

**REQUEST FOR EXPRESSION OF INTEREST  
(REI) NO. 2020-006**

**SERVICES OF AN EVENT MANAGEMENT COMPANY FOR PHILIPPINE TRAVEL  
EXCHANGE (PHITEX) 2020**

1. The **Tourism Promotions Board** through the **2020 Approved Corporate Operating Budget** intends to apply the sum of **Nine Million Nine Hundred Ten Thousand Pesos Only (PhP9,910,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **REI No. 2020-006**. 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 **Services of an Event Management Company for the Philippine Travel Exchange (PHITEX) 2020**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **09 July 2020, 10:00am at BAC Secretariat, Procurement and General Services Division, Administrative Department, 4<sup>th</sup> Floor, Tourism Promotions Board, Legaspi Towers 300, Roxas Boulevard, Manila**. The opening of eligibility documents will be on **09 July 2020, 10:30am at the Boardroom, 4<sup>th</sup> Floor, Tourism Promotions Board, Legaspi Towers 300, Roxas Boulevard, Manila**. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from *the BAC Secretariat through emails: bac\_sec@tpb.gov.ph and/or janet\_villafranca@tpb.gov.ph*.
4. A complete set of Bidding Documents may be acquired by interested Bidders on **01 – 28 July 2020, by sending your request to the BAC Secretariat and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Ten Thousand Pesos Only (PhP10,000.00)**.

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 **five (5)** prospective bidders who will be entitled to submit bids.

The criteria and rating system for short listing are:

<b>CRITERIA</b>	<b>RATING</b>
<b>I. Applicable Experience of the Bidder</b>	<b>70%</b>
A. Years active in the field (30%) <ul style="list-style-type: none"> <li>• 10 years and above of handling both local and international events (30%)</li> <li>• 6-9 years of handling both local and international events (20%)</li> <li>• 0-5 years of handling both local and international events (15%)</li> </ul>	30
B. Affiliation to International Association for Tourism or MICE (20%) <ul style="list-style-type: none"> <li>• Affiliated with 2 or more related association (20%)</li> <li>• Affiliated with 1 related association (10%)</li> </ul>	20%
C. Provided list of handled similar projects within the last ten (10) years, minimum of five (5) MICE/B2B-related projects with at least one government project, with local and international participants. <ul style="list-style-type: none"> <li>• Five (5) and above MICE/B2B-related project within the last 5 years with at least three (3) Philippine government projects (20%)</li> <li>• Below 5 MICE/B2B-related project within the last 5 years with at least three (3) Philippine government projects (10%)</li> </ul>	20%
<b>II. Years of Experience of Personnel Who Will Be Assigned To The Project</b>	<b>20%</b>
Required experience of key personnel in organizing MICE, B2B events <ul style="list-style-type: none"> <li>• Event Director (1)</li> <li>• Event Manager (1)</li> <li>• Creative Director</li> <li>• Event Officer (3 personnel)</li> <li>• Majority of personnel have 10 years or more experience – 15%</li> <li>• Majority of personnel have 5 to less than 10 years of experience – 10%</li> </ul>	15%
Required experience of support personnel in organizing similar events <ul style="list-style-type: none"> <li>• Writer (1)</li> <li>• Technical Support Team (4 personnel)</li> <li>• Majority of personnel have five (5) years or more experience – 5%</li> <li>• Majority of personnel have less than five (5) years of experience – 3%</li> </ul>	5%
<b>III. Current Workload Relative to Capacity</b>	<b>10%</b>
Number of ongoing projects/accounts as of 2020 being handled of similar scope and nature <ul style="list-style-type: none"> <li>• Below 5 projects (10%)</li> <li>• 5 and above projects (5%)</li> </ul>	10%
<b>TOTAL</b>	<b>100%</b>


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/QCBE)**. 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 from the date of acceptance of the **Notice to Proceed until the acceptance of the TPB of the report/s**.
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:

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01 July 2020

(Sgd.)  
**ATTY. VENANCIO C. MANUELL III**  
Chairperson   
Bids and Awards Committee

