

**INVITATION TO BID FOR  
(ITB NO. 2020-036)**

**PROCUREMENT OF COURIER/SHIPMENT SERVICES FOR 15, 000 SETS  
SAFETY PROTOCOLS STICKERS**

1. The **Tourism Promotions Board (TPB)**, through the **2020 Corporate Operating Budget (COB)** <sup>1</sup> intends to apply the sum of **Two Million Nine Hundred Thirty – Two Thousand and Five Hundred Pesos Only (PhP2,932,500.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Courier/Shipment Services for 15,000 Sets Safety Protocols Stickers**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Tourism Promotions Board (TPB)** now invites bids for the **Procurement of Courier/Shipment Services for 15,000 Sets Safety Protocols Stickers**.<sup>2</sup> Delivery of the Goods is required upon receipt of the approved **Notice to Proceed**. In addition, the delivery timeline to the regional offices should be within **fourteen (14) calendar days** upon dispatch from the TPB office. Please submit delivery timelines during the submission of bids.

Bidders should have completed, **within three (3) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

Bidding 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, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

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<sup>1</sup> In the case of National Government Agencies, the General Appropriations Act and/or continuing appropriations; in the case of GOCCs, GFIs, and SUCs, the Corporate Budget for the contract approved by the governing Boards; in the case of LGUs, the Budget for the contract approved by the respective Sanggunian. (Section 5(a), R.A. 9184)

<sup>2</sup> A brief description of the type(s) of Goods should be provided, including quantities, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation.

4. Interested bidders may obtain further information from **Tourism Promotions Board – Bids and Awards Committee (TPB-BAC) Secretariat** and inspect the Bidding Documents at the address given below during office hours from **08:00 AM – 05:00 PM**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **10 – 30 September 2020** from the address herein stated *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)*.

Lot	Description	Amount of Bidding Documents (PhP)
1	Courier/shipment services for 15,000 sets safety protocols stickers	PhP2,932,500.00

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

The **Tourism Promotions Board (TPB)** will hold a Pre-Bid Conference<sup>3</sup> on **18 September 2020, 10:00 A.M.** at **Bids and Awards Committee Room, Tourism Promotions Board, 4<sup>th</sup> Floor Legaspi Towers 300, Roxas Boulevard, Manila**, which shall be open to all prospective bidders.

(Note: The venue for the Pre-Bid Conference may be subject to change in compliance with GPPB Resolution No. 09-2020, dated 7 May 2020, and other relevant issuances which will be posted through a Supplemental Bid Bulletin, if any.)

7. Bids must be duly received by the BAC Secretariat at the address below on or before **30 September 2020, 09:30 A.M.** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in Bidding Documents.

Bid opening shall be on **30 September 2020, 10:00 A.M.** at the **Bids and Awards Committee Room, Tourism Promotions Board, 4<sup>th</sup> Floor Legaspi Towers 300, Roxas Boulevard, Manila**. Bids will be opened in the presence of the bidders’ representatives who choose to attend at the abovementioned address. Late bids shall not be accepted.

(Note: The manner of submission may be subject to change in compliance with GPPB Resolution No. 09-2020, dated 7 May 2020, and other relevant issuances which will be posted through a Supplemental Bid Bulletin, if any.)


<sup>3</sup>May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

8. 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.
  
9. For further information, please refer to:

*Eloisa A. Romero/Farhan M. Ambiong*  
*BAC Secretariat, Tourism Promotions Board*  
*4<sup>th</sup> Floor Legaspi Towers 300, Roxas Boulevard, Manila*  
*Tel. No. 525-9318 local 268*  
*E-mail: [eloisa\\_romero@tpb.gov.ph](mailto:eloisa_romero@tpb.gov.ph) / [farhan\\_ambiong@tpb.gov.ph](mailto:farhan_ambiong@tpb.gov.ph)*  
*Fax No. (02) 526-5971 / Website: [www.tpb.gov.ph](http://www.tpb.gov.ph).*

10 September 2020

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**ATTY. VENANCIO C. MANUEL III**  
Chairperson   
Bids and Awards Committee