

**INVITATION TO BID  
(ITB) NO. 2021-018**

**SERVICES OF AN EVENT MANAGEMENT COMPANY FOR THE IMPLEMENTATION OF  
THE SUSTAINABLE COMMUNITY-BASED TOURISM WORKSHOPS**

1. The **Tourism Promotions Board**, through the **2021 Approved Corporate Operating Budget** intends to apply the sum of **Four Million Pesos Only (PhP4,000,000.00)** being the ABC to payments under the contract for **“Services of an Event Management Company for the Implementation of the Sustainable Community-Based Tourism Workshops”/ITB No. 2021-018**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Tourism Promotions Board** now invites bids for the above Procurement Project. Delivery of the Goods shall be **completed within a period of five (5) months** to commence from acceptance of the Notice to Proceed. Bidders should have completed, **within the last five (5) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary *“pass/fail”* criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from **Tourism Promotions Board** through its Bids and Awards Committee Secretariat via emails: **bac\_sec@tpb.gov.ph and/or janet\_villafranca@tpb.gov.ph** during the office hours from 9: 30am – 6:30pm.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **24 September – 22 October 2021** by sending your request to **bac\_sec@tpb.gov.ph and/or janet\_villafranca@tpb.gov.ph** or by downloading

through the **PhilGEPS and TPB website** 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)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees **through electronic means**.

Payment can be made through the TPB Landbank Account or the TPB Cashier. Please email the BAC Secretariat a copy of the **bank transmittal slips or the official receipt** on or before the deadline for the submission of bids.

Bank Details:  
Land Bank of the Philippines  
Sheraton Century Park Branch  
Tourism Promotions Board  
A/C No. 1772-1034-13

6. The **Tourism Promotions Board** will hold a **Pre-Bid Conference** on **05 October 2021 at 1:30pm** through video conferencing or webcasting via the **Zoom** virtual platform, which shall be open to prospective bidders. Interested bidders shall send an email to the BAC Secretariat to secure a link to the Conference.
7. Bids must be duly received by the BAC Secretariat through online or electronic submission as indicated below, on or before **22 October 2021 at 9:30am**. Late bids shall not be accepted.

The **Technical and Financial Documents** must be submitted separately in a compressed archive folder, the link/compressed folders shall be sent by email to the **bac\_sec@tpb.gov.ph** on or before **22 October 2021 at 9:30am**.

The **folders must be password-protected**, password will only be sent to the above- mentioned email address only upon the request of the presiding BAC representative during the bid opening.

The subject title of the e-mail must be in this format:

**Technical Documents\_<Company Name>\_<EMC for SCBT Workshops>**  
**Financial Documents\_<Company Name>\_<EMC for SCBT Workshops>**

Filename for the content of the Technical Documents shall be as follows:

1. PhilGEPS Certificate
2. Mayor's or Business Permit
3. Tax Clearance
4. Statement of Ongoing Gov't and Private Contracts
5. Statement of the SLCC

6. Bid Security
7. Conformity with the Technical Specifications
8. Omnibus Sworn Statement
9. Audited Financial Statement
10. Net Financial Contracting Capacity
11. Joint Venture Agreement (if applicable)

Filename for the content of the Financial Documents shall be as follows:

1. Financial Bid
  2. Price Schedule
  3. Other Documentary Requirements (if applicable)
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
  9. Bid opening shall be on **22 October 2021 at 10:00am** via the **Zoom** virtual platform. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
  10. The address for submission of bids is via E-mail, send to the BAC Secretariat's official email address: **bac\_sec@tpb.gov.ph**

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/compressed folder of the financial and technical proposals.

The address for the opening of bids is via **Zoom** virtual platform, the link shall be provided to prospective bidders who submitted the bid on or before **22 October 2021 at 9:30am**.

E-mail the BAC secretariat of the name and email address of your representatives once the bid submission is duly acknowledged. As much as practicable a maximum of four (4) representatives per company is recommended.

For proper identification and to be acknowledged in the meeting, the name of the representative/s shall be in this format: **<Company Name>\_<Name of representative>**

11. 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 Sections 35.6 and 41 of the 2016 revised IRR

of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

*Eloisa A. Romero / Janet G. Villafranca*  
*BAC Secretariat, Tourism Promotions Board*  
*4/F Floor Legaspi Towers 300, Roxas Boulevard, Manila*  
*Tel. Nos. 8525-9318 loc. 273 / 8525-9318 loc. 270*  
*Email: bac\_sec@tpb.gov.ph/ janet\_villafranca@tpb.gov.ph*  
*Fax No. (02) 8526-5971*  
*Website: ww.tpb.gov.ph*

13. You may visit the following websites:

For downloading of Bidding Documents: ***www.philgeps.gov.ph*** or  
***www.tpb.gov.ph***

*24 September 2021*

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

