

REQUEST FOR EXPRESSION OF INTEREST (REI No. 2021-008)

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 *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 (subject to change)

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 28, 2021 10:00 A.M. send/email to bac_sec@tpb.gov.ph and soc_torres@tpb.gov.ph. The opening of the eligibility documents in on April 28, 2021, 2:00 P.M. via Zoom virtual platform. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

Zoom Meeting ID: 858 0062 8387

Passcode: 279865

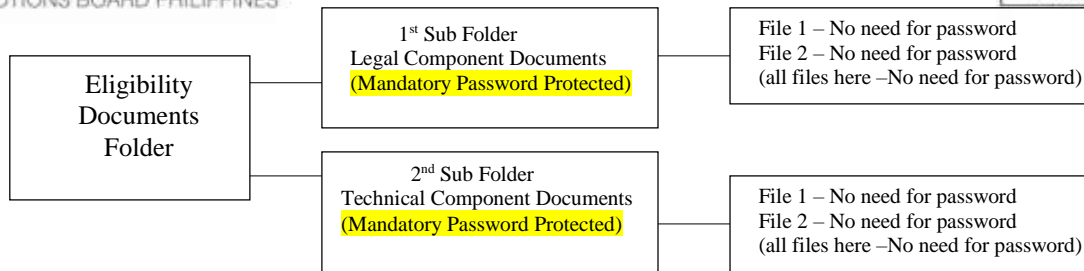
Instructions for submission of Eligibility Documents:

Bidders are instructed to submit in electronic bid submission, to ensure the security, integrity, and confidentiality of the bids submitted the bidders must submit their bid in **two (2) password-protected** compressed archive folder, one each for “Legal Component Documents” and “Technical Component Documents”. The password for “Legal Component Documents” must be **different** to the password for “Technical Component Documents”.

Eligibility Documents Folder

1st Sub-Folder “Legal Component Document” – must be password-protected.

2nd Sub-Folder “Technical Component Document” – must be password-protected (different password).



The passwords for accessing the files will be disclosed by the Bidders only during the actual eligibility opening which may be done face-to-face in person or through videoconferencing, webcasting or similar technology.

Format for the subject title in the email for submission of Eligibility Documents:
Link to Eligibility Documents_Tourism Marketing Educational Seminar 2021

Bidders must request a confirmation if your bid/proposal was received.

Bidders are also instructed to submit the original copy of their bid proposal after the eligibility opening to the BAC Secretariat.

3. Interested bidders may obtain further information from the BAC Secretariat of the Tourism Promotions Board 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 **April 19, 2021 to May 17, 2021 (9:30 A.M.)** send 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 the TPB, provided that Bidders shall pay the applicable fee for the Bidding Document not later that 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 9184 (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%	
<ul style="list-style-type: none"> Three (3) and above related projects within the last three (3) years (20%) 		
<ul style="list-style-type: none"> 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%	
<ul style="list-style-type: none"> Two (2) and above related projects within the last three (3) years (10%) 		
<ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> 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) =

(85% Passing Rate)

Short listed bidders are required to present their plan of approach for the project (maximum of 15 minutes)

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 bid 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 and/or from the date of acceptance of the Notice to Proceed until the presentation of the final report and all deliverable to TPB.

Phase	Percentage of Payment
Phase 1: Upon submission of the design and training module based on chosen topic/s, Statement of Account, list of qualified speakers, and the required eligibility requirements stated in item VI.	15% of the total contract price
Phase 2: Upon approval of training module, presentation of program concept, list of confirmed speakers, online registration form and conduct of technical rehearsal prior to Run 1.	25% of the total contract price
Phase 3: Upon completion of Run 1 and the submission of the following: 1. Statement of Account 2. Two (2) copies of the approved Program 3. Three (3) copies of the course module and Terminal Report 4. Print-out of e (1) sample of Certificate of Participation Certificates of Participation and Attendance 5. Print-out of Speaker's Presentation	25% of the total contract price
Phase 4:	25% of the

<p>Upon approval of training module, presentation of program concept, list of confirmed speakers, online registration form and conduct of technical rehearsal prior to Run 2.</p>	<p>total contract price</p>
<p>Phase 5: Upon completion of Run 2 and the submission of the following:</p> <ol style="list-style-type: none"> 1. Statement of Account 2. Two (2) copies of the approved Program 3. Three (3) copies of the course module and Terminal Report 4. Print-out of e (1) sample of Certificate of Participation Certificates of Participation and Attendance 5. Print-out of Speaker's Presentation 6. Data analytics report, database and all recorded content 	<p>10% of the total contract price</p>

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
Land Line 02-8 525 93 18 loc. 261
Mobile Number: 0998 9732874

April 15, 2021



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