

REQUEST FOR EXPRESSION OF INTEREST FOR (REI NO. 2021 – 011)

Services of an Event Management Company for the 7th and 8th Regional Travel Fair (Hybrid) – Regions VIII and IX: Eastern Visayas in June 2021 and Zamboanga Peninsula in November 2021

1. The **Tourism Promotions Board**, through the **2021 Approved Corporate Operating Budget¹** intends to apply the sum of **Two Million Six Hundred Thousand Pesos Only (PhP2,600,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **REI No. 2021 – 011: Services of An Event Management Company for the Regional Travel Fair (Hybrid)** broken down below for the following lots with details as follows:

Lots	Region	Date of the Event	Approved Budget for the Contract (ABC)
1	Region VIII – Eastern Visayas	25 – 27 June 2021	One Million Three Hundred Thousand Pesos Only (PhP1,300,000.00)
2	Region IX – Zamboanga Peninsula	6 – 8 November 2021	One Million Three Hundred Thousand Pesos Only (PhP1,300,000.00)

Interested bidders may participate per lot or all provided that the Eligibility documents must be completed as prescribed in EDS and shall be submitted per lot basis. 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 **Services of An Event Management Company for the Regional Travel Fair (Hybrid)²**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **30 April 2021 at 09:30 A.M., send to bac_sec@tpb.gov.ph**. The

¹ In the case of National Government Agencies, the General Appropriations Act and/or continuing appropriations; in the case of GOCCs, GFIs, and SUCs, the Corporate Budget for the contract approved by the governing Boards; in the case of LGUs, the Budget for the contract approved by the respective Sanggunian. (Section 5(a), R.A. 9184)

² A brief description of the terms of reference of the Consulting Service should be provided, including outputs/deliverables, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation.

opening of the eligibility documents is on **30 April 2021** via **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 emails **bac_sec@tpb.gov.ph** and/or **farhan_ambiong@tpb.gov.ph** and inspect the Bidding Documents during office hours from **08:00 A.M. – 05:00 P.M.**
4. A complete set of Bidding Documents may be acquired by interested Bidders on **22 April – 24 May 2021**, send your request to **bac_sec@tpb.gov.ph** and/or **farhan_ambiong@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)** ³**prospective bidders** who will be entitled to submit bids.
6. The criteria and rating system for short listing are:

PARTICULARS		RATING
I. APPLICABLE EXPERIENCE OF THE BIDDER		60%
A.	Nature of Operation and Specialization	25%
	The bidder should specialized in design virtual/online platform for company brand activation campaigns, events and exhibition as evidenced by the statement of previous and ongoing contracts.	
B.	Three (3) Similar Projects handled	20%
	More than 3 projects (20%)	
	At least 2 projects (15%)	
	Below 0 projects (0%)	
C.	Contract cost of completed projects in the last 3 years	15%
	At least 3 projects with contract cost equal to or greater than the ABC (15%)	

³For World Bank financed contract, the short list should be six (6) Consultants.

	At least 1 project with contract cost equal to or greater than the ABC (5%)	
	No previous and ongoing contracts cost equal to or greater than the ABC (0%)	
II. QUALIFICATION OF PERSONNEL WHO MAY BE ASSIGNED TO THE JOB		30%
	Bidder should STRICTLY comply with required minimum number of personnel and the minimum number of years of experience per position as indicated in Section VI-D of the Technical Eligibility Requirements	
III. NUMBER OF ONGOING PROJECTS BEING HANDLED OF SIMILAR SCOPE AND NATURE vis-à-vis CAPACITY		10%
	The bidders capacity (manpower and financial capacity) should STRICTLY compensate the number of ongoing projects handled of similar scope and nature	
	TOTAL	

Criteria	Percentage Weight
Total	100%
Factor Rating	
Applicable Experience of the Bidder	_____ * (.60) =
Qualification of Personnel who may be assigned to the job	_____ * (.30) =
Number of ongoing projects being handled of similar scope and nature vis-à-vis capacity	_____ * (.10) =

Passing Score: **80%**

- 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.

- The Procuring Entity shall evaluate bids using the **Quality – Cost Based Evaluation/Selection (QCBE/QCBS)**. The **Tourism Promotions Board** 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 on the below provided dates **to commence from the date of acceptance and receipt of the approved Notice to Proceed (NTP)**, with details as follows:

Lots	Region	Date of the Event
1	Region VIII – Eastern Visayas	25 – 27 June 2021
2	Region IX – Zamboanga Peninsula	6 – 8 November 2021

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:


Eloisa A. Romero/Farhan M. Ambiong
BAC Secretariat, Tourism Promotions Board
4th Floor Legaspi Towers 300, Roxas Boulevard, Manila
Tel. No. (8) 525-9318 local 268
E-mail: bac_sec@tpb.gov.ph/farhan_ambiong@tpb.gov.ph

12. As may visit the **Tourism Promotions Board (TPB)** and other websites:

For downloading of Bidding Documents: www.tpb.gov.ph.
For the actual posting of the requirement: www.philgeps.gov.ph.

22 April 2021



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