

TPB-BAC-REI No. 2014-06

REQUEST FOR EXPRESSION OF INTEREST

The **Tourism Promotions Board**, is staging the **ASEAN TOURISM FORUM (ATF) 2015** scheduled on 22-29 January 2015 in Nay Pyi Taw, Myanmar and invites prospective bidders/consultants to Apply for Eligibility for the hereunder project:

Name of the Project : Services of the Production House who will conceptualize and implement the theme and entertainment dinner plan, manage and implement the programme scenario for the Philippine Cocktail Dinner Reception Night:

1. Conceptualize a plan for the venue and stage props/set-up and décor that will complement to the theme.
2. Form a qualified Production Team to oversee the light, sound, special effects, audiovisual and other physical and technical requirements, stage, venue décor, blocking, etc.
3. Recommend to TPB the best Filipino performers that may have international exposure/experience and negotiate on behalf of the TPB the most reasonable rates/professional fee/s of the performers (vocalist, live band, dancers, instrumentalist, etc.)
 - a. Performers
 - b. Emcee or voice over talent
4. Prepare the detailed programme scenario and technical script for the show based on the approved entertainment plan to include spiel of the emcee/voice over.
5. Oversee and coordinate rehearsals of performers and present a final dry-run and technical dress rehearsal of the show for final approval.
6. Document in video the overall presentation.

Description of the Project : Myanmar will host the **34th ASEAN Tourism Forum (ATF 2015)** scheduled on 22-29 January 2015. ATF is a cooperative regional effort to promote the Association of Southeast Asian Nations (ASEAN) region as one tourist destination where Asean hospitality and cultural diversity are at its best. ATF involves all tourism industry sectors of the 10-member nations of ASEAN consisting of Brunei Darussalam, Cambodia, Indonesia, Lao Republic, Malaysia, Myanmar, Philippines, Singapore, Thailand and Vietnam.

Approved Budget for the Contract : **PhP1,500,000.00 (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 December 04, 2014** 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	November 27- December 03, 2014 (8:00 a.m. to 12:00 N.N.. – 1:00 p.m. to 5:00 p.m.) December 04, 2014 up to 9:30 a.m. only Administrative Department Tourism Promotions Board (TPB) 4 th Flr. Legaspi Towers 300 Roxas Boulevard, Manila
2. Eligibility Checking and Short Listing	10:00 a.m., December 04, 2014 Tourism Promotions Board (TPB) - Unit 8 4 th Flr. Legaspi Towers 300 Roxas Blvd., Manila
3. Issuance of Bid Documents to Short Listed Consultants	December 05, 2014 BAC Secretariat, Administrative Department Tourism Promotions Board
4. Pre-bid Conference	December 05, 2014, 2:00 P.M. Tourism Promotions Board (TPB) – Unit 8 4 th Flr. Legaspi Towers 300 Roxas Blvd., Manila
5. Submission and Receipt of Bids	up to 9:30 a.m. of December 18, 2014 BAC Secretariat, Administrative Department Tourism Promotions Board 4 th Flr. Legaspi Towers 300 Roxas Blvd., Manila
6. Opening of Bids	10:00 a.m., December 18, 2014 Tourism Promotions Board (TPB) – Unit 8
7. Presentation of bidders	December 18, 2014, TPB- Unit 8 (right after the opening of bids - order of presentation)

	to be announced)
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The Eligibility Documents/Checklist may be obtained at the TPB-BAC Secretariat c/o Ms. Salve Ponting, Administrative Department, Tourism Promotions Board, 4th Floor Legaspi Towers 300, Roxas Boulevard, Metro Manila. It may also be downloaded Free of Charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) www.philgeps.gov.ph or TPB website at www.tpb.gov.ph.

Bid documents shall be available only to shortlisted eligible bidders upon payment of non-refundable amount of **Five Thousand Pesos (P5,000.00)** to the TPB Cashier's Unit.

For further information on the Terms of Reference (TOR), please refer to **Mr. Cesar Villanueva** at telephone numbers (02)525-7320 / 525-9318 loc. 258.

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.

November 25, 2014

TERESITA H. MAURICIO
Vice Chairperson
Bids and Awards Committee