Other requirements/breakdown of expenses or costs as specified in the bidding/proposal documents.

The proposals of the shortlisted bidders shall be evaluated using the following weights and requirements:

| Criteria | Basis |
|---|---|
| **Technical Proposal (85%)** | |
| Qualification of personnel who may be assigned to the project (15%) | As specified in the qualifications above. |
| Applicable experience and capability of the firm (25%) | |
| Current workload relative to capacity (20%) | |
| Plan of approach and methodology (40%) | Timelines, event proposals, overall quality of proposed work (Technical Proposal Requirements per items above) |
| **Financial Proposal (15%)** | |

The bidder with the highest rated score based on the technical and financial proposals submitted, provided that the score passes the hurdle rate of 80 points, shall be the Highest Rated Bidder.

## V. Deliverables, Timelines and Payment Schedules

Project activities will commence immediately for a period of **twelve (12) months** upon issuance of the Notice to Proceed (NTP).

Reports and other relevant documents and deliverables are to be submitted to and should be duly received and accepted by the PCC project manager. Below is the summary of the deadline of submission for each deliverable:

| Milestones/Deliverables | | % of Contract Price and Payment Schedule |
|---|---|---|
| **Deliverables** | **Timeline** | |
| **1. Conduct of Inception Meeting and Submission of Proposed Event Plan**, inclusive of, but not limited to, the following:<br>a. Event concept for the ICN Annual Conference;<br>b. Theme and décor/production design;<br>c. Production schedule/timeline<br>d. Security and contingency plan. | Within ten (10) calendar days from the issuance of Notice to Proceed | 10% Within fifteen (15) days from the issuance of Notice to Proceed |
| **2. Conduct of Checkpoint Meeting and submission of the following requirements**<br>• Operational event website<br>• Design and/or sample event collaterals, as required in these technical specifications<br>• Update on progress of all deliverables included in the TOR | Within fifteen (15) calendar days from the approval of the event plan | 10% Within fifteen (15) days upon conduct of checkpoint meeting and submission of the requirements listed in Item 2 of this Schedule |
| **3. Conduct of Checkpoint Meeting and submission of the following requirements**<br>• Event Production Plan<br>• AVP (mood setter/opening video)<br>• Storyboard, script (as applicable)<br>• Soft copy of final mood setter/opening videos, digital juices, etc. to be shown at the | Within thirty (30) calendar days from the last checkpoint meeting | 10% Within fifteen (15) days upon conduct of checkpoint meeting and submission of the requirements listed in Item 3 of this Schedule |

| Milestones/Deliverables | | % of Contract Price and Payment Schedule |
|---|---|---|
| **Deliverables** | **Timeline** | |
| beginning of the event, including the raw files<br>• Update on progress of all deliverables included in the TOR | | |
| **4. Conduct of Checkpoint Meeting and submission of the following requirements**<br>• Operational event app<br>• Samples (physical) of all collaterals<br>• Update on progress of all deliverables included in the TOR | Within thirty (30) calendar days from the approval of the samples and last checkpoint meeting | 10% Within fifteen (15) days upon conduct of checkpoint meeting and submission of the requirements listed in Item 4 of this Schedule |
| **5. Conduct of Checkpoint Meeting and submission of the following requirements**<br>• Conduct of coordination meeting with venue provider<br>• Conduct of first dry run of the event<br>• Update on progress of all deliverables included in the TOR | Within sixty (60) calendar days from approval of the samples and last checkpoint meeting | 5% Within fifteen (15) days upon conduct of checkpoint meeting and completion of the requirements listed in Item 5 of this Schedule |
| **6. Conduct of Checkpoint Meeting and submission of the following requirements**<br>• Complete delivery of all collaterals/kits/supplies for the conference<br>• Conduct of second dry run of the event | Within sixty (60) calendar days from approval of the samples and last checkpoint meeting | 15% Within fifteen (15) days upon conduct of checkpoint meeting and delivery and completion of the requirements listed in Item 6 of this Schedule |
| **7. Submission of the Activity Report and other deliverables such as:**<br>• transcription of the event<br>• summary of questions and feedback<br>• number of in-person attendees<br>• sex disaggregation data<br>• number of online views<br>• social media engagement, and | Within fourteen (14) calendar days from the last day of the event. | 40% Within fifteen (15) days from the submission of the Activity Report and submission of requirements listed in Item 7 of this Schedule |

| Milestones/Deliverables | | % of Contract Price and Payment Schedule |
|---|---|---|
| **Deliverables** | **Timeline** | |
| • attendee evaluation survey results<br>• approved final and raw files of the after-conference/SDE video and all collaterals used<br>• All final AVPs are required.<br>• All raw photos/video files. | | |
| | | **100%** |

Payments to the events production and management firm shall be made upon PCC's acceptance of the deliverables and payment schedule indicated above.

The Event Plan, copies of the AVPs, and Activity Report shall be submitted by the Events Production and Management Firm in two (2) hard copies to PCC for payment processing. Electronic/soft copies of the documents and AVP shall also be submitted to PCC.

## VI. Approved Budget for the Contract and Mode of Procurement

The Approved Budget for the Contract (ABC) for this project is **Twenty-Three Million, One Hundred Forty Thousand, and Forty Pesos (PhP23,140,040.00)** inclusive of all applicable government taxes, and shall include all renumerations, 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 mode of procurement shall be competitive bidding following the ADB's Procurement Regulations for ADB Borrowers: Goods, Works, Non-consulting, and Consulting Services (2017, as amended from time to time) harmonized with the provisions of Republic Act No. 9184 and its Revised Implementing Rules and Regulations.

## VII. Confidentiality and Ownership of Data

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

## VIII. Information Security and Non – Disclosure Agreement

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

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

The following must be submitted after the issuance of Notice of Award or Purchase Order or Job Order or Notice to Proceed:

- Notarized Non-Disclosure Agreement
- Notarized Data Sharing Agreement (if applicable)

## IX. Conflict of Interest

The Service Provider must be independent from the entities which operate in the business of the particular sector covered by the scope of this engagement and must have no conflict of interest. There is conflict of interest when the Service Provider has an interest in the business of the entities operating, whether directly or indirectly, in the particular sector covered by this engagement, and the interest of such Service Provider, or his rights or duties therein, may be opposed to or affected by the performance of his duty as Service Provider.

## 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 in the event that travel restrictions and enhanced community quarantines are imposed within Metro Manila due to high cases of COVID-19 or MPox, making the conduct of the event or any mass gathering impossible. The service provider should likewise be willing to respond to immediate or unforeseen changes in the specifications, activities, and schedules based on IATF and local government unit pronouncements.

## XI. Penalties and Liquidated Damages

The selected event production and management firm shall be subject to assessment by PCC 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 PCC 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, PCC 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, PCC 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 PCC.

## XII. Dispute Resolution

Should any dispute related to the technical specifications and/or rights of the PCC and the events organizing firm (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 Quezon City.

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

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

## XIII. Bank's Anticorruption Policy; Standards of Conduct

1. Anticorruption Policy

The anticorruption policy of the ADB requires that borrowers (including beneficiaries of ADB-financed activity), as well as service providers under ADB-financed contracts, observe the highest standard of ethics during the selection process and in the execution of such contracts. In pursuance of this policy, ADB defines, for the purposes of this provision, the terms set forth below as follows:

i. A "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to improperly influence the actions of another party.

ii. A "fraudulent practice" means any action or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation.

iii. A "coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to improperly influence the actions of a party.

iv. A "collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.

v. Abuse, means theft, waste, or improper use of assets related to ADB-related activity, either committed intentionally or through reckless disregard.

vi. Conflict of interest, means any situation in which a party has interests that could improperly influence a party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

vii. "Obstructive practice" means (a) deliberately destroying, falsifying, altering, or concealing of evidence material to an ADB investigation; (b) making false statements to investigators in order to materially impede an ADB investigation; (c) failing to comply with requests to provide information, documents, or records in connection with an Office of Anticorruption and Integrity (OAI) investigation; (d) threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; (e) materially impending the Bank's contractual rights of audit or access to information; and

viii. Integrity violation is any act which violates ADB's Anticorruption Policy, including items (i) to (vii) above and the following: abuse, conflict of interest, violations of ADB sanctions, retaliation against whistleblowers or witnesses, and other violations of ADB's Anticorruption Policy, including failure to adhere to the highest ethical standards.

b. will reject a proposal for an award if it determines that the service provider recommended for the award has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for the Contract;

c. will cancel the portion of the financing allocated to a contract if it determines at any time that representatives of the Client engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations during the procurement or the execution of that contract, without the Borrower having taken timely and appropriate action satisfactory to ADB to remedy the situation;

d. will impose remedial actions on a firm or an individual, at any time, in accordance with ADB's Anticorruption Policy and Integrity Principles and Guidelines (both as amended from time to time), including declaring ineligible, either indefinitely or for a stated period of time, to participate in ADB-financed, -administered, or -supported activities or to benefit from an ADB-financed, -administered, or -supported contract, financially or otherwise, if it at any time determines that the firm or individual has, directly

or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations; and

e. will have the right to require that a provision be included in the request for proposals and in Contracts financed by ADB, requiring service providers to permit ADB or its representative to inspect their accounts and records and other documents relating to the Financial and Technical Proposals and contract performance and to have them audited by auditors appointed by ADB

2. Anticorruption Policy

The Supplier shall ensure that its employees observe the highest ethical standards and refrain from any form of bullying, discrimination, misconduct, and harassment, including sexual harassment, and shall, at all times, behave in a manner that creates an environment free of unethical behavior, bullying, misconduct, and harassment, including sexual harassment. The supplier shall take appropriate action against any employees, including suspension or termination of employment, contract, or sub-contract, if any form of unethical or inappropriate behavior is identified.

The following definitions shall apply in these Standards of Conduct:

a. "Bullying" is a form of harassment consisting of repeated or persistent aggression or other malicious behavior in any form by one or more persons, which has the effect of humiliating, belittling, offending, intimidating, or discriminating against another person. It may include persistent, unwarranted, or unconstructive criticism, personal abuse, and/or ridicule, either in public or private, which humiliates or demeans the individual targeted, gradually eroding or intending to erode the person's self-confidence. Appropriately conveyed criticism, disapproval, negative performance assessment, and similar appraisal, by themselves do not constitute bullying or harassment.

b. "Discrimination" is the inappropriate differentiation between individuals or groups. Such discrimination includes differentiation based on characteristics such as race, color, nationality, national, social or ethnic origin, religion or similar belief, language, political or other opinion or affiliation, gender, gender identity, sexual orientation, family or civil status, health status, size, or physical ability.

c. "Harassment" is any unwarranted or unwelcome behavior, whether verbal, psychological, or physical, that interferes with work or creates an intimidating, hostile, or offensive work environment. Harassment includes, but is not limited to, bullying and sexual harassment.

(d) "Integrity" means a firm adherence to ADB's Anticorruption Policy (1998, as amended to date), the Integrity Principles and Guidelines (2015, as amended from time to time), and to the highest ethical standards.

(e) "Misconduct" is behavior, or an act or omission, which is unacceptable or improper, contrary to the principles or rules of ADB, or is illegal or unethical. Misconduct may not necessarily be intentional and can arise from neglect, recklessness, or mismanagement. Misconduct includes, but is not limited to,

(i) the failure to observe these standards or other rules, regulations, guidelines, or procedures; or (ii) conduct, actions, or omissions, within and outside ADB, that risk discrediting or disgracing ADB, bringing ADB into disrepute, or could undermine the integrity of ADB's policies, processes, or procedures.

(f) "Respect" refers to interacting with all others in the work environment in a professional, positive, and inclusive manner, regardless of hierarchical role or rank. This includes treating others with due consideration, courtesy, dignity, and open-mindedness, as well as working without prejudice or bias toward individuals or institutions that have different characteristics, backgrounds, and viewpoints.

(g) "Retaliation" is any detrimental act, direct or indirect, recommended, threatened, or taken against anyone who has raised or is considering raising a complaint of misconduct whether formally as whistleblower or witness or person associated with a whistleblower or witness or otherwise, in a manner material to the complaint because of a report of or cooperation with an ADB investigation into any form of (alleged) misconduct. Retaliation can include,

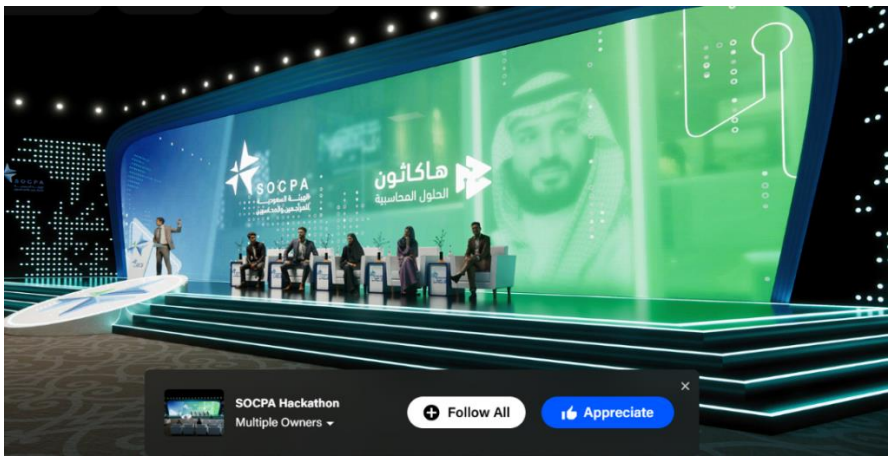
but is not limited to, harassment, discriminatory treatment, assignment of work outside the corresponding job description, withdrawal of work assignments contained in the job description, inappropriate performance appraisals or salary adjustments, or the withholding of an entitlement.

(h) "Sexual Harassment" is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature that results in physical, sexual, or psychological harm or suffering to another person, or which is made or suggested to be a condition of employment, promotion, or other personnel action or creates an intimidating, hostile, or offensive environment.

## Annex A

## Reference for Event Requirements (Venue Layout, Staging, Collaterals)

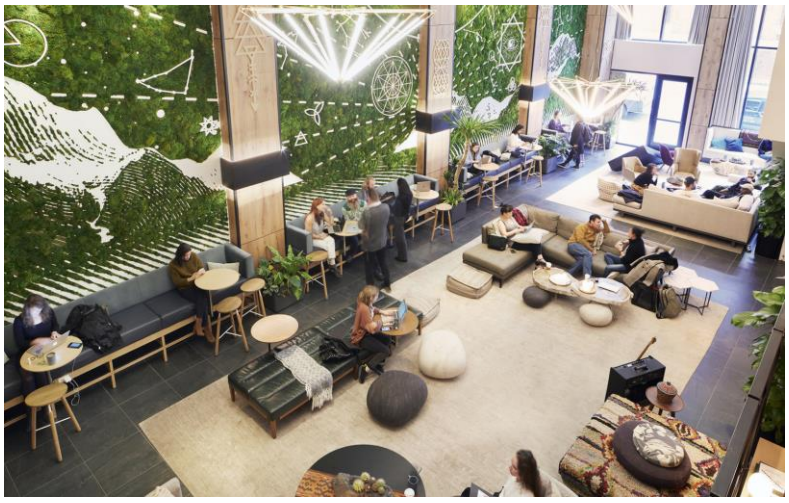
### Main Conference Hall and Stage Set-Up

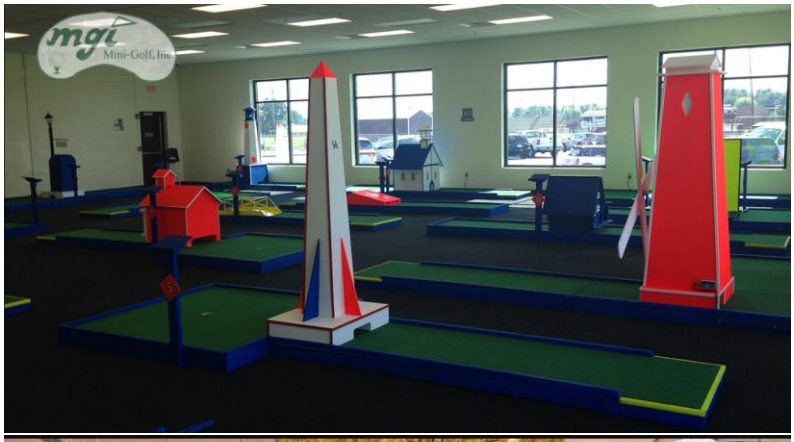


### Welcome Reception Layout

### Conference Dinner Layout

### Work and Recreation Areas



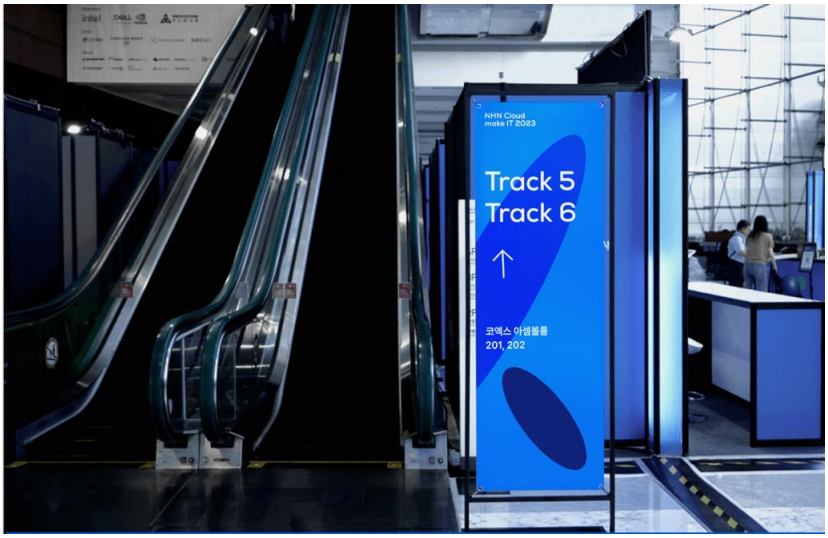

mgi
Mini-Golf, Inc.

connect collaborate
Creativity is Contagious

## Custom Registration Booth

## Custom Photowall

**Directional Signages**



Register here.
Auditorium
Canteen
SLA Rooms 1&2
Board Room
Welcome aboard!
Floor 1
Auditorium
Washrooms
SLA Rooms 1&2
Board Room

## Event Arch

SSCP Annual International Conference
sscp

**References for Event Collaterals**

| ITEM | SAMPLE PHOTO (REFERENCE ONLY) | |
|---|---|---|
| 1. Metal pen<br><br>Metal Pen<br>Twist-to-open<br>Black ink | <br> <br>https://www.primelinegifts.ph/product/mp-5049-metal-pen/ | Silver and Blue/black metal body<br>white print of 1cmx3cm |
| Classic Metal Pen<br>Retractable, click pen<br>Black ink, Ballpoint | <br>https://www.primelinegifts.ph/product/mp-012-metal-pen/ | Silver and Blue/black metal body<br>white print of 1cmx3cm |

| | | |
|---|---|---|
| 2. Mini Notebook<br><br>**Size:** A6<br>**Logo Printing** | <br> <br> | |

| | | |
|---|---|---|
| 3. Conference bag | | |
| 5. Lanyard and ID holder | <br> | |

| | | |
|---|---|---|
| | | |
| **Specifications:**<br><br>**One-side print, full color** | | |
| | Conference jacket<br><br> | |

| | | |
|---|---|---|
| | | |
| | ***Cultural Tour Shirt***<br> <br><br> | |

| | | |
|---|---|---|
| Barong | <br> | |
| Conference Booklet/Programme | | |

| | | |
|---|---|---|
| | | |
| | ***The PCC's Organizing Committee will be providing the final design/layout of the collaterals in .psd files.*** | |

## Annex B

## List of Documentary Requirements

| **Procuring Entity** | **Philippine Competition Commission** |
|---|---|
| **Address** | 25F Vertis North Corporate Center 1, North Ave., Quezon City |
| **Project Name** | **Provision of Professional Conference Organizer (PCO) Services for the Philippines' Hosting of the 2026 International Competition Network Annual Conference** |
| **Project Details** | As indicated on the above Terms of Reference |
| **Approved Budget for the Contract** | **Twenty-Three Million, One Hundred Forty Thousand, and Forty Pesos (PhP23,140,040.00)** (inclusive of all applicable government taxes) |
| **Documents to be Submitted** | **Eligibility Documents (to be submitted with the proposals)**<br>• PhilGEPS Registration Number<br>• Mayor/Business Permit<br>• Accomplished Omnibus Sworn Statement<br>• Latest Income/Business Tax Return<br>• Conformed Terms of Reference<br>• Notarized Data Sharing Agreement |
| **Additional Documents to be Submitted** | **For Project Team**<br>• Proof of company existence and experience (SEC/DTI/CDA Registration Certificate (if applicable), Mayor's Permit, etc.)<br>• Originally signed statement of contracts indicating the activities undertaken within the last five (5) years and the nature/profile/description annexed on the Statement of Contracts). List should contain the ff.:<br>– Must have undertaken within the last three (3) years at least five (5) international, high-level, or ministerial events, which may include meetings, conferences, seminars, or forums involving foreign delegates, heads of agencies, ministers, or dignitaries)<br>– Engaged with at least two (2) national government agency in a similar/related activity such as conference or summit<br>• Originally signed records of ongoing engagements (including awarded but not yet started contracts)<br>• CVs of two (2) event coordinators, one (1) event director, one (1) project manager. CVs should conform to the required experience and educational background stated in the Qualifications and Selection Criteria of the Service Provider.<br>• Technical Proposal<br>– Event Plan including the proposed event plan, tentative program, proposed theme and décor, production schedule and contingency plan<br>• Financial Proposal including the breakdown of proposed expenses (personnel expense, production costs, supplier/vendor costs and other costs specified in the proposal documents |

**Annex C**
**Price Schedule**

| Milestones/Deliverables | | % of Contract Price and Payment Schedule | Amount (Philippine Peso) |
|---|---|---|---|
| **Deliverables** | **Timeline** | | |
| **1. Conduct of Inception Meeting and Submission of Proposed Event Plan**, inclusive of, but not limited to, the following:<br>e. Event concept for the ICN Annual Conference;<br>f. Theme and décor/production design;<br>g. Production schedule/timeline<br>h. Security and contingency plan. | Within ten (10) calendar days from the issuance of Notice to Proceed | 10% Within fifteen (15) days from the issuance of Notice to Proceed | |
| **2. Conduct of Checkpoint Meeting and submission of the following requirements**<br>• Operational event website<br>• Design and/or sample event collaterals, as required in these technical specifications<br>• Update on progress of all deliverables included in the TOR | Within fifteen (15) calendar days from the approval of the event plan | 10% Within fifteen (15) days upon conduct of checkpoint meeting and submission of the requirements listed in Item 2 of this Schedule | |
| **3. Conduct of Checkpoint Meeting and submission of the following requirements**<br>• Event Production Plan<br>• AVP (mood setter/opening video)<br>• Storyboard, script (as applicable)<br>• Soft copy of final mood setter/opening videos, digital juices, etc. to be shown at the beginning of the event, including the raw files | Within thirty (30) calendar days from the last checkpoint meeting | 10% Within fifteen (15) days upon conduct of checkpoint meeting and submission of the requirements listed in Item 3 of this Schedule | |

| Milestones/Deliverables | | % of Contract Price and Payment Schedule | Amount (Philippine Peso) |
|---|---|---|---|
| **Deliverables** | **Timeline** | | |
| • Update on progress of all deliverables included in the TOR | | | |
| **4. Conduct of Checkpoint Meeting and submission of the following requirements**<br>• Operational event app<br>• Samples (physical) of all collaterals<br>• Update on progress of all deliverables included in the TOR | Within thirty (30) calendar days from the approval of the samples and last checkpoint meeting | 10% Within fifteen (15) days upon conduct of checkpoint meeting and submission of the requirements listed in Item 4 of this Schedule | |
| **5. Conduct of Checkpoint Meeting and submission of the following requirements**<br>• Conduct of coordination meeting with venue provider<br>• Conduct of first dry run of the event<br>• Update on progress of all deliverables included in the TOR | Within sixty (60) calendar days from approval of the samples and last checkpoint meeting | 5% Within fifteen (15) days upon conduct of checkpoint meeting and completion of the requirements listed in Item 5 of this Schedule | |
| **6. Conduct of Checkpoint Meeting and submission of the following requirements**<br>• Complete delivery of all collaterals/kits/supplies for the conference<br>• Conduct of second dry run of the event | Within sixty (60) calendar days from approval of the samples and last checkpoint meeting | 15% Within fifteen (15) days upon conduct of checkpoint meeting and delivery and completion of the requirements listed in Item 6 of this Schedule | |
| 7. **Submission of the Activity Report and other deliverables such as:**<br>• transcription of the event<br>• summary of questions and feedback<br>• number of in-person attendees<br>• sex disaggregation data<br>• number of online views | Within fourteen (14) calendar days from the last day of the event. | 40% Within fifteen (15) days from the submission of the Activity Report and submission of requirements listed in Item 7 of this Schedule | |

| Milestones/Deliverables | | % of Contract Price and Payment Schedule | Amount (Philippine Peso) |
|---|---|---|---|
| **Deliverables** | **Timeline** | | |
| • social media engagement, and<br>• attendee evaluation survey results<br>• approved final and raw files of the after-conference/SDE video and all collaterals used<br>• All final AVPs are required.<br>• All raw photos/video files. | | | |
| | | **100%** | |

## Annex D
## Evaluation and Comparison of Quotations

1. Quotations determined to be substantially responsive to the **Request for Quotation** will be evaluated using the criteria indicated in the **Terms of Reference** and shown below as **Annexes E1** and **E2**. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in the **Request for Quotation**.

2. The Firm/Service Providers will be shortlisted using the shortlisting criteria described in **Annex E1**. Eligible bidders, who will meet at least the **80-point hurdle rate** in the shortlisting process, shall be shortlisted and their quotations/proposals shall be further assessed for the combined technical and financial evaluation using the criteria described in **Annex E2**.

3. The contract shall be awarded to the Service Provider whose quotation has been determined to be substantially responsive to the **Request for Quotation** and who has the highest evaluated combined technical and financial scores among all responsive bids.

**Annex E1**
**Criteria for Shortlisting Prospective Eligible Bidders**

| Criteria | Description | Rating Matrix | |
|---|---|---|---|
| **1. Applicable experience of the Service Provider (50%)** | | | |
| **Applicable experience and capability of the bidder (15pts)** | The agency/firm, and its partner/s, must have been in existence for at least five (5) years. | 100 | 7 years and above |
| | | 80 | 5-6 years |
| | | 50 | 3-4 years |
| | | 0 | 2 years and below |
| **Number of similar projects (30pts)** | Must have undertaken within the last five (5) years at least five (5) international, high-level, or ministerial events, which may include meetings, conferences, seminars, or forums involving foreign delegates, heads of agencies, ministers, or dignitaries) | 100 | More than 5 similar projects |
| | | 80 | 5 similar projects |
| | | 50 | 4 and below similar projects |
| | | 0 | No similar project |
| **Number of NGA projects (5pts)** | Engaged with at least two (2) national government agency in a similar/related activity such as conference or summit | 100 | More than 2 similar projects with NGA/s |
| | | 80 | 2 similar projects with NGA/s |
| | | 50 | 1 similar project with NGA/s |
| | | 0 | No similar project |
| **2. Qualification of personnel who may be assigned to the project (25%)** | | | |
| **Two (2) Event Coordinators (10 pts)** | **Education**: (5 pts) Graduate of any Bachelor's degree in Arts, Humanities, Social Sciences, Communications, or any relevant field. | 100 | BA/BS degree in the discipline/s indicated |
| | | 80 | BA/BS degree in relevant discipline/s |
| | | 50 | BA/BS degree in a non-relevant discipline/s |
| | | 0 | No BA/BS degree |
| | **Experience**: (5 pts) Five (5) years of experience in events management, and/or public relations. | 100 | Five (5) years and above |
| | | 50 | 4-3 years |
| | | 0 | 2 years and below |
| **Event Director (7 pts)** | **Education**: (3 pts) Graduate of any Bachelor's degree in Arts, Humanities, Social Sciences, Communications, or any relevant field. | 100 | BA/BS degree in the discipline/s indicated |
| | | 80 | BA/BS degree in relevant discipline/s |
| | | 50 | BA/BS degree in a non-relevant discipline/s |
| | | 0 | No BA/BS degree |
| | **Experience**: (4 pts) | 100 | Seven (7) years and above |
| | | 50 | 5-6 years |

**Annex E1**
**Criteria for Shortlisting Prospective Eligible Bidders**

| Criteria | Description | Rating Matrix | |
|---|---|---|---|
| | Seven (7) years of experience in events management, and/or public relations. | 0 | 4 years and below |
| **Project Manager (8 pts)** | **Education**: (4 pts) Graduate of any Bachelor's degree in Arts, Humanities, Social Sciences, Communications, or any relevant field. | 100 | BA/BS degree in the discipline/s indicated |
| | | 80 | BA/BS degree in relevant discipline/s |
| | | 50 | BA/BS degree in a non-relevant discipline/s |
| | | 0 | No BA/BS degree |
| | **Experience**: (4 pts) Seven (7) years of experience in events management, and/or public relations. | 100 | Seven (7) years and above |
| | | 50 | 5-6 years |
| | | 0 | 4 years and below |
| **3. Current workload relative to capacity (25%)** | | | |
| **Current workload relative to capacity** | The PCO may have an ongoing workload of up to five (5) projects, in total, during the engagement period. Of these, no more than two (2) shall be international, high-level, or ministerial events (e.g., ASEAN, APEC, ICN-level) within six (6) months of the ICN Annual Conference 2026. | 100 | Not more than 5 ongoing contracts with 1 or no ongoing contract for international, high-level, or ministerial events |
| | | 80 | Not more than 5 ongoing contracts with 2 ongoing contracts for international, high-level, or ministerial events |
| | | 50 | Not more than 5 ongoing contracts with more than 2 ongoing contracts for international, high-level, or ministerial events |
| | | 0 | More than 5 ongoing contracts |

## Annex E2. Detailed Rating Criteria for Evaluating Technical and Financial Proposals

| Criteria | Basis |
|---|---|
| **Technical Proposal (85%)** | |
| Qualification of personnel who may be assigned to the project (15%) | As specified in the qualifications above. |
| Applicable experience and capability of the firm (25%) | |
| Current work-load relative to capacity (20%) | |
| Plan of approach and methodology (40%) | Timelines, event and AVP proposals, overall quality of proposed work (Technical Proposal Requirements per Items 1-4 above) |
| **Financial Proposal (15%)** | |