



REPUBLIC OF THE PHILIPPINES
CITY OF LAPU-LAPU 6015
BIDS AND AWARDS COMMITTEE



**INVITATION TO BID FOR
ONE (1) LOT EVENT ORGANIZER AND PROVIDER FOR LAPU-LAPU
SPORTS DEVELOPMENT AND TOURISM PROMOTION**

- 1) The **City of Lapu-Lapu**, through the **TRUST FUNDS 2-02-01-060-01** intends to apply the sum of **Thirteen Million Five Hundred Thousand Pesos (₱ 13,500,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the procurement of **ONE (1) LOT EVENT ORGANIZER AND PROVIDER FOR LAPU-LAPU DEVELOPMENT AND TOURISM PROMOTION** under P.R No. **26-09-1176**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
- 2) The **City of Lapu-Lapu** now invites bids for **ONE (1) LOT EVENT ORGANIZER AND PROVIDER FOR LAPU-LAPU DEVELOPMENT AND TOURISM PROMOTION. (CTMS)**

ITEM NO.	QTY.	UNIT OF ISSUE	ITEM DESCRIPTION
1.	1	LOT	EVENT ORGANIZER AND PROVIDER FOR *LAPU-LAPU CITY SPORTS DEVELOPMENT AND TOURISM PROMOTION. Objectives: With recent success of the Ironman 70.3 Lapu-Lapu that brought the city's economic growth and brings in more opportunities to the increase of tourist arrival as the high-profile athletes were present during the race. More than ever, it is important to renew the people's confidence in Lapu-Lapu City, and for it to re-establish itself as the premiere destination for Meetings, incentive, Conventions/Conferences, Exhibitions/Events (MICE), business, travel, leisure and sports, not only in Visayas, but all throughout the country. Thus, the City Government of Lapu-Lapu (City Gov't), seeks to adopt a sports development and tourism promotions program similar to pre- pandemic years that shall highlight the city as a go-to destination for everyone not only locally but worldwide as well. Qualifications: The City Gov't. seeks to engage a competent event Organizer and/or Provider who shall have the responsibility for the commissioning of an internationally known event, its preparation and formal staging, as well as the management of all pre and post logistical preparations, issues and arrangements. The event to be staged shall effectively promote and highlight Lapu-Lapu City as a safe and premiere destination for travel, family, health, leisure and/or sports.

			The Organizer-Provider shall be primary responsible for all matters relating to the conduct of the event, which may include any or all of the following: invitation, registration, solicitation of participation and/or support necessary from individuals, entities or entries, planning and carrying out of promotional events and materials, arrange, coordinate travel and transportation arrangements for those involved in the event. SCOPE, REQUIREMENTS, AND OTHER TERMS OF REFERENCE AND CONDITIONS: 1. As part of its deliverables, the Organizer-Provider shall, at its own expense, commission, authority, deliver a globally known, or world-renowned tourism and/or sports related, event and stage the same in Lapu-Lapu City, in partnership with the City Gov't. When warranted, the Organizer-Provider shall be responsible for obtaining and presenting all appropriate proofs relating to required authorizations, registrations, copyright, intellectual property or propriety rights, contracts, licenses, franchise or the like. 2. The event shall be an internationally known event that can effectively promote Lapu-Lapu City to the world as a premiere go-to destination or venue for MICE, business, travel, leisure and/or sports. It shall effectively highlight, exhibit, and utilize various and numerous areas and places in and even around Lapu-Lapu City or its neighboring localities. 3. Must be a duly licensed event organizer, or any equivalent qualification/s with proven track record of organizing and delivery of at least five (5) successful world- renowned, internationally known events in the last five (5) years in the country as well as two (2) such events in two (2) other foreign countries. The Organizer- Provider shall be able to adequately present quantifiable proof of the benefit/s to a company/locality, or how the commissioned event will bring about "name recall," and the much-needed generation of tourist or tourism and economic activities in Lapu-Lapu City. 4. The word "Lapu-Lapu City " shall be made an official part of the naming of the event. The City Gov't reserves the right to change the said name (Lapu-Lapu City), or employ other word or words in addition or replacement thereto as it may deem fit. Example: "(Event Name) Lapu-Lapu City" 2026 (Event Name) Lapu-Lapu City" "Lapu-Lapu City (Event Name)"
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			5. CONTRACT DURATION: One (1) Year, for one (1) MAJOR or BIG EVENT. In order to maximize the intended effects of the commissioned event in delivering tourism and economic activities to Lapu-Lapu City, the Organizer-Provider shall also provide for a series of sub or smaller events that shall help guarantee interest, participation, brand (Lapu-Lapu City) and event recall and promotions leading up to the major day/s of the commissioned event; all of these shall be detailed by the Organizer-Provider in its bid. 6. Consistent with the Lapu-Lapu City's character as melting pot of cultures and people, the event must not be limited to local individuals or Filipinos only. At the minimum, the organizer-provider must be able to obtain participation or involvement in the event of a minimum of number of ten (10) countries or persons/foreign nationals as an active participant or sponsor therein. 7. Lapu-Lapu City or the City Govt. retains the right to promote and/or advertise on its own the commissioned event subject to reasonable limitations and contractual obligations of the Organizer-Provider 8. The City Government reserves the right to obtain at least fifty percent (50%) of any monetary sponsorship deals coming from third party/ies that it has successfully negotiated for. 9. Note at any time, the City Gov't. reserves the right to terminate the herein contract/agreement if it has determined the existence of conditions that make Project/Event Implementation economically, financially, or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and government policies. 10. The Organizer-Provider agrees to indemnify, and to save and hold harmless the City Govt., its officers, employees, or agents from any litigations, expenses, legal fees, liability, damage, award or cost, claims for any form or type whatsoever that the latter may incur due to any claim made against them, by any person, including participants and sponsors, of the commissioned event, if any. 11. The Organizer-Provider must be the primary provider of promotional materials, advertisements, or exposure to the public, not only locally/nationally but internationally as well, such as but not limited to flyers, posters,
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			brochures, newspaper or magazine publications, billboards, TV/radio airtime exposures, website/s and social media promotions etc. The word "Lapu-Lapu City" or any of its equivalent, its logo, and any other words or image that the City Gov't may opt to utilize for this purpose shall be included on ALL promotional materials of the event. General Payment Terms: - The commissioned event shall be held on August 2026 in Lapu-Lapu City, and if possible, subject to prior recommendations and/or approval by the City Gov't, in other nearby localities as well. - Prior to the formal staging of the event, a maximum of fifty percent (50%) partial payment may be made to the Organizer-Provider for services rendered, specifically the submission to the City Gov't. the proof, authority or capability to stage the commissioned or offered event as part of the Lapu-Lapu City Sports Development and Tourism Promotions Program (i.e. license, contract, franchise or any of its equivalent), and an Event Master Plan, Schedule of Activities or any equivalent Document/s detailing the plans for the event. - Any amount constituting as additional partial payment may be made to the organizer-provider subject to the submission of appropriate documentary, or any other proof of its substantial compliance to promote Lapu-Lapu City prior to the conduct of the event, such as performance, compliance, delivery of promotional materials, and/or activities identified, provided further that in no case shall the City Govt. The remaining 50% balance will be divided into three payments: 15% after the creation of the LGU and Government Agencies Technical Working Group and the first coordination meeting, 15% to be allotted prior to the actual staging of the event, and the remaining 20% to be paid after the event. Integral component of the planning, promotion, and staging of the Sports event. 6 week grassroots running and swimming clinic for at least seventy qualified youth participants from LLC public schools and communities. Qualified coaches and technical personnel, including professional fees. Appropriate Training Venues Sports equipment, uniforms, and event kits. Meals, snacks, and necessary participant support. Structured Event and training Master Plan and Schedule of Activities.
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Delivery of service are to be delivered **within One (1) Year upon receipt of Notice of Award/Purchase Order.** Bidders should have completed, within ten (10) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

- 3) Bidding will be conducted through competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the IRR of RA No. 12009.
 - l) Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
- 4) Interested Bidders may obtain further information from the ***City of Lapu-Lapu through the Bids and Awards Committee, located at the 2/F City General Services Office, City Hall, Pusok, Lapu-Lapu City*** and inspect the Bidding Documents at the address given below from **8:00 a.m to 4:00 p.m.**
- 5) A complete set of Bidding Documents may be acquired by interested Bidders from **September 25, 2026 (from 8 a.m. to 5 p.m.) until on or before 12 noon of October 13, 2026** from ***BAC Office located at the 2/Floor of the City General Services Office, City Hall, Pusok, Lapu-Lapu City*** and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **₱ 25,000.00**. The Procuring Entity shall allow the bidder to present its proof of payment for the fee for the Bidding Documents during the period provided in the preceding paragraph.
- 6) The City of Lapu-Lapu/ BAC will hold a **Pre-Bid Conference** on **October 1, 2026 (1:30 P.M.)** at ***BAC Conference Room located at 2/Floor City General Services Office, Pusok, Lapu-Lapu City***, which shall be open to prospective Bidders.
- 7) Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat through the given address above **on or before 12 Noon of October 13, 2026.** Late bids shall not be accepted.
- 8) All Bids must be accompanied by a Bid Security in any of the acceptable forms and in the amount stated in ITB Clause 16.1.
- 9) Bid opening shall be on **October 13, 2026 (1:30 P.M.)** at ***BAC Conference Office, located at 2/Floor City General Services Office, Pusok, Lapu-Lapu City.*** Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.
- 10) The City of Lapu-Lapu/ BAC reserves the right to reject any 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 of Bidders.

For further information, please refer to:
Vanessa Jeanne A. Dela Serna
BAC Secretariat
City General Service Office

You may visit the following:
PhilGeps: _____ Website: _____
3 Conspicuous Place:
CEO Bulletin: _____ CGSO: _____ Market: _____

SIGNED

RONALDO D. MALACORA
OFFICER-IN-CHARGE- CGSO
BAC CHAIRPERSON

25th Day of September, 2026
(PhilGeps Posting Date)