

REQUEST FOR EXPRESSION OF INTEREST (REI No. 2021-004)

CONDUCT OF TOURISM MARKETING EDUCATIONAL SEMINAR 2021

1. The *Tourism Promotions Board (TPB)*, through the *2021 Approved Corporate Operating Budget*, intends to apply the sum of *Two Million Five Hundred Thousand Pesos Only (Php2,500,000.00)*, inclusive of all applicable taxes, being the Approved Budget for the Contract (ABC) to payments under the contract for **REI No. 2021-004 SERVICE PROVIDER FOR THE CONDUCT OF TOURISM MARKETING EDUCATIONAL SEMINAR 2021 / TO DESIGN AND IMPLEMENT AN ONLINE TOURISM MARKETING EDUCATIONAL SEMINAR (WEB CONFERENCE / WEBINAR)**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposal.

Tentative dates

RUN 1: May 19-20, 2021 **RUN 2:** June 23-24, 2021

2. The *TPB* now calls for the submission of eligibility documents for the *SERVICE PROVIDER FOR THE CONDUCT OF TOURISM MARKETING EDUCATIONAL SEMINAR 2021*. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before April 6, 2021 2:00 P.M. send/email to bac_sec@tpb.gov.ph and soc_torres@tpb.gov.ph. The opening of the eligibility documents is on April 6, 2021, 2:30 P.M. via Zoom virtual platform (Zoom Meeting ID: 824 9148 9276, Passcode: 569733). Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from the TPB BAC Secretariat through email address bac_sec@tpb.gov.ph and/or soc_torres@tpb.gov.ph
4. A complete set of Bidding Documents may be acquired by interested Bidders on March 29 to April 26, 2021 by sending your request to bac_sec@tpb.gov.ph and/or soc_torres@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 (Php 5,000.00)**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPs) and the website of TPB, 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 provision of Republic Act (RA) 9184, otherwise known as the “Government Procurement 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:

Evaluation Criteria	Rating	
I. Applicable Experience of the Bidder		55%
A. Years active in the field (25%)	25%	
• Five (5) years and above (25%)		
• Four (4) years and below (0%)		
B. Handled web conference and/or online training sessions	20%	
• Three (3) and above related projects within the last three (3) years (20%)		
• Two (2) and below related projects within the last three (3) years (15%)		
C. Handled similar web conferences/online training sessions (minimum of 2 tourism-related projects/events)	10%	
• Two (2) and above related projects within the last three (3) years (10%)		
• One (1) related projects within the last three (3) years (0%)		
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%
Factor Rating		

I. Applicable Experience of the Bidder	_____ * (.55) =
II. Years of Experience of Personnel Who Will Be Assigned To The Project	_____ * (.30) =
III. Current Workload Relative to Capacity	_____ * (.15) =

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 citizen/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 **TPB** 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 on bids shall be provided in the Instructions to Bidders.
8. 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.
9. The TPB 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:

Ms. Eloisa A. Romero / Mr. Socrates G. Torres
BAC Secretariat, Administrative Department
Tourism Promotions Board
4th Floor Legaspi Towers 300, Roxas Boulevard, Manila
Tel. Nos. 02-525-7312/02 525-9318 loc. 214/215
Email at bac_sec@tpb.gov.ph, soc_torres@tpb.gov.ph
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March 26, 2021



Atty. Venancio C. Manuel III
 Chairperson 
 Bids and Awards Committee