

## **REQUEST FOR EXPRESSION OF INTEREST (REI NO. 2018-002)**

### **SERVICES OF A PR AGENCY TO DESIGN AND IMPLEMENT TOURISM PROMOTIONS BOARD (TPB) COMMUNICATION/PUBLIC RELATIONS STRATEGIES AND PLAN**

1. The ***Tourism Promotions Board***, through the ***2018 Approved Corporate Budget*** intends to apply the sum of ***Three Million Pesos Only (Php3,000,000.00)*** being the Approved Budget for the Contract (ABC) to payments under the contract for the ***Services of a PR Agency to Design and Implement Tourism Promotions Board (TPB) Communication/Public Relations Strategies and Plan***. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The ***Tourism Promotions Board*** now calls for the submission of eligibility documents for the ***Services of a PR Agency to Design and Implement Tourism Promotions Board (TPB) Communication/Public Relations Strategies and Plan***. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before ***16 May, 10:30am*** at ***BAC Secretariat, Procurement and General Service Division, Administrative Department, 4<sup>th</sup>/F, Legaspi Towers 300, Roxas Blvd., Manila***. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from ***Tourism Promotions Board*** and inspect the Bidding Documents at the address given below during the office hours from ***9:30am-6:00pm***.
4. A complete set of Bidding Documents may be acquired by interested Bidders on ***18 May – 18 June 2018*** from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, ***in the amount of Five Thousand Pesos Only (Php5,000.00)***.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the 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 a maximum of ***five (5)*** prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

| CRITERIA  | % WEIGHT |
|---|----------|
| Applicable experience of the consultant and associates in case of joint ventures, considering both the overall experiences of the firm and the individual experiences of the principal and key staff including the times when employed by other consultants | 35%      |
| Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking  | 40%      |
| Current workload relative to capacity   | 25%      |

Passing rate: 85%

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

7. The Procuring Entity shall evaluate bids using the Quality-Cost Based Evaluation/Selection (QCBE/QCBS). The Procuring Entity shall indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
8. The contract shall be completed within **12(twelve) months, from the date of acceptance of Notice to Proceed.**
9. The **Tourism Promotions Board**] reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

*Atty. Venancio C. Manuel III / Janet G. Villafranca  
 BAC Secretariat, Tourism Promotions Board  
 4/F Floor Legaspi Towers 300, Roxas Boulevard, Manila  
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 Fax No. (02) 526-5971  
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18 May 2018

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 (Original Signed)  
 LEAH MARIE C. SY  
 Chairperson, Bids and Award Committee