

10 December 2020

REQUEST FOR PROPOSAL

PROPOSAL No. TPB-PR 2020.12.439

Requirement: Procurement of the Services of a Research/Survey Company to Conduct the 2020 TPB Customer Satisfaction Survey

=====

The **TOURISM PROMOTIONS BOARD** invites **Research/Survey Company** to submit a proposal for the **Procurement of the Services of a Research/Survey Company to Conduct the 2020 TPB Customer Satisfaction Survey**. The complete details of the requirement are provided in the Terms of Reference attached hereto.

Please submit your **proposal** together with the **eligibility and technical documents** enumerated below to email address **janet_villafranca@tpb.gov.ph** not later than **18 December 2020, until 5: 00pm**. The **Approved Budget for the Contract (ABC)** is **Two Million Five Hundred Thousand Pesos Only (PhP2,500,000.00)**.

The following are the documents for submission:

A. Eligibility Documents

1. PhilGEPS Registration Certificate
2. Articles of Incorporation
3. Mayor's/Business Permit
4. Tax Clearance
5. Audited Financial Statement

B. Technical Documents

1. List of ongoing and completed government and private contracts for the last five (5) years.
2. List of completed projects with multinational clients for the past three (3) years. Submit copy of the Notice to Proceed, Contract, or Certificate of Project Completion, whichever is applicable.
3. Proof of membership in any internationally-recognized association of marketing research agencies.
4. Proof of compliance to the legal standards on the data privacy and protection
5. Conformity to the key personnel composition as stated in the GCG guidelines (the list of key personnel is provided in the Terms of Reference)
6. Curriculum Vitae of all Key Personnel to be assigned to the projects using TPF6 attached herewith.

Bidders are required to prepare a 15-minute presentation of the plan of approach and methodology. Your proposal shall be rated based on the criteria provided in the Terms of Reference.

The winning bidder is required to submit a performance security prior to the signing of the contract, which shall remain valid until the issuance by the Procuring Entity of the Certificate of Final Acceptance.

The performance security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank;	Five percent (5%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and/or	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

The procurement of the requirement will be undertaken through Negotiated Procurement - Two Failed Biddings with the provision of Section 53.1 of the Act and the revised IRR following the procedure as prescribed in Annex "H" of the revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Law.

For any clarification, you may send an email to the BAC Secretariat at the addresses stated above.

Thank you very much.



ELOISA A. ROMERO

Head, Procurement and General Services Division