

10 June 2021

REQUEST FOR PROPOSAL

RFP No. **TPB-PR 2021.06.215**

Requirement: Service Provider for the Facilitation of the Annual Quality Management System (QMS) Planning Session of the TPB for FY 2022

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The **TOURISM PROMOTIONS BOARD** invites a **Consultant/Service Provider** to submit a proposal for the **Procurement of the Service Provider for the Facilitation of the Annual Quality Management System (QMS) Planning Session of the TPB for FY 2022**. The complete details of the requirement are provided in the Terms of Reference attached hereto.

Please submit your **proposal** together with the **eligibility and technical documents** enumerated below to email address **bac_sec@tpb.gov.ph/janet_villafranca@tpb.gov.ph** not later than **22 June 2021, until 5:00pm**. The **Approved Budget for the Contract (ABC)** is **One Million Five Hundred Thousand Pesos Only (Php1,500,000.00)**.

The **submission of the proposal and other documents shall be in one (1) compressed file folder and must be password-protected, any submission not in this format shall not be considered**. Passwords will only be sent to the above-mentioned email address only upon the request of the BAC Secretariat after the deadline of the submission of proposal. For easy identification of email, the subject shall be in this format: **QMS Planning FY2022_<Company Name>** .

The following are the documents for submission:

- A. Eligibility Documents
 1. PhilGEPS Registration Certificate
 2. Articles of Incorporation, CDA or DTI Certificate
 3. Mayor's/Business Permit
 4. Tax Clearance
 5. Audited Financial Statement

- B. Technical Documents using the forms in the Bidding Documents for Consulting
 1. Statement of the prospective bidder of all ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the last **Five (5) years** prior to the deadline for the submission and receipt proposal. The statement shall include for each of the contract the following:
 - a. the name and location of the contract;

- b. date of award of the contract;
 - c. type and brief description of consulting services;
 - d. consultant's role (whether main consultant, subconsultant, or partner in a JV)
 - e. amount of contract;
 - f. contract duration; and
 - g. certificate of satisfactory completion or equivalent document issued by
 - h. the client, in the case of a completed contract;
2. TPF1. Cover Letter of the Technical Proposal
 3. TPF4. Description of the Methodology and Work Plan for Performing the Project
 4. TPF5. Team Composition and Task ^[L]_[SEP]
 5. TPF6. Format of Curriculum Vitae (CV) for Proposed Professional Staff ^[L]_[SEP]
 6. TPF8. Activity (Work) Schedule.
 7. Sworn Statement (use the revised form attached)
- C. Financial Documents using the forms in the Bidding Documents for Consulting
1. FPF 1. Financial Proposal Submission
 2. FPF 2. Summary

Bidders are required to prepare a 20-minute presentation of the plan of approach and methodology. Your proposal shall be rated based on the criteria provided in the Terms of Reference.

The winning bidder is required to submit a performance security prior to the signing of the contract, which shall remain valid until the issuance by the Procuring Entity of the Certificate of Final Acceptance.

The performance security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank;	Five percent (5%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and/or	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

The procurement of the requirement will be undertaken through Negotiated Procurement - Two Failed Biddings with the provision of Section 53.1 of the Act and the revised IRR following the procedure as prescribed in Annex "H" of the revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Law.

For any clarification, you may send an email to the BAC Secretariat at the addresses stated above.

Thank you very much.



ELOISA A. ROMERO

Head, Procurement and General Services Division