

Guidelines on the Electronic Submission of Bids for Public Bidding/Competitive Bidding (Goods, Consulting, and Infrastructure)

Pursuant to the Government Procurement Policy Board (GPPB) Resolution 12-2020, the Tourism Promotions Board (TPB) Bids and Awards Committee (BAC) shall adopt these measures for the efficient conduct of all procurement activities during a State of Calamity, or implementation of community quarantine or similar restrictions. One such measure is for TPB to allow the online or electronic submission and receipt of bids for procurement modalities where a two-envelope procedure or sealed price quotation is required, until such time as the online bidding facility under the modernized Philippine Government Electronic Procurement System (mPhilGEPS) becomes fully operational. Stated herein are the TPB guidelines for the electronic bid submission:

I. What to submit

The bid for submission as indicated in the Invitation to Bid (ITB) and Terms of Reference (TOR) must be submitted in a password-protected Portable Document File (PDF) file format, by email to the address below.

II. Where to submit

Submissions must be sent by e-mail to bac_sec@tpb.gov.ph.

III. When to submit

Submissions must be sent on or before the deadline indicated in the ITB, without providing the password yet. The password must be sent to the same email thread upon the request of the presiding BAC representative during the bid opening.

The authorized presiding BAC representative under Section 12.4 of the Revised Implementing Rules and Regulations of Republic Act (R.A.) No. 9184 are the BAC Chairperson or, in his/her absence, the BAC Vice Chairperson.

IV. How to submit

A. Eligibility Checking and Shortlisting (for Consulting only)

1. The eligibility documents must be submitted in a password-protected compressed folder sent to the above-mentioned e-mail address, on or before the deadline set in the ITB.
2. The subject title of the e-mail must be in this format:
Link to Eligibility Documents_<Project Title>
3. Filenames must adopt the headings found under Section II-C 12 and 13 of the Philippine

Bidding Documents from TPB i.e.

Folder name: "Eligibility Documents"

Filenames:

"(i) PhilGEPS Certificate of Registration"

"(ii) Statement of all its ongoing government and private contracts"

"(iii) NFCC computation"

Folder name: "Technical Documents"

Filenames:

"(i) Bid Security"

"(ii) Conformity with technical specifications"

"(iii) Sworn Statement"

Folder name: "Financial Documents"

4. The folders must be password-protected, and passwords will only be sent to the above-mentioned email address only upon the request of the presiding BAC representative during the bid opening.
5. For modification of bids, the subject title must be in this format, and submitted by email before the deadline for the submission and receipt of bids:
Link to Modification: Technical Documents_<Project Title>
Link to Modification: Financial Documents_<Project Title>
6. The timestamp as reflected on the BAC Secretariats' official email shall be the basis of the official time the documents are received. The BAC Secretariat shall generate an email response confirming the time and date of receipt of the links to the eligibility documents.

B. Technical and Financial Bid Submission

1. The Technical and Financial Documents must be submitted separately in compressed archive folders, with the link sent by email to the above-mentioned address, on or before the deadline set in the ITB.
2. The subject title of the e-mail must be in this format:
Link to Technical Documents_<Project Title>
Link to Financial Documents_<Project Title>
3. Filenames must adopt the headings found under Section II-C 12 and 13 of the Philippine Bidding Documents from TPB, as described above.

4. The folders must be password-protected, and passwords will only be sent to the above-mentioned email address only upon the request of the presiding BAC representative during the bid opening meeting.
5. Modification of bids shall be allowed. Prospective bidders shall send another bid by email equally secured and properly identified as per above-mentioned guidelines.

The subject title must be in this format, which shall be submitted by email before the deadline:

Link to Modification: Eligibility Documents_<Project Title>

6. The timestamp as reflected on the BAC Secretariats' official email shall be the basis of the official time the documents are received. The BAC Secretariat shall generate an email response confirming the time and date of receipt of the links to the financial and technical proposals.

C. Opening and Presentation of Bids

1. Bids where Technical Proposals and Financial Proposals are submitted in a single link or folder shall be automatically declared non-complying.
2. Bids which are either untitled/unmarked (as to the subject title of the e-mail, links and the folder) or has not been placed in compressed archive folders shall be rejected.

Unsealed or unmarked bid envelopes, or in case of electronic bid submission, Bidding Documents not in compressed archive folders and are not password-protected, shall be rejected. However, bid envelopes that are not properly sealed and marked or not properly compressed and password-protected, as required in the Bidding Documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or improperly compressed or password-protected folder, or for its premature opening.

3. To attend the bid opening, the bidder must have a stable internet connection min. 8mbps to maintain live video connection. Invitations and link to the bid opening shall be sent by email. The prospective bidders shall submit to the BAC Secretariat the ID copy with photo and email address of their representative/s, minimum of two (2) representatives and maximum of four (4) representatives to the opening of bids. The BAC Secretariat shall include the email address to the list of attendees to be invited to the TPB BAC official video conferencing platform, Zoom, as provided in the Bidding Documents.
4. Identified bid opening and other related meetings as indicated in the ITB shall be held

via the TPB BAC official video conferencing platform, Zoom as provided in the Bidding Documents. Once a quorum is determined, the prospective bidders shall provide access to the first link to the compressed archive folder containing the Technical Proposal only upon the request of the presiding BAC representative. The same shall apply to access the second link to the compressed archive folder containing the Financial Proposal only upon the request of the presiding BAC representative.

5. As soon as the prospective bidders provide the password, the BAC Secretariat shall give all BAC members, observers, and the Technical Working Group in attendance during the Opening of Bids an access to the documents.
6. Simultaneously, all BAC representatives mentioned in Item C-5 shall examine and deliberate based on the documents at hand and make decisions thereafter.
7. The meeting shall be recorded and documented with minutes of meeting. All documents related to the bid opening shall be compiled for future reference.

D. Post-qualification

1. The selected bidder who will undergo post-qualification shall be asked to submit faithful reproduction of the electronic submission, in two copies, originally signed, for post-qualification purposes.

The above-mentioned guidelines and procedures shall conform to related GPPB issuances without prejudice to the provisions of R.A. No. 9184 and its Revised Implementing Rules and Regulations.

Bids and Awards Committee
Tourism Promotions Board