



## **TOURISM PROMOTIONS BOARD**

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*TPB-BAC-REI No. 2014-03*

### **REQUEST FOR EXPRESSION OF INTEREST**

The **Tourism Promotions Board**, through the Bids and Awards Committee (BAC) invites prospective bidders/consultants to Apply for Eligibility and Shortlisting for the hereunder project:

**Name of the Project : Services of a Production House** who will conceptualize, manage and implement the entertainment plan and programme relative to the **4<sup>th</sup> Philippine MICE Conference (MICECON) 2014** scheduled on 04-07 June 2014 in Clark, Pampanga

Approved Budget for the Contract : **PhP4,000,000.00 (VAT included)**

Bids received in excess of the ABC shall be automatically rejected at bid opening.

1. The Tourism Promotions Board now calls for the submission of eligibility documents. Interested consultants must submit their eligibility documents for the above project on or before **9:30 a.m. of March 07, 2014** at the Tourism Promotions Board, Administrative Department, 4<sup>th</sup> Floor Legaspi Towers 300, Roxas Boulevard, Metro Manila. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
2. The BAC shall draw up the shortlist of consultants from those who have submitted eligibility documents/Expression of Interest and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The shortlist shall consist of a maximum of five (5) prospective bidders who will be entitled to submit bids.
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184 and is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest belonging to citizens of the Philippines. In accordance with Revised IRR of R.A. 9184, only bids from shortlisted consultants will be opened.
4. The evaluation procedure to be adopted shall be Quality Cost Based Evaluation (QCBE). The technical proposal shall carry eight-five percent (85%) weight and financial proposal shall be fifteen percent (15%) in the bid evaluation.

The criteria and rating system for the evaluation of bids shall be provided in the Instruction to Bidders.

5. The schedule of activities is as follows:

<b>Activities</b>	<b>Schedule and Venue</b>
1. Submission of Letter of Intent and Application for Eligibility/Issuance of Eligibility Requirements	February 28 to March 6, 2014 (8:00 a.m. to 12:00 N.N. – 1:00 p.m. to 5:00 p.m.) March 07, 2014 up to 9:30 a.m. only Administrative Department <b>Tourism Promotions Board (TPB)</b> 4 <sup>th</sup> Flr. Legaspi Towers 300, Roxas Blvd., Manila
2. Eligibility Checking and Short Listing	10:00 a.m., March 07, 2014 Boardroom, Tourism Promotions Board 4 <sup>th</sup> Flr. Legaspi Towers 300 Roxas Blvd., Manila
3. Issuance of Notice to Short Listed Consultants	March 10, 2014
4. Issuance of Bid Documents to Short Listed Consultants	March 11, 2014 (8:00 a.m. to 12:00 N.N – 1:00p.m. to 5:00p.m.) BAC Secretariat, Administrative Department Tourism Promotions Board 4 <sup>th</sup> Flr. Legaspi Towers 300 Roxas Blvd., Manila
5. Pre-bid Conference	10:00 a.m., March 14, 2014 Boardroom, Tourism Promotions Board 4 <sup>th</sup> Flr. Legaspi Towers 300 Roxas Blvd., Manila
6. Submission and Receipt of Bids	up to 9:30 a.m. of March 27, 2014 BAC Secretariat, Administrative Department Tourism Promotions Board, 4 <sup>th</sup> Flr. Legaspi Towers 300 Roxas Blvd., Manila
7. Opening of Bids	10:00 a.m., March 27, 2014 Boardroom, Tourism Promotions Board 4 <sup>th</sup> Flr. Legaspi Towers 300 Roxas Blvd., Manila
8. Presentation of bidders	March 27, 2014 (right after the opening of financial bid – order of presentation to be announced) Boardroom, Tourism Promotions Board 4 <sup>th</sup> Flr. Legaspi Towers 300 Roxas Boulevard, Manila

The bidding documents will be available at the BAC Secretariat c/o Ms. Diana Sarmiento, Administrative Department, Tourism Promotions Board 4<sup>th</sup> Floor Legaspi Towers 300, Roxas Boulevard, Metro Manila and will be issued only to shortlisted bidders upon payment of non-refundable amount of **Five Thousand Pesos (Php5,000.00)** to the TPB Cashier's Unit.

Eligibility documents may also be downloaded Free of Charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) or TPB website at [www.tpb.gov.ph](http://www.tpb.gov.ph).

For further information on the Terms of Reference (TOR), please refer to **Ms. Karem Miranda** at telephone numbers (02)525-9318 loc. 237.

The Tourism Promotions Board reserves the right to reject any or all bids, declare a Failure of Bidding at any time prior to 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 26, 2014

**SOLITA D. SORIANO**  
Chairperson  
Bids and Awards Committee