SUPPLEMENTAL BID BULLETIN

Republic of the Philippines
PHILIPPINE INTERNATIONAL CONVENTION CENTER
PICC Complex, 1307 Pasay City
BIDS AND AWARDS COMMITTEE (BAC)

June 10, 2026

PRODUCTION OF COFFEE TABLE BOOK DEVELOPMENT AND PRINTING (500 BOOKS) FOR PICC 50TH ANNIVERSARY

ADDENDUM NO. 01

This Addendum is issued to amend/revise certain provisions of the Bid Documents for the above-captioned procurement. Said amendments are as follows:

- Section I- The Invitation to Bid has been revised to read as:
  - 8) Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat through manual submission at the office address indicated below, on or before ***June 29, 2026,*** at ***9:30 a.m.***. Late bids shall not be accepted.
  - 10) Bid opening shall be on ***June 29, 2026,*** at ***10:00 a.m.*** at *D-100, Ground Floor, Delegation Building, PICC* and/or via Zoom. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.
- Section III- The Bid Data Sheet has been revised to read as:
  - ITB Clause 5.4
  - The Bidder's Single Largest Completed Contract (SLCC), **or an aggregate of a maximum of two (2) completed contracts, similar to the contract to be bid, must have been** completed within five (5) years prior to the deadline for the submission and receipt of bids.

    For purposes of this procurement, a similar contract shall **refer to the development, conceptualization, layout, design, production, and printing of table books, coffee table books, annual reports, commemorative publications, or other comparable publication projects requiring both creative development and printing services.**

    The Bidder must have successfully completed, within the last five (5) years, either: (a) one (1) similar contract; or (b) an aggregate of not more than two (2) similar contracts, the total value of which shall be at least fifty percent (50%) of the Approved Budget for the Contract (ABC).
  - ITB Clause 8.1
    - **Subcontracting of portions of the Contract may be permitted in accordance with Republic Act No. 12009 and its IRR, provided that the actual printing and production of the required materials are performed by a Philippine-based printing facility. The Contractor shall disclose any proposed subcontracting arrangement and obtain the prior approval**

of the Procuring Entity. Notwithstanding such subcontracting, the Contractor shall remain solely responsible for the satisfactory performance of the Contract.

- ITB Clause 27.1
    - Within a non-extendible period of five (5) calendar days from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following documentary requirements:
        a. **Certified Photocopy of the CY 2025 Income and Business Tax Returns with proof of payment;**
        b. **Sections III and V of the bid documents, signed on each and every page by the bidder's authorized representative;**
        c. **Certificate of Satisfactory Completion & Acceptance of previous PICC projects undertaken within the last five (5) years, if any.**

- Section V- Special Conditions of the Contract have been revised to read as:
    - GCC Clause10.3
        - Requirements for payment:
            - Billing or Invoice (with BIR compliance)
            - Request letter for payment
            - Accomplishment report
            - **Valid Tax Clearance**
    - GCC Clause 17.3
    - Warranty
        - **A warranty period** of **three (3) months from the date of final acceptance shall apply to the goods delivered under this Contract. The Supplier warrants that the goods are free from defects in materials, workmanship, and performance, and conform to the specifications and requirements of the Procuring Entity.**

          To secure the warranty obligation, the Procuring Entity shall retain five **percent (5%) of every payment due to the Supplier as retention money for the duration of the warranty period. The retained amount shall serve as security for the correction of any defects, deficiencies, or non-conformities that may be discovered during the warranty period.**

          Should any defect or non-conformity arise within the warranty period, the Supplier shall, upon written notice from the Procuring Entity, promptly repair, replace, or otherwise correct the affected goods at no additional cost. The retention money shall be released upon expiration of the warranty period, provided that all warranty obligations have been satisfactorily fulfilled.

- Section VII- Philippine Bidding Document Related Forms has been changed to read as:

- **IV. CRITERIA FOR EVALUATION OF TECHNICAL PROPOSAL**

Criteria	Description	Weight
1. Portfolio / Sample Works	Quality of previous sample works demonstrating design, layout, storytelling, and production standards	25%
	Design Quality (10 points) 0 = low-quality layout; 5 = acceptable standard; 10 = professional, publication-grade design	
	Storytelling / Narrative Flow (8 points) 0 = weak narrative; 4 = moderate coherence; 8 = strong, cohesive storytelling	
	Production Quality (7 points) 0 = poor execution; 4 = acceptable quality; 7 = premium quality	
2. Technical Approach / Methodology	Proposed concept, work plan, execution strategy, and timeline	25%
	Concept Originality & Relevance (10 points) 0 = generic/template concept; 5 = moderately original but conventional/common; 10 = highly original concept aligned with institutional identity	
	Layout & Sample Page Design Execution (8 points) 0 = no samples or incomplete layouts; 4 = basic but limited structure; 8 = fully developed sample spreads (foreword, sample chapter page, image and copy integration)	
	Work Plan & Timeline Feasibility (7 points) 0 = unclear or unrealistic implementation plan; 4 = acceptable but limited implementation plan; 7 = detailed implementation plan with clear deliverables and timelines	
3. Relevant Experience	Experience in similar projects such as coffee table books, publications, media production, or design-related services	20%
	Experienced firm with history of successful design and publishing projects both in government and private corporations (15 points) 0 = less than 5 years of experience; 10 = 5 years of experience; 15 = more than 6 years of experience	
	With awards or recognitions for published works (5 points) 0 = no awards or recognitions; 3 = with 1 award or recognition; 5 = with 2 or more awards or recognitions	
4. Key Personnel	Qualifications and experience of proposed team members	10%

	Experience Requirements (5 points) 0 = more than 2 key personnel below minimum requirement; 3 =1 to 2 personnel below minimum requirement; 5 = all key personnel meet minimum requirements **Minimum Experience Requirements:** • Project Manager: ≥5 years in publishing/creative project management • Creative Director: ≥5 years in design/editorial direction • Copy Editor: ≥3–5 years editorial experience • Copywriter: ≥3–5 years writing/editorial experience • Photographer: ≥3–5 years professional photography experience	
	Educational Requirements (5 points) 0 = more than 2 key personnel below minimum requirement; 3 =1 to 2 personnel below minimum requirement; 5 = all key personnel meet minimum requirements **Minimum Educational Requirements:** • Project Manager: Bachelor's degree (any field) • Creative Director: Design / Multimedia Arts / Fine Arts or equivalent • Copy Editor: Communication / Journalism / English or related field • Copywriter: Communication / Journalism / English or related field • Photographer: Bachelor's degree (any field) with relevant photography training	
TOTAL		80%

- Section VIII- Checklist of Requirements have been changed to read as:

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages). ***If any of the documents listed in Annex "A" are expired, updated or current versions must be included in the technical component of the bid submission;***

Technical Documents

☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid **(Annex "A")**; **and**

☐ (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid within the relevant period as provided in the Bidding Documents **(Annex "B")**; **and**

☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration **(Annex C")**; **and**

☐ (e) Conformity with the Technical Specifications (**Section VII-**signed on each and every page), which includes production/delivery schedule, manpower

requirements, and/or after-sales/parts, if applicable; **and**

☐ (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder **(Annex "D)**.

☐ **(g) Company Profile**
- **Company background and organizational structure;**
- **Statement of years of experience in relevant fields; and**
- **Sketch/map of office location.**

☐ **(h) Relevant Experience Documents (for Scoring Purposes)**
- **List of similar completed projects; and**
- **Supporting documents (e.g., contracts, certificates of completion/acceptance, client attestations, or equivalent proof of engagement).**

☐ **(i) Portfolio / Sample Works**
- **At least two (2) to three (3) sample outputs demonstrating experience in coffee table books, publications, graphic design, editorial design, or similar works;**
- **Printed samples, if applicable; and/or**
- **Digital portfolio (USB drive, downloadable link, PDF file, or equivalent format).**

☐ **(j) Technical Approach / Methodology**
- **Proposed concept and creative direction for the coffee table book;**
- **Work plan and implementation strategy;**
- **Project timeline aligned with the required delivery schedule;**
- **Description of editorial, design, production, printing, and quality assurance processes;**
- **Title studies;**
- **Dust jacket and cover design;**
- **Sample page layouts consisting of:**
  - **Foreword page;**
  - **Two (2) inside pages with sample copy and photographs; and**
  - **One (1) sample chapter divider page; and**
- **One (1)-page narrative, not exceeding five hundred (500) words, explaining the proposed concept and creative approach.**

☐ **(k) Key Personnel**
- **List of proposed team members indicating their position/designation in the project;**
- **Curriculum Vitae (CV) or summary of qualifications and relevant experience of each proposed team member;**
- **Description of the roles and responsibilities of each proposed team member; and**
- **Proof of qualifications, certifications, or portfolio of key personnel, if applicable.**

☐ **(l) Project Timeline / Work Schedule**
- **Gantt Chart or equivalent project work schedule;**
- **Detailed timeline showing major milestones and deliverables; and**
- **Schedule demonstrating compliance with the required project completion and delivery date of December 10, 2026.**

☐ **(m). Non-Disclosure Agreement (see attached form)**

Note: All documents listed above shall be submitted together with the Technical Proposal and shall form part of the technical evaluation.

Financial Documents

☐ (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) **(Annex "E")** **or** a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

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

II. FINANCIAL COMPONENT ENVELOPE

☐ (i) Original of duly signed and accomplished Financial Bid Form.
☐ (j) Summary of Bid Prices

The corrected copies are attached. Bidders are advised to replace their original copies with the corrected copies.

For guidance and information of all concerned.

MELAN M. ESPELA
Chairperson

Received by:

_____
(Signature over printed name)
Telephone/Fax No. _____
Date: _____
Name of Company: _____

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of PICC, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids. Prospective bidders are highly encouraged to pay the bidding documents fee days before the deadline for submission and opening of bids. Bids, which bid documents fee are not yet paid on or before the date and time of opening of bids, shall be returned to the bidder unopened.

7) The *PICC* will hold a Pre-Bid Conference on ***June 9, 2026***, at ***10:00 a.m.*** at *D-100, Ground Floor, Delegation Building, PICC* and/or through video conferencing via *Zoom,* which shall be open to prospective Bidders and Observers.

8) Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat through manual submission at the office address indicated below, on or before ***June 29, 2026,*** at ***9:30 a.m.***. Late bids shall not be accepted.

9) All Bids must be accompanied by a Bid Security in any of the acceptable forms and in the amount stated in ITB Clause 16.1.

10) Bid opening shall be on ***June 29, 2026,*** at ***10:00 a.m.*** at *D-100, Ground Floor, Delegation Building, PICC* and/or via Zoom. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.

11) The PICC does not assume responsibility to compensate or indemnify any bidder for expenses incurred in the preparation of bid.

12) The *PICC* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 70 of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.

13) For further information, please refer to:

BIDS AND AWARDS COMMITTEE
PHILIPPINE INTERNATIONAL CONVENTION CENTER
PICC Complex, Pasay City 1307
87894759 to 61
Email: ***procurement@picc.gov.ph***

14) You may visit the following websites:

For downloading of Bidding Documents: *www.picc.gov.ph*

For electronic bid submission: N/A

May 28, 2026

MELAN M. ESPELA
BAC Chairperson

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Bid Data Sheet

ITB Clause	
1.1	The Procuring Entity is *Philippine International Convention Center* The Project title is ***Production of Coffee Table Book Development and Printing (500 Books) for PICC 50th Anniversary.*** The identification number of the Contract is ***APP No. 2026-013.*** **Note:** The Project Identification Number is assigned by the Procuring Entity in accordance with its internal numbering scheme. It is distinct from PhilGEPS reference number, which is generated only upon posting of the bid opportunity on the PhilGEPS website
1.2	Not Applicable
2	The Funding Source is: The PICCI through the Approved *CY 2026* Budget in the amount of *₱3,900,000.00.*
3.1	No further instructions.
5.2	Foreign Bidders, except those falling under ITB Clause 5.2(b), may not participate in this Project.
5.4	The Bidder's Single Largest Completed Contract (SLCC), **or an aggregate of a maximum of two (2) completed contracts, similar to the contract to be bid, must have been** completed within *Five (5) Years* prior to the deadline for the submission and receipt of bids. For this purpose, a similar contract shall **refer to the development, conceptualization, layout, design, production, and printing of table books, coffee table books, annual reports, commemorative publications, or other comparable publication projects requiring both creative development and printing services.** **The Bidder must have successfully completed, within the last five (5) years, either: (a) one (1) similar contract; or (b) an aggregate of not more than two (2) similar contracts, the total value of which shall be at least fifty percent (50%) of the Approved Budget for the Contract (ABC).**
5.5	Please see ITB Clause 5.4
7	No further instructions.
8.1	**Subcontracting of portions of the Contract may be permitted in accordance with Republic Act No. 12009 and its IRR, provided that the actual printing and production of the required materials are performed by a Philippine-based printing facility. The Contractor shall disclose any**

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	proposed subcontracting arrangement and obtain the prior approval of the Procuring Entity. Notwithstanding such subcontracting, the Contractor shall remain solely responsible for the satisfactory performance of the Contract.
8.4	Not Applicable.
9.1	The Procuring Entity will hold a pre-bid conference for this Project on ***June 9, 2026 at 10:00 a.m.*** *at D-100, Ground Floor, Delegation Building, PICC* and through video-conferencing/webcasting via *Zoom.*
10.1	The Procuring Entity's address is: *BIDS AND AWARDS COMMITTEE* *PHILIPPINE INTERNATIONAL CONVENTION CENTER* *PICC Complex, Pasay City 1307* *87894758 to 61* *Email: procurement@picc.gov.ph*
12.4	The ABC is ₱*3,900,000.00.* Any bid with a financial component exceeding the amount shall not be accepted.
13.1(a)(iv)	No incidental services are required.
13.1(b)(i)	Not applicable.
13.1(b)(ii)	No incidental services are required.
13.2	No further instructions.
14.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Peso.
14.3	Not applicable.
15.1	Bids will be valid for *One Hundred Twenty (120)* days from bid opening.
16.1	The Bid Security shall be in the form of a Bid Securing Declaration or any of the following: a. Cash, cashier's/manager's check, in the amount of not less than ₱78,000.00 [the amount equivalent to two percent (2%) of the ABC]; **OR** b. Bank draft/guarantee or irrevocable letter of credit or surety bond in the amount of not less than ₱195,000.00 [the amount equivalent to five percent (5%) of the ABC]
16.2	The Bid Security shall be valid until *for one hundred twenty (120) calendar days from the date of the opening of bids.*
16.3	In case of extension of bid validity and bid security validity period, Substitution of the bid security form is allowed. Bid Securing Declaration or any of the following forms may be used:

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<table>
<tr><td></td><td>a) Cash or Cashier's or Manager's Check issued by a Bank.

b) Bank draft/guarantee or irrevocable Letter of Credit issued by a Bank: Provided, however, that it shall be confirmed or authenticated by a local Bank, if issued by a foreign bank.

c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td></tr>
<tr><td>19</td><td>The address for the submission of Bids is:

PICC-Bids and Awards Committee (BAC) Secretariat
Ground Floor, Delegation Building
PICC Complex, 1307 Pasay City

The deadline for the submission of Bids is at 9:30 a.m. on June 29 2026.</td></tr>
<tr><td>22.1</td><td>The place of the bid opening is

BAC CONFERENCE ROOM
D-100, Ground Floor, Delegation Building
PICC Complex, 1307 Pasay City.

The date and time of bid opening is at 10:00 a.m. on June 29, 2026.

In the event that the Bids cannot be opened as scheduled due to justifiable reasons, and in the absence of prior BAC activities, the BAC will take custody of the submitted Bids, with the opening deferred to the next working day at the same time and venue. The BAC will issue a formal Notice to Bidders by posting it on the BAC Secretariat/Procurement Unit electronic bulletin board and the PICC website, providing the revised schedule</td></tr>
<tr><td>22.2(b)</td><td>For LCRB and MEARB, the BAC shall open the technical and financial proposals on the same day using the following criteria:

<table>
<tr><th>Criteria</th><th>Description</th><th>Weight</th></tr>
<tr><td>1. Portfolio / Sample Works</td><td>Quality of previous works demonstrating design, layout, storytelling, and production standards</td><td>25%</td></tr>
<tr><td>2. Technical Approach / Methodology</td><td>Proposed concept, work plan, execution strategy, and timeline</td><td>25%</td></tr>
<tr><td>3. Relevant Experience</td><td>Experience in similar projects such as coffee table books, publications, media production, or design-related services</td><td>20%</td></tr>
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<tr><td></td><td>
<table>
<tr><td>4. Key Personnel</td><td>Qualifications and experience of proposed team members</td><td>10%</td></tr>
<tr><td>TOTAL</td><td></td><td>80%</td></tr>
</table>
C. Financial Evaluation (20%)
</td></tr>
<tr><td>25.7</td><td>No further instructions.</td></tr>
<tr><td>26.3(b)(i)</td><td>Not applicable</td></tr>
<tr><td>26.3(b)(iii)</td><td>Not applicable.</td></tr>
<tr><td>26.3(c)(i)</td><td>Not applicable.</td></tr>
<tr><td>26.5(a)</td><td>Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</td></tr>
<tr><td>26.5(b)</td><td>Arithmetical correction is allowed.</td></tr>
<tr><td>26.6</td><td>No further instructions.</td></tr>
<tr><td>27.1</td><td>Within a non-extendible period of five (5) calendar days from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following documentary requirements:

a. Certified Photocopy of the CY 2025 Income and Business Tax Returns with proof of payment;

b. Sections III and V of the bid documents, signed on each and every page by the bidder's authorized representative;

c. Certificate of Satisfactory Completion & Acceptance of previous PICC projects undertaken within the last five (5) years, if any.</td></tr>
<tr><td>30.3(f)</td><td>No additional requirements.</td></tr>
<tr><td>31.2</td><td>Not applicable</td></tr>
<tr><td>31.3</td><td>The Performance Security shall be in the form:

Within ten (10) calendar days from receipt of the Notice of Award, but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the following forms:

<table>
<tr><th>Acceptable Forms of Performance Security</th><th>Amount of Performance Security (Not less than the required Percentage of the</th><th>Details/Remarks</th></tr>
</table>
</td></tr>
</table>

	Total Contract Price)		
	Cash or Cashier's/Manager's Check issued by a Bank.	Five percent (5%)	The posted security shall be retained by PICC for the duration of the contract until the issuance of Certificate of Final Acceptance
	Bank draft/guarantee or Irrevocable Letter of Credit issued by a bank: if issued by a foreign bank, that it shall be confirmed or authenticated by a local bank	Five percent (5%)	Valid from the date of issuance of performance security until issuance of Certificate of Final Acceptance. Conditions: a. Must be valid until issuance of the Certificate of Final Acceptance by the End-user. b. Must Guarantee the faithful performance under the contract in accordance with the bidding documents; c. Posted in favor of PICC; and d. Shall be forfeited in case of default by the supplier in any of its obligations under the contract.
	Surety bond callable upon demand issued by a surety or insurance company duly authorized by the Insurance Commission as authorized to issue such security. Notes: a. The surety company should be authorized by the insurance commissioner to grant authority to private insurance companies to act as sureties in government transactions in accordance with IC Circular No. 2014-46 dated 12 November 2014. b. The surety company shall not be included in the GPPB's negative list of insurers pursuant to GPPB Guidelines for the establishment of negative list of	Thirty percent (30%)	

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	surety and/or companies. c. The PICC shall not accept surety bond with limiting conditions		

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	<table><tr><td>5th Tranche</td><td>Final Physical Delivery: Upon the delivery and acceptance of the specified number of printed books at the PICC and issuance of the Certificate of Acceptance.</td><td>25%</td></tr></table> Requirements for payment: 1. Billing or Invoice (with BIR compliance) 2. Request letter for payment 3. Accomplishment report **4. Valid Tax Clearance**
11.4	Not applicable
11.5	Payment using LoC is not allowed.
13.4(c)	*Kindly refer to PICC Technical Specifications for instructions, if any*
16.1	*Kindly refer to PICC Technical Specifications for instructions, if any*
17.3	Warranty **A warranty period of three (3) months from the date of final acceptance shall apply to the goods delivered under this Contract. The Supplier warrants that the goods are free from defects in materials, workmanship, and performance, and conform to the specifications and requirements of the Procuring Entity.** **To secure the warranty obligation, the Procuring Entity shall retain five percent (5%) of every payment due to the Supplier as retention money for the duration of the warranty period. The retained amount shall serve as security for the correction of any defects, deficiencies, or non-conformities that may be discovered during the warranty period.** **Should any defect or non-conformity arise within the warranty period, the Supplier shall, upon written notice from the Procuring Entity, promptly repair, replace, or otherwise correct the affected goods at no additional cost. The retention money shall be released upon expiration of the warranty period, provided that all warranty obligations have been satisfactorily fulfilled.**
17.3(c)	Not applicable
17.4	No further instructions.
17.5	No further instructions.
20.2	SEC. 88. Dispute Resolution. - Any and all disputes arising from the implementation of a contract covered by this Act may be submitted to arbitration or other forms of alternative dispute resolution in the Philippines according to the provisions of Republic Act No. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004": Provided, that construction disputes that are within the competence and jurisdiction of the Construction Industry Arbitration Commission shall be referred thereto. To ensure efficiency in the procurement process, parties to the dispute are encouraged to select the most expeditious mode of dispute resolution
21.1	No further instructions.

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Technical Documents	
Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid	**Annex "A"**
Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid,	**Annex "B"**
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Financial Documents	
The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.	**Annex "E"**

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Summary of Bid Prices **71**

PICC Technical Specifications **72**

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages). ***If any of the documents listed in Annex "A" are expired, updated or current versions must be included in the technical component of the bid submission;***

Technical Documents

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☐ (e) Conformity with the Technical Specifications (**Section VII**-signed on each and every page), which includes production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**

☐ (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder **(Annex "D).**

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- **Company background and organizational structure;**
- **Statement of years of experience in relevant fields; and**
- **Sketch/map of office location.**

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☐ **(j) Technical Approach / Methodology**
- **Proposed concept and creative direction for the coffee table book;**
- **Work plan and implementation strategy;**
- **Project timeline aligned with the required delivery schedule;**
- **Description of editorial, design, production, printing, and quality assurance processes;**
- **Title studies;**
- **Dust jacket and cover design;**

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- **Sample page layouts consisting of:**
  - **Foreword page;**
  - **Two (2) inside pages with sample copy and photographs; and**
  - **One (1) sample chapter divider page; and**
- **One (1)-page narrative, not exceeding five hundred (500) words, explaining the proposed concept and creative approach.**

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- **List of proposed team members indicating their position/designation in the project;**
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- **Description of the roles and responsibilities of each proposed team member; and**
- **Proof of qualifications, certifications, or portfolio of key personnel, if applicable.**

☐ **(m). Non-Disclosure Agreement (see attached form)**

Financial Documents

☐ (n) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) **(Annex "E")** **or** a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

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

II. FINANCIAL COMPONENT ENVELOPE

☐ (p) Original of duly signed and accomplished Financial Bid Form.
☐ (q) Summary of Bid Prices

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BID FORM
Project Identification No.: ***APP 2026-013***

To: Philippine International Convention Center

Having examined the Philippine Bidding Documents (PBD) including the Supplemental Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

a) I/We have no reservation to the PBD, including the Supplemental Bid Bulletins, for the Procurement Project **Production of Coffee Table Book Development and Printing (500 Books) for PICC 50th Anniversary;**

b) Select one, delete the other

- I/We undertake to deliver the Goods in accordance with the delivery schedule in the Schedule of Requirements;

- I/We offer to execute the Works for this Contract in accordance with the PBD;

c) The total price of our Bid in words and figures, excluding any discount offered below:

TOTAL AMOUNT OF BID IN WORDS _____
_____(₱_____) VAT Inclusive

d) The discounts offered and the methodology for their application, if any, are: *[insert information];* or indicate N/A if no discount offered]

e) The total bid price in words and figures, after applying the applicable discount, includes the cost of all taxes, such as, but not limited to *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized in the *[Select one, delete the other:* the Price Schedules/ Detailed Estimates].

f) This Bid shall remain valid within a period stated in the PBD, and it shall be binding upon me/us at any time before the expiration of that period;

g) If our bid is accepted, I/we commit to enter to a contract and provide a performance security in the form, amounts, and within the times prescribed in the PBD, and hereby acknowledge the consequences under the IRR of RA No. 12009 on forfeiture of Bid Security or enforcement of Bid Securing Declaration and on Blacklisting.

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

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

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

The undersigned is authorized to submit the bid on behalf of [Name of the Bidder] as evidenced by the attached [State the Written Authority].

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

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Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Signature over Printed Name]
[Position/Designation]
[Date]

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SUMMARY OF BID PRICES

Item No.	Specification	Quantity	Unit Cost	Total Amount
	Production of Coffee Table Book Development and Printing (500 Books) for PICC 50th Anniversary	**500 books**	₱	₱

Name:_____

Signature:_____

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

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Philippine International Convention Center

MARKETING AND EVENTS MANAGEMENT DEPARTMENT

Technical Specifications for the Production of Coffee Table Book Development and Printing (500 Books) for PICC 50th Anniversary

APP No.: PICC APP2026-013

End-User : _____
JAVIER G. BERENGUER-TESTA
Director, MEMD

Date : _____

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Technical Specifications

Production of Coffee Table Book Development and Printing (500 Books) for PICC 50th Anniversary

Item No.	Specification	Statement of Compliance
	I. INTRODUCTION AND OBJECTIVES The Philippine International Convention Center (PICC), the country's premier venue for meetings, conventions, events, and exhibitions, is approaching its 50th anniversary. To commemorate this milestone, the PICC will be producing a coffee table book that will not only celebrate its rich history but also stand as a testament to its enduring legacy. This publication intends to capture the essence of PICC's journey, illustrating how it has become a revered institution in Philippine society and a symbol of national pride. The coffee table book aims to document the PICC's achievements over the past five decades, highlighting key events and milestones. It will serve as a platform to promote the PICC to its clients and stakeholders. By presenting these stories and experiences through compelling visuals and narratives, the book will reinforce the PICC's reputation as a trusted partner for world-class events. Moreover, the publication is meant to create a lasting legacy for current and future generations. Through the book, readers will experience PICC's journey, ensuring that its impact and relevance continue to be appreciated by those who have been part of its story and by those who will carry its legacy in the years to come. To achieve this, the PICC shall be engaging the services of an experienced and reputable public relations / advertising / design / publishing agency to undertake the creative and editorial development, graphic art services, copywriting / editing, layout, photography, and printing of its 50th Anniversary Coffee Table Book. **II. SCOPE OF WORK AND DELIVERABLES** The following services are required under this TOR: **1. Concept and Theme Development** Develop concept theme for the PICC 50th year anniversary coffee table book in consultation with PICC. The winning bidder should present at least two (2) concepts for PICC to choose from. Concept paper should include title studies, outline of chapters and sample content. The overall theme and appearance of the coffee table book should appeal to a broad audience, including government officials, historians, corporate clients, and the public. The graphic design and textual content should make a captivating narrative of the PICC story from 1976 to present. **2. Management and Supervision** 2.1 Liaison and coordination with PICC Point of Contact.	

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2.2 Management and supervision of all activities in the production of the book, from researching, interviewing, photography, writing, editing, proofreading, layout design, printing, and any other creative and logistical elements.
2.3 Preparation of work plan that includes a complete timetable for production, subject to the approval of PICC.
2.4 Attend meetings with PICC, whether face-to-face or online, as necessary.

3. Design and Creatives

3.1 Development of a visually engaging graphic design and layout for the entire book that aligns with the material's theme and narrative. Supplier shall present at least two (2) dust jacket designs and two typical page layouts including treatment of spread, box stories, divider pages, fonts, etc. for PICC to choose from.
3.2 Careful planning of all pages of the book to give it a ratio of 30-35% text and 65-70% visuals as befits a coffee table book.
3.3 Scanning, editing and retouching of all images, including file photos and stock images
3.4 Production of a mock-up of the entire book upon approval of text and photos for PICC's appreciation and approval.
3.5 Preparation of final artwork in print-ready digital format upon approval of mock-up.
3.6 Preparation of final artwork in e-book format upon approval of mock-up.
3.7 Revisions and modifications as needed.

4. Editorial, Writing and Research

4.1 Conduct of visual and archival research
4.2 Assignment of writer/s for the chapters
4.3 Conduct of interviews, including formulation of questionnaires
4.4 Transcription of interviews
4.5 Writing of the manuscript
4.6 Captioning and proofreading
4.7 Verification of content for accuracy
4.8 Editing/revision of submitted drafts

5. Photography

5.1 Photography of PICC Complex and its halls and meeting rooms
5.2 Photography of personalities interviewed for and featured in the book
5.3 Photo direction
5.4 Casting and payment of fees for talents and makeup artists, if necessary
5.5 Securing of permits for use of photos not owned by PICC
5.6 Submission of raw and artistic photographs to PICC in digital format
5.7 Exclusive proprietary rights on all photographs will be owned by PICC.

6. Printing

Suggested specifications for the Coffee Table Book (The winning bidder may recommend other materials subject to PICC approval)

Number of pages:	250 to 300 pages
Quantity:	500 copies

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Color:	Hard cover / Slip Case: Full color plus 2 special colors Inside pages: full color
Stock:	Hard cover: Pasteboard #20 with imitlin Inside pages/Flyleaf (end paper): Matte 120lbs or similar, subject to PICC approval
Slip case:	Hard bound
Size:	Cover: 9.25" (width) x 12.25" (height) Inside Pages: approx 9" x 12" (folded), 18" x 12" (spread) Dust jacket: 28" x 16" (spread, French fold) Slip case: as appropriate
Finishing:	Hard Cover/Slip Case: with or without foil stamping, spot UV, matte lamination
Binding:	Smythe: sewn/perfect binding
Process:	Offset printing
Digital:	E-book copy in Electronic Publication (EPUB) and PDF formats

III. QUALIFICATIONS OF THE BIDDER:

1. Must be registered online with the Philippine Government Electronic Procurement System (http://www.philgeps.gov.ph) as a Platinum Member and a legitimate service provider for government requirements;
2. Be a reputable publishing, advertising, public relations firm (can be design studios or agencies with graphic design/advertising as its main business) which has been in operations for at least five (5) years, involving creative content creation/development, marketing and communication strategies, advertising, and photography. In the case of joint ventures, the lead Firm should have at least five (5) years of business operations.
3. Has produced and executed at least two (2) similar projects with a contract value per project equivalent to at least 50% of the ABC in the last five (5) years.
4. The identified members of the Consultant's proposed book team must have a proven track record, with at least five (5) years of experience in a capacity related to his/her function in the team.

   The team shall be composed of six (6) key members for the duration of the project. The proposed members are:

   One (1) Project Manager
   - Bachelor's/College Degree in any field
   - At least 5 years of work experience in publishing
   - Has handled similar projects in the past 5 years

   One (1) Creative Director
   - Bachelor's/College Degree in Multimedia/Arts/Design or equivalent field
   - At least 5 years experience in the related field
   - Expert level skills in Photoshop, In Design, and other relevant software

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One (1) Lead Copywriter

- Bachelor's/College Degree in Communication, Journalism, English or any related field
- At least 5 years of working experience journalism, communication or any related field
- Excellent writing and editing skills

One (1) Lead Copyeditor

- Bachelor's/College Degree in Communication, Journalism, English or any related field
- At least 5 years of working experience journalism, communication or any related field
- Excellent writing and editing skills

One (1) Lead Photographer

- Bachelor's/College Degree in any field but with relevant trainings in Photography
- Professional photographer
- At least 5 years of professional experience
- Must present portfolio
- Has complete professional photography equipment

One (1) Lead Print Producer

- Bachelor's/College Degree in any field, preferably with relevant training in printing, graphic production, or visual communications
- Professional print production specialist
- At least five (5) years of professional experience in print production and management
- Must present a portfolio or samples of completed print projects
- Has complete knowledge of and access to professional print production tools, equipment, and materials

Note that the winning bidder will form a team that may be composed of contributing writers (including the lead editor and writer), contributing artists, layout artist/graphic designer, photographer's assistant, and print producer. More personnel may be outsourced and added in the production of the coffee table book as deemed fit and the winning bidder shall shoulder the compensation of the manpower support that will be engaged for the production of the coffee table book, as well as the expenses for meals and transportation.

IV. CRITERIA FOR EVALUATION OF TECHNICAL PROPOSAL

Criteria	Description	Weight
1. Portfolio / Sample Works	Quality of previous sample works demonstrating design, layout, storytelling, and production standards	25%

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	Design Quality (10 points) 0 = low-quality layout; 5 = acceptable standard; 10 = professional, publication-grade design	
	Storytelling / Narrative Flow (8 points) 0 = weak narrative; 4 = moderate coherence; 8 = strong, cohesive storytelling	
	Production Quality (7 points) 0 = poor execution; 4 = acceptable quality; 7 = premium quality	
2. Technical Approach / Methodology	Proposed concept, work plan, execution strategy, and timeline	25%
	Concept Originality & Relevance (10 points) 0 = generic/template concept; 5 = moderately original but conventional/common; 10 = highly original concept aligned with institutional identity	
	Layout & Sample Page Design Execution (8 points) 0 = no samples or incomplete layouts; 4 = basic but limited structure; 8 = fully developed sample spreads (foreword, sample chapter page, image and copy integration)	
	Work Plan & Timeline Feasibility (7 points) 0 = unclear or unrealistic implementation plan; 4 = acceptable but limited implementation plan; 7 = detailed implementation plan with clear deliverables and timelines	
3. Relevant Experience	Experience in similar projects such as coffee table books, publications, media production, or design-related services	20%
	Experienced firm with history of successful design and publishing projects both in government and private corporations (15 points) 0 = less than 5 years of experience; 10 = 5 years of experience; 15 = more than 6 years of experience	
	With awards or recognitions for published works (5 points) 0 = no awards or recognitions; 3 = with 1 award or recognition; 5 = with 2 or more awards or recognitions	
4. Key Personnel	Qualifications and experience of proposed team members	10%

V. TIMELINES WITH DELIVERABLES

The project shall be completed in 22 weeks from the date of Notice to Proceed

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Phase	Weeks	Key Activities & Deliverables
I. Inception & Mobilization	1 – 2	Inception meeting; approval of work plan, content outline, and material specifications (cover, paper stock, slipcase).
II. Content Development & Research	3 – 9	Visual and archival research; photography of PICC Complex and personalities; interviews and transcriptions.
III. First Draft Production	10 – 13	Manuscript writing; initial layout development including dust jacket and slipcase concept.
IV. Initial Review & Feedback	14 – 15	PICC Committee review of First Draft; consolidation of comments and directions.
V. Second Draft & Refinement	16 – 17	Revision of manuscript; image selection and retouching; submission of Second Draft.
VI. Final Editorial Review	18	Final PICC review; copyediting, proofreading, and factual verification.
VII. Final Layout & Mock-up	19	Integration of final inputs; production of complete physical mock-up for approval.
VIII. Pre-Press & Proofing	20	Final layout adjustments; preparation of print-ready files and e-book formats; printer coordination for color proofing.
IX. Offset Printing, Binding & Finishing	21 – 22	Offset printing of interior pages; cover fabrication; Smythe sewing/perfect binding; foil stamping/spot UV; slipcase production; final assembly and quality checking.
X. Final Turnover & Delivery	22	Physical delivery to PICC; turnover of all digital assets (InDesign files, raw photos, e-book).

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

The procurement process for this undertaking shall be executed in accordance with RA 9184 and RA 12009 and its Revised IRR following Competitive Bidding.

The ABC is **THREE MILLION NINE HUNDRED THOUSAND PESOS ONLY (Php 3,900,000.00),** inclusive of applicable government taxes and charges, remuneration/professional fees, and operations and other expenses (inclusive of

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professional services of book team and its production staff, all out-of-pocket-expenses such as food, transportation/travel/meeting expenses, and all necessary production expenses for photo documentation, concept development, editing, and graphic design/lay-outing.)

These consulting services shall be performed under a fixed price contract and that any extension of the contract time shall not involve any additional cost to the Government.

VII. DUTIES AND RESPONSIBILITIES OF THE PICC

The PICC shall create a Coffee Table Book Project Committee that will:

1. Provide the Consultant with information, data and various materials on the history and achievements (including project documents and printed and digital photos of the PICC) that may be used as copy/text for the coffee table book.

2. Provide the Consultant with assistance in coordinating necessary arrangements for the following:
    a. Photo shoots in PICC
    b. Interviews with identified personalities who will be part of the content of the book
    c. Access to PICC archives

3. Evaluate and approve outline, design, copy and photographs (from first until final draft) to be submitted by the Consultant in crafting the coffee table book.

4. Approve all drafts, including final drafts of the content, design, photographs and layout of the coffee table book.

5. Monitor and assess project schedule compliance.

6. Issue Certificate of Acceptance and process payments for the consulting services rendered by the Consulting Firm in accordance with the schedule specified under Section VIII and upon compliance with the documentary requirements for the processing of payment.

Other terms and conditions:

1. All documents, proposals, write-ups, creative concepts, designs, photographs and other assets (raw and edited) formulated and designed in conjunction with this contract shall be owned by the PICC, with full and exclusive rights, relative to the future use thereof. These should be submitted / turned over to the PICC upon completion of the contract deliverables.
2. All material/s produced for the project should be original and aligned with the PICC's advocacies on Gender and Development and sustainability. Material/s must be gender-sensitive as prescribed by the Philippine Commission on Women's Gender-Fair Media Guidebook.
3. The Consultant warrants the full confidentiality of all information given by PICC and/or gathered in relation to the fulfillment of the required services during the course of the engagement. The Consultant shall not disclose such information and shall return all materials, data and other related documents to PICC after the completion of the contract. For this purpose, the Consultant shall enter into a Non-Disclosure Agreement with PICC.

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		Bidders must indicate the word **"COMPLY"** or **"NOT COMPLY"** for each specification and must **sign every page** of the Technical Specifications to signify conformity with the requirements. The indication of compliance may be written **line by line for each specification** or by placing **one clearly written "COMPLY" covering the entire page**, provided that such indication clearly manifests the bidder's conformity with all the specifications listed on that page.

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NON-DISCLOSURE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This NON-DISCLOSURE AGREEMENT ("Agreement") is made and entered into by and between:

THE PHILIPPINE INTERNATIONAL CONVENTION CENTER, INC. (PICCI), a government-owned and controlled corporation with principal office at the PICC Complex, Pasay City, represented herein by its duly authorized representative, hereinafter referred to as the "DISCLOSING PARTY";

-and-

_____, a corporation/sole proprietorship duly organized and existing under the laws of the Republic of the Philippines, with principal office address at _____, represented herein by _____, hereinafter referred to as the "RECEIVING PARTY".

WITNESSETH:

WHEREAS, PICCI is undertaking the Production of Coffee Table Book Development and Printing (500 Books) for PICCI's 50th Anniversary and may disclose certain confidential, proprietary, and non-public information to the Receiving Party in connection with the performance of the Contract;

WHEREAS, the Receiving Party agrees to protect such information and use the same solely for purposes of fulfilling its contractual obligations.

NOW, THEREFORE, for and in consideration of the foregoing premises, the Parties agree as follows:

1. CONFIDENTIAL INFORMATION

For purposes of this Agreement, "Confidential Information" shall include, but shall not be limited to:

a. Historical records, archives, reports, publications, correspondence, and internal documents of PICCI;

b. Unpublished photographs, images, illustrations, videos, audiovisual materials, and archival resources;

c. Draft manuscripts, editorial content, layouts, designs, proofs, source files, production materials, and work products;

d. Personal information and data protected under applicable laws;

e. Business, operational, financial, administrative, procurement, strategic, and organizational information;

f. Intellectual property, trademarks, service marks, logos, branding materials, and proprietary information belonging to PICCI; and

g. Any information identified by PICCI as confidential, whether disclosed in written, electronic, visual, oral, digital, or any other form.

2. OBLIGATION OF CONFIDENTIALITY

The Receiving Party shall:

a. Maintain the confidentiality of all Confidential Information received from PICCI;

b. Use such information solely for purposes of performing its obligations under the Contract;

c. Restrict access to Confidential Information only to those employees, consultants, subcontractors, editors, researchers, designers, printers, and agents who have a legitimate need to know the information in connection with the Project;

d. Ensure that all persons granted access to Confidential Information are bound by confidentiality obligations no less stringent than those contained in this Agreement;

e. Exercise reasonable care and diligence in safeguarding Confidential Information from unauthorized access, disclosure, misuse, reproduction, or distribution; and

f. Refrain from disclosing, publishing, reproducing, disseminating, transmitting, or otherwise making available any Confidential Information to any third party without the prior written consent of PICCI.

3. PERMITTED DISCLOSURE

Disclosure of Confidential Information shall be permitted only when:

a. Required by law, regulation, court order, subpoena, or lawful directive of a competent authority, provided that PICCI is notified in writing prior to such disclosure whenever legally permissible;

b. The information becomes publicly available through no fault, omission, or breach of the Receiving Party; or

c. PICCI provides prior written authorization for such disclosure.

4. SUBCONTRACTORS AND PERSONNEL

Where subcontracting is permitted under the Contract and applicable procurement laws, rules, and regulations, the Receiving Party shall ensure that all subcontractors, employees, consultants, editors, researchers, designers, printers, and agents who are given access to Confidential Information execute confidentiality undertakings equivalent to this Agreement.

The Receiving Party shall remain jointly and severally liable for all acts, omissions, breaches, and unauthorized disclosures committed by its employees, consultants, agents, and subcontractors.

5. OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY

All documents, photographs, manuscripts, layouts, proofs, designs, source files, digital assets, recordings, research materials, working papers, drafts, and final outputs developed, collected, produced, or obtained under the Project shall be deemed specially commissioned by PICCI and shall become and remain the exclusive property of PICCI.

The Receiving Party shall acquire no ownership rights, title, or interest over any Confidential Information or project output except the limited right to use such information solely for purposes of performing the Contract.

Without prior written approval from PICCI, the Receiving Party shall not use, publish, display, reproduce, distribute, feature, reference, or otherwise exploit any project outputs, photographs,

layouts, proofs, excerpts, designs, manuscripts, or related materials for portfolio, marketing, promotional, publicity, award submissions, social media, advertising, commercial, or non-commercial purposes.

6. PUBLICITY RESTRICTIONS

The Receiving Party shall not issue press releases, public announcements, media statements, social media posts, advertisements, portfolio references, publicity materials, or similar communications relating to the Project, PICCI, or any project output without the prior written approval of PICCI.

7. DATA PRIVACY COMPLIANCE

The Receiving Party shall comply with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012, its Implementing Rules and Regulations, and all applicable issuances of the National Privacy Commission in handling any personal information obtained during the Project.

8. RETURN OR DESTRUCTION OF MATERIALS

Upon completion, termination, expiration of the Contract, or upon written demand of PICCI, the Receiving Party shall immediately:

a. Return all Confidential Information and materials provided by PICCI; or

b. Certify in writing that all copies thereof, whether in physical or electronic form, including backups, extracts, summaries, reproductions, and derivative copies, have been securely destroyed, except those required to be retained by law or expressly authorized in writing by PICCI.

The Receiving Party shall not retain any copy, backup, extract, summary, reproduction, or derivative thereof except as may be required by law or expressly authorized by PICCI.

9. INSPECTION OF RECORDS

PICCI, the Commission on Audit (COA), and other authorized government oversight agencies shall have the right, subject to applicable laws and regulations, to inspect records relevant to the implementation of this Agreement and the Contract.

10. TERM AND SURVIVAL

This Agreement shall take effect upon signing and shall remain valid during the implementation of the Contract and for a period of five (5) years after its completion, termination, expiration, or cancellation.

Notwithstanding the foregoing, the obligations relating to confidentiality, ownership of materials, intellectual property protection, non-disclosure, and restrictions on use shall survive the expiration, termination, completion, or cancellation of the Contract and this Agreement.

11. BREACH AND REMEDIES

Any unauthorized disclosure, use, reproduction, publication, dissemination, or exploitation of Confidential Information shall constitute a material breach of this Agreement and may be grounds for:

a. Termination of the Contract, subject to applicable laws, rules, and regulations;

b. Blacklisting proceedings, where warranted under Republic Act No. 12009 and its Implementing Rules and Regulations;

c. The filing of appropriate civil, administrative, and/or criminal actions under applicable laws; and

d. The exercise by PICCI of any other remedy available under the Contract, Republic Act No. 12009, its Implementing Rules and Regulations, and other applicable laws.

12. NO WAIVER

Failure of PICCI to enforce any provision of this Agreement shall not be construed as a waiver of any right or remedy available to it under this Agreement, the Contract, or applicable laws.

13. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the Republic of the Philippines, including Republic Act No. 12009, its Implementing Rules and Regulations, and other applicable laws, rules, and issuances.

IN WITNESS WHEREOF, the Parties have hereunto affixed their signatures this _____ day of _____, **20** at _____, Philippines.

PHILIPPINE INTERNATIONAL CONVENTION CENTER, INC. (PICCI)	
By: Name: Designation: DISCLOSING PARTY	By: Name: Designation: RECEIVING PARTY SIGNED IN THE PRESENCE OF:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

BEFORE ME, a Notary Public for and in the above jurisdiction, personally appeared:

Name	Competent Evidence of Identity	Date/Place Issued
_____	_____	_____
_____	_____	_____

known to me and to me known to be the same persons who executed the foregoing NON-DISCLOSURE AGREEMENT consisting of ____ (___) pages, including this page on which this Acknowledgment is written, and they acknowledged to me that the same is their free and voluntary act and deed and the free and voluntary act and deed of the entities they respectively represent.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal on this ____ day of _____, **20** at _____, Philippines.

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _;
Series of 20.