

**REQUEST FOR EXPRESSION OF INTEREST
(REI) NO. 2020-008**

**Service Provider to Design and Implement the Online Tourism
Marketing Educational Seminars**

1. The **Tourism Promotions Board**, through the **2020 Approved Corporate Operating Budget** intends to apply the sum of **Two Million Pesos Only (PhP2,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **REI No. 2020-008, Service Provider to Design and Implement the Online Tourism Marketing Educational Seminars** . 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 **Service Provider to Design and Implement the Online Tourism Marketing Educational Seminar**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **23 September 2020, 9:30am, email to bac_sec@tpb.gov.ph using the subject: Eligibility Documents_<Company>,<Project Title>**. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from **BAC Secretariat of the TPB –Bids and Awards Committee (BAC)** 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 **15 September – 13 October 2020 by sending your request to the BAC Secretariat through emails: bac_sec@tpb.gov.ph and/or janet_villafranca@tpb.gov.ph. 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)**
5. 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.

Payment of the fee for the bidding documents shall be made thru TPB Land Bank account, details provided below or the cashier on duty, if available:

Bank Details:
Land Bank of the Philippines
Sheraton Century Park Branch

Account Name: Tourism Promotions Board

Account No.: 1772-1034-13

Copy of the **Bank Deposit Slip** or the **Official Receipt** shall be sent to **bac_sec@tpb.gov.ph** on or before the set deadline for the submission of bids

6. 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 is:

Evaluation Criteria	% Weight	
Applicable Experience of the Bidder		55%
A. Years active in the field (30%)	30%	
• Three (3) years and above (30%)		
• Below 3 years (0%)		
B. Successfully handled similar web conferences/online training sessions (minimum of 2 tourism-related projects/events)	25%	
• Two (2) and above related project within the last three (3) years (25%)		
• Below two (2) related project within in the last three (3) years (15%)		
II. Years of Experience of Personnel Who Will Be Assigned To The Project		30%
Required minimum 3 years of experience of ALL key personnel in handling online and offline training event		
A. Moderator		
B. Facilitator		
C. Administrative staff		
D. Technical Staff		
Above three (3) years (all personnel) – 30%		
Less than 3 years (any personnel) – 0%		
III. Current Workload Relative to Capacity		15%
Number of ongoing projects/accounts as of 2020 being handled of similar scope and nature		
Below 5 projects (15%)		
5 and above projects (10%)		
TOTAL		100%

Passing rate is 85%

7. 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.

8. The Procuring Entity shall evaluate bids using the **Quality-Cost Based Evaluation/Selection (QCBE/QCBS)** procedure. 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.
9. The contract shall be completed within the **three (3) months**, to commence from the **date of receipt of the Notice to Proceed**.
10. 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.
11. For further information, please refer to:

*Eloisa A. Romero / Janet G. Villafranca
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15 September 2020

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