

REQUEST FOR EXPRESSION OF INTEREST FOR (REI NO. 2021 – 015)

Services of an I.C.T. Company to provide a virtual event platform for the Philippine Travel Exchange (PHITEX) 2021

1. The **Tourism Promotions Board**, through the **2021 Approved Corporate Operating Budget (COB)**¹ intends to apply the sum of **Two Million Eight Hundred Thousand Pesos Only (PhP2,800,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **REI No. 2021 – 015: Services of an I.C.T. Company to provide a virtual event platform for the 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 I.C.T. Company to provide a virtual event platform for the Philippine Travel Exchange (PHITEX) 2021**². Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **12 July 2021 at 10:30 A.M.**, send to bac_sec@tpb.gov.ph. The opening of the eligibility documents is on **12 July 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 **2 – 28 July 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.

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.

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

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	
	Must be an ICT related company that has relevant experience in providing virtual event platform/website that is fully customizable (15%)	
	Number of years in operation: - More than five (5) years in operation (15%) - At least five (5) years in operation (10%)	
	Number of years of experience in handling similar nature of work relevant to the requirements: - More than 2 years and above of experience (15%) - At least 2 years of experience (10%)	
	Implemented similar projects within the last 2 years <i>Based on submitted Certificates of Project Completion showing satisfactory delivery of service.</i> - Implemented more than 5 projects (15%) - Implemented at least 5 projects (10%)	
II. QUALIFICATION OF PERSONNEL WHO MAY BE ASSIGNED TO THE PROJECT		25%
	All key personnel have more than 2 years of relevant work experience (25%)	
	All key personnel have 2 years of relevant work experience (20%)	
III. CURRENT WORKLOAD RELATIVE TO CAPACITY		15%
	Currently handling 5 or less projects (15%)	
	Currently handling 6-10 projects (10%)	
	Currently handling more than 10 projects (5%)	
TOTAL		100%

Criteria	Percentage Weight
Total	100%
Factor Rating	
Applicable Experience of the Bidder	____ * (.60) =
Qualification of Personnel who may be assigned to the job	____ * (.25) =
Current Workload relative to Capacity	____ * (.15) =

Passing Score: **80%**

7. 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.

8. 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:

Accomplishments	Date of Implementation (After receipt of the NTP)
1. Timeline and Gantt Chart (approved by TPB) 2. Design conceptualization for Virtual Event platform	First Week
3. Acceptance and approval of design template	Second Week
4. Upon presentation of final dry run / tech check	Third Week
5. Complete implementation of all approved deliverables 6. Full completion of deliverables to TPB	After the one (1) month extension

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.

2 July 2021



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