

REQUEST FOR EXPRESSION OF INTEREST

(REI No. 2021-007)

SERVICES OF A MARKETING AGENCY TO PROVIDE A TOURISM PROMOTIONS BOARD MARKETING COORDINATOR FOR SINGAPORE AND MALAYSIA MARKETS

- The **Tourism Promotions Board**, through the **2021 Approved Corporate Operating Budget** intends to apply the sum of **Four Million Nine Hundred Fifty Thousand Pesos only (PHP4,950,000.00)** or **One Hundred Thousand Forty US Dollars and 82/100 only (USD100,040.82)** being the Approved Budget for the Contract (ABC) to payments under the contract for **REI 2021-007: Services of Marketing Agency to Provide a Tourism Promotions Board Marketing Coordinator for Singapore and Malaysia Markets**. The Consulting Services is divided into two lots with the corresponding Approved Budget for the Contracts as follows:

Item	Description	ABC
Lot 1	Marketing Coordinator for Singapore	PHP2,400,000.00 or USD48,000.00
Lot 2	Marketing Coordinator for Malaysia	PHP2,550,000.00 or USD52,040.82
TOTAL ABC		PHP4,950,000.00 or USD100,040.82

Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

- The **Tourism Promotions Board** now calls for the submission of eligibility documents for:

Item	Description	ABC
Lot 1	Marketing Coordinator for Singapore	PHP2,400,000.00 or USD48,000.00
Lot 2	Marketing Coordinator for Malaysia	PHP2,550,000.00 or USD52,040.82

Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **22 April 2021 at 9:30am, send to bac_sec@tpb.gov.ph**. The opening of the eligibility documents is on **22 April 2021, 10:00am via the Zoom virtual platform**. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

- Interested bidders may obtain further information from the **BAC Secretariat** of the **Tourism Promotions Board** through emails bac_sec@tpb.gov.ph and/or janet_villafranca@tpb.gov.ph. The Secretariat will attend to your email during the office hours from 9:30am – 6:30pm.

4. A complete set of Bidding Documents may be acquired by interested Bidders on **14 April – 19 May 2021**, send your request to 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. The cost of Bidding Documents for any lot or all lots is in the amount of **Five Thousand Pesos Only (Php5,000.00) or the US Dollar equivalent using the effective exchange rate of the Bangko Sentral ng Pilipinas at the time of purchase of the Bidding Documents.**

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. The criteria and rating system for short listing for Lots 1 and 2 with a passing score of 80% are:

ELIGIBILITY CHECK AND SHORTLISTING CRITERIA AND RATING		% Weight
1	Applicable experience of the Bidder	50
	Years active in the industry	
	<i>a) Above 3 years – 50%</i>	
	<i>b) At least 3 years – 35%</i>	
2	Years of Experience of Principal and Key Staff	30
	<p><i>Required minimum 3 years of experience of the key personnel in organizing/implementing marketing events/projects/activities</i></p> <ul style="list-style-type: none"> <i>• Marketing Director above three years’ experience (1) – 20%</i> <i>At least three years – 15%</i> <i>Below three-year experience – 0%</i> <i>• Marketing/Project Assistants above three years’ experience (2) – 10%</i> <i>At least three years – 5%</i> <i>Below three-year experience – 0%</i> 	
3	Current Workload Relative to Capacity	20
	Number of ongoing projects/accounts as of 2021 being handled of similar scope and nature	
	<i>a) Below 5 projects -20%</i>	
	<i>b) 5 and above projects – 15%</i>	
Total		100%

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 open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA 9184.

7. 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.
8. The contract shall be completed within **six (6) months** to commence from the date of the Consultant's acceptance of the Notice to Proceed until the acceptance of TPB of all the reports.
9. 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.
10. For further information, please refer to:

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14 April 2021


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