

## REQUEST FOR EXPRESSION OF INTEREST (REI 2021-002)

### ***Service Provider for the Facilitation of the Annual Quality Management System (QMS) Planning Sessions of the Tourism Promotions Board for FY 2022***

1. The ***Tourism Promotions Board***, through the ***2021 Approved Corporate Operating Budget*** intends to apply the sum of ***One Million Five Hundred Thousand Pesos Only (PhP1,500,000.00)*** being the Approved Budget for the Contract (ABC) to payments under the contract for ***REI No. 2021-002: Service Provider for the Facilitation of the Annual Quality Management System (QMS) Planning Sessions of the Tourism Promotions Board for FY 2022***. 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 ***Service Provider for the Facilitation of the Annual Quality Management System (QMS) Planning Sessions of the Tourism Promotions Board for FY 2022***. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before ***25 March 2021 at 9:30am, send to [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph)***. The opening of the eligibility documents is on ***25 March 2021 via the Zoom virtual platform***. 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*** of the ***Tourism Promotions Board*** through email addresses ***[bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph)*** and/or ***[janet\\_villafranca@tpb.gov.ph](mailto:janet_villafranca@tpb.gov.ph)***.
4. A complete set of Bidding Documents may be acquired by interested Bidders on ***17 March – 20 April 2021***, send your request to ***[bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph)*** and/or ***[janet\\_villafranca@tpb.gov.ph](mailto: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)***.

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.

6. The criteria and rating system for short listing are:

<b>CRITERIA</b>	<b>Percentage Weight</b>
<b>I. Applicable Experience of the Consultant/Consulting Firm</b>	<b>50%</b>
a. Expertise in Annual Planning Facilitation within the last five (5) years <ul style="list-style-type: none"> <li>• <i>With more than 5 years of experience (30%)</i></li> <li>• <i>With 5 years of experience (25%)</i></li> <li>• <i>With less than 5 years of experience (0%)</i></li> </ul>	30%
b. Successful implementation of similar projects within the last five (5) years <ul style="list-style-type: none"> <li>• At more than three (3) facilitated Annual Planning within the government sector and more than two (2) within the private sector (20%)</li> <li>• At least three (3) facilitated Annual Planning within the government sector and at least two (2) within the private sector (15%)</li> <li>• No similar projects implemented within the government sector (0%)</li> </ul>	20%
<b>II. Qualifications of the Facilitator/Principal and Key Personnel to be Assigned to the Project</b>	<b>30%</b>
a. Adherence to qualification of Key Personnel based on item VIII no. 3 <ul style="list-style-type: none"> <li>• More than three (3) years recent experience in conducting and facilitating/assisting similar planning workshops and meetings in private and government sector (30%)</li> <li>• With at least three (3) years recent experience in conducting and facilitating/assisting similar planning workshops and meetings in private and government sector (25%)</li> <li>• Less than three (3) years recent experience in conducting and facilitating/assisting similar planning workshops and meetings in private and government sector (5%)</li> </ul>	30%
<b>III. Current Workload relative to Capacity</b>	<b>20%</b>
The consultant/consulting firm is currently handling a maximum of 10 projects. <ul style="list-style-type: none"> <li>• Currently handling 5 or less projects (20%)</li> <li>• Currently handling 6-10 projects (15%)</li> <li>• Currently handling more than 10 projects (0%)</li> </ul>	20%

CRITERIA	Percentage Weight
<b>TOTAL</b>	<b>100%</b>
<b>Factor Rating</b>	
Applicable Experience of the Consultant/Consulting Firm	___*(.50) =
Qualifications of the Principal and Key Personnel to be Assigned to the Project	___*(.30) =
Current Workload relative to Capacity	___*(.20) =

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)**. 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 five (5) months **to commence from the date of acceptance of the Notice to Proceed until the presentation of the final report to TPB.**
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:

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*BAC Secretariat, Tourism Promotions Board*  
*4/F Floor Legaspi Towers 300, Roxas Boulevard, Manila*  
*Tel. Nos. 8525-9318 loc. 273 / 8525-9318 loc. 270*  
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17 March 2021

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