



## TOURISM PROMOTIONS BOARD

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**TPB-BAC-REI No. 2013-07**

### REQUEST FOR EXPRESSION OF INTEREST

The **Tourism Promotions Board**, through its Bids and Awards Committee, intends to apply the sum of Nine Hundred Thousand Pesos (Php900,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the website provider for MICE Conference (MICECON) 2014.

**Name of the Project** : Development of a website for MICECON 2014 with a built in system for the following:

- *Conference registration and online payment*
- *Buyer and delegate-seller matching that will generate a preference matching to complete the MICEMart business appointment schedule*

**Duration of Service**: Estimated one (1) year upon signing of the contract (pre-conference, conference proper and post conference updates)

**Approved Budget for the Contract** : **PhP900,000.00 (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, 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 TPB-BAC shall draw up the short list of consultants from those who have submitted eligibility documents 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 short list shall consist 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 or outstanding capital stock 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>  |
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| 1. Submission of Letter of Intent and Application for Eligibility / Issuance of Eligibility Requirements | Up to 9:30 am. of January 06, 2014<br>Administrative Department<br><b>Tourism Promotions Board (TPB)</b><br>4 <sup>th</sup> Flr. Legaspi Towers 300<br>Roxas Boulevard, Manila |
| 2. Eligibility Checking and Short Listing  | 10:00 a.m., January 06, 2014<br>Boardroom, Tourism Promotions Board<br>4 <sup>th</sup> Flr. Legaspi Towers 300<br>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 – 14, 2014<br>(8:00 a.m. to 12:00 N.N – 1:00p.m. to 5:00p.m.)<br>January 15, 2014, up to 9:30 a.m. only<br>BAC Secretariat, Administrative Department, TPB          |
| 5. Submission and Receipt of Bids  | up to 9:30 a.m. of January 15, 2014<br>BAC Secretariat, Administrative Department<br>Tourism Promotions Board (TPB)  |
| 6. Opening of Bids   | 10:00 a.m., January 15, 2014<br>Boardroom, Tourism Promotions Board<br>4 <sup>th</sup> Flr. Legaspi Towers 300 Roxas Blvd., Manila   |
| 7. Presentation of bidders   | January 15, 2013, TPB Boardroom<br>(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 4<sup>th</sup> 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](http://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/Ms. Sherdoll Bayona** 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