

**INVITATION TO BID  
BOOTH DESIGN AND CONSTRUCTION  
FOR THE PHILIPPINE BOOTH AT THE INTERNATIONALE TOURISMUS  
BORSE (ITB) 2015  
BERLIN, GERMANY**

1. The Tourism Promotions Board (TPB) is in need of the services of a company engaged in the business of designing and constructing booths for travel and consumer fairs to render design and construction for the Philippine Stand at the **ITB 2015**, in Berlin, Germany from March 4-8, 2015.
2. The TPB, has a budget in the amount of **Euro150,000.00 or its Philippine Peso equivalent, inclusive of taxes, based on the published exchange rate on the day of submission of bid.** This amount is the Approved Budget for the Contract (ABC) for payment of designing and constructing the Philippine booth for the above mentioned exhibition for a period of five (5) calendar days.
3. The TPB – Bids and Awards Committee (BAC) now calls for the submission of bids for the said Project. Interested designers and contractors, with at least three (3) years of existence and with relevant experience in the performance of the deliverables enumerated in the Project's Terms of Reference must submit their bids on or before **February 18, 2015** through mail or courier (please indicate name of project: **(Design and Construction of the Philippine booth at the Internationale Tourismus Borse (ITB) 2015** in Berlin, Germany from March 4-8, 2015) addressed to **Ms. LEAH MARIE C. SY**, TPB-BAC Chairperson, c/o Ms. Estefania Julieta F. Bolante, TPB-BAC Secretariat, Administrative Department, Tourism Promotions Board, 4<sup>th</sup> Floor, Legaspi Towers 300, Roxas Boulevard, Manila 1004, Philippines.

Bids received/stamped in Manila after **5:00p.m. MANILA TIME of February 18, 2015** shall not be accepted for being late and shall be returned by the TPB-BAC to the sender/bidder. Bidders are required to submit three (3) copies of bidding documents. Bidders are advised to please notify through email (pcvcgsd@yahoo.com) the TPB-BAC the time of mailing its bid to Manila in order to avoid situations of denial of bids in the event that the courier makes a late delivery of an otherwise timely filed/received bids in accordance with this paragraph.

4. The TPB-BAC shall select the winning bid based on the evaluation of the bidder's compliance with all the requirements for bidding as specified in the Checklist (*Annex A*): (1) Department of Trade and Industry (DTI) business name registration or SEC Registration Certificate, *or its equivalent, if applicable*; (2) Valid and current Business Permit, if incorporated in the Philippines *or its equivalent, if applicable*; (3) Relevant experience (*Annex B*), (4) Omnibus Sworn Statement - *notarized (Annex C)*; (5) Capability to perform all the deliverables enumerated in the Terms of Reference (*Annex D*); (6) Proposed Booth Design and Layout; (7) Bid Security in the form of Manager's Check or Bid Securing Declaration - *notarized (Annex E)*; (8) Audited Financial Statements, stamped "received" by the Bureau of Internal Revenue

(BIR) or its duly accredited and authorized institutions, for the immediately preceding calendar year, showing among others the total assets and liabilities, *if incorporated in the Philippines or*

5. *its equivalent, if applicable;* (9) Net Financial Contracting Capacity (NFCC) computation (*Annex F*) ; and to the following Criteria **A**: Aesthetics of the design based on DOT's "It's More Fun In The Philippines" brand campaign (50%) and sustain the launch of the "Visit the Philippines Year 2015 and **B**: Functionality and durability of the booth based on booth details stated in the Terms of Reference as well as to the bidder's Company Background and proposed Booth Design and Layout.

In addition to a bidder declared as eligible and qualified a responsive bid based on the criteria shall be a proposal which garners at least 75% based on criterion (a) and (b). The winning bid shall be the bidder who submits a responsive and most advantageous bid proposal as declared by the BAC. The forms for Annexes A, B, C, D, E, F and G may be downloaded from these websites: [www.tpb.gov.ph](http://www.tpb.gov.ph) and [www.philgeps.gov.ph](http://www.philgeps.gov.ph). Bids received with financial proposal in excess of the ABC mentioned in Paragraph No. 2 shall automatically be rejected.

6. Bidders are required to submit and include in its bid proposal a Bid Security in the form of Manager's Check issued by a universal bank in good standing and payable to the **Tourism Promotions Board** in the amount equivalent to **two percent (2%) of the ABC (Euro3,000.00 or its Philippine Peso equivalent)** on the published exchange rate on the day of submission of bid **or** the Bid Securing Declaration (notarized) (Annex E).
7. Bidders may opt to attend the bid opening on February 20, 2015, 10:00 A.M. at the Tourism Promotions Board, 4<sup>th</sup> Floor Legaspi Towers 300, Roxas Boulevard, Manila, Philippines.
8. Eligible Bidders may be required to make a presentation of their bids.
9. Amendments and clarifications during the bidding stage regarding this Invitation to Bid shall be made available to the bidders in the form of bulletins as the need arises.
10. The TBP-BAC reserves the right to reject any or all bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability and make no assurance that a contract shall be entered into as a result of the bidding. Likewise, the TPB-BAC may waive any minor defect therein and accept the offer most advantageous to the government. Further, the TPB-BAC assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

February 10, 2015

**LEAH MARIE C. SY**  
Chairperson  
Bids and Awards Committee

*philgeps posting: February 11-18, 2015*