

REQUEST FOR EXPRESSION OF INTEREST (REI 2021-013)

Services of an Event Management Company for Philippine Travel Exchange (PHITEX) 2021

1. The **Tourism Promotions Board** through the **2021 Approved Corporate Operating Budget** intends to apply the sum of **Five Million Pesos Only (PhP5,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **REI 2021-013: Services of an Event Management Company for Philippine Travel Exchange (PHITEX 2021)**. 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 Philippine Travel Exchange (PHITEX 2021)**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **24 June 2021 at 9:30am**, send to bac_sec@tpb.gov.ph. 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 janet_villafranca@tpb.gov.ph.
4. A complete set of Bidding Documents may be acquired by interested Bidders on **16 June – 19 July 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, in the amount of **Five Thousand Pesos Only (PhP5,000.00)**.
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 are:

	PARTICULARS	%	RATING
I.	Applicable Experience of the Event Management Company		50%

	a.	At least 5 years of experience in handling similar nature of work		
		More than 5 years and above of experience (30%)		
		At least 5 years of experience (25%)		
		Below 5 years of experience (0%)		
	b.	Successfully implemented similar projects within the last 5 years (minimum of 10 projects with at least 1 government client) <i>Based on submitted Certificates of Project Completion showing satisfactory delivery of service.</i>		
		Minimum of 10 projects, with 2 or more government client (20%)		
		Minimum of 10 projects, with 1 government client (15%)		
		Less than 10 projects and no government client (0%)		
II.		Qualification of personnel who may be assigned to the project		30%
		All key personnel should have minimum 3 years of relevant experience in the conduct of similar work		
		All key personnel have more than 3 years of relevant work experience (30%)		
		All key personnel have 3 years of relevant work experience (25%)		
III.		Current Workload relative to Capacity		20%
		Currently handling 5 or less projects (20%)		
		Currently handling 6-10 projects (15%)		
		Currently handling more than 10 projects (0%)		
		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 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.

7. The Procuring Entity shall evaluate bids using the **Quality-Cost Based Evaluation/Selection (QCBE/S)**. 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 two (2) months **to commence from the date of acceptance of the Notice to Proceed until the acceptance of the final report to TPB.**

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:

Eloisa A. Romero / Janet G. Villafranca
BAC Secretariat, Tourism Promotions Board
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Tel. Nos. 8525-9318 loc. 273 / 8525-9318 loc. 270
Email: bac_sec@mis.tpb.gov.ph/bac_sec@tpb.gov.ph/janet_villafranca@tpb.gov.ph
Website: www.tpb.gov.ph

16 June 2021



ATTY. VENANCIO C. MANUEL III

Chairperson

Bids and Awards Committee

