



TOURISM PROMOTIONS BOARD

Fourth Floor, Suites 7, 10-17 Legaspi Towers 300, Roxas Boulevard, Manila, Philippines 1004 • Tel.: (632) 525-9318 to 27
Fax: (632) 521-6165 / 526-5971 / 525-3314 • Email: info@tpb.gov.ph • Website: http://www.tpb.gov.ph

TPB-BAC-REI No. 2013-06

REQUEST FOR EXPRESSION OF INTEREST

The **Tourism Promotions Board** is staging the Grand Philippine Convention Bureau (PCB) Homecoming Celebration on 20-25 February 2014 at the Philippine International Convention Center (PICC), Pasay City and is inviting prospective bidders/consultants to Apply for Eligibility for the hereunder project:

Name of the Project : **Services of the Production House** who will conceptualize, manage and direct the program scenario for the Philippine Convention Bureau Homecoming Welcome Dinner Reception on February 21, 2014 at Philippine International Convention Center.

Background of the Project : Former officials and employees of the Philippine Convention Bureau (PCB) who are currently residing in various countries, are returning to Manila next year for the Grand PCB Homecoming Celebration scheduled on 20-25 February 2014.

As part of the "Pinoy Homecoming--special Balikbayan Program", the Tourism Promotions Board (TPB) will host a half-day seminar and a welcome dinner reception for the said balikbayans and their families on 21 February 2014 at the PICC.

Approved Budget for the Contract : **PhP800,000.00 (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 January 06, 2013** at the Tourism Promotions Board, Administrative Department, 4th 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:

Activities	Schedule and Venue
1. Submission of Letter of Intent and Application for Eligibility / Issuance of Eligibility Requirements	Up to 9:30 am. of January 06, 2014 Administrative Department Tourism Promotions Board (TPB) 4 th Flr. Legaspi Towers 300 Roxas Boulevard, Manila
2. Eligibility Checking and Short Listing	11:00 a.m., January 06, 2014 Boardroom, Tourism Promotions Board 4 th Flr. Legaspi Towers 300 Roxas Boulevard, Manila
3. Issuance of Notice to Short Listed Consultants	January 08, 2013
4. Issuance of Bid Documents to Short Listed Consultants	January 08 – 15, 2014 (8:00 a.m. to 12:00 N.N – 1:00p.m. to 5:00p.m.) January 16, 2014, up to 9:30 a.m. only BAC Secretariat, Administrative Department, TPB
5. Submission and Receipt of Bids	up to 9:30 a.m. of January 16, 2014 BAC Secretariat, Administrative Department Tourism Promotions Board (TPB)
6. Opening of Bids	10:00 a.m., January 16, 2014 Boardroom, Tourism Promotions Board 4 th Flr. Legaspi Towers 300 Roxas Blvd., Manila
7. Presentation of bidders	January 16, 2013, TPB Boardroom (right after the opening of bids - order of presentation to be announced)

The bidding documents will be available at the BAC Secretariat c/o Ms. Diana Sarmiento, Administrative Department, Tourism Promotions Board 4th Floor Legaspi Towers 300, Roxas Boulevard, Metro Manila, upon submission of letter of intent. Bid documents will be available only to shortlisted bidders upon payment of non-refundable amount of **One Thousand Pesos (Php1,000.00)** to the TPB Cashier's Unit.

It 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. Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of bids.

For further information on the Terms of Reference (TOR), please refer to **Ms. Tina Flores** at telephone numbers (02)404-2641 / 525-9318 loc. 204.

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.

December 19, 2013

SOLITA D. SORIANO
Chairperson
Bids and Awards Committee