

**INVITATION TO BID
(ITB) NO. 2021-022**

**SERVICES OF AN EVENT MANAGEMENT COMPANY FOR THE PHILIPPINES
PARTICIPATION IN EXPO 2020 DUBAI**

1. The **Tourism Promotions Board**, through the **2021 Approved Corporate Operating Budget** intends to apply the sum of **Sixteen Million Five Hundred Fifty Thousand Pesos Only (Php16,550,000.00)** being the ABC to payments under the contract for **“Services of an Event Management Company for the Philippines Participation in Expo 2020 Dubai” /ITB No. 2021-022**. 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 is required by **December 2021 until February 2022**. Bidders should have completed, within **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 open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.
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 **14 October – 03 November 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 **Twenty Five Thousand Pesos Only (Php25,000.00)**. 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:

Account Name : Tourism Promotions Board
Current Account Number : 1772-1034-13
Bank Name : Land Bank of the Philippines
Bank Branch : Century Park (Harrison Plaza) Branch
Bank Address : G/F Century Park Hotel
599 P. Ocampo St. cor. Adriatico, Malate,
Manila
Swift Code : TLBPPHMMXXX

6. The **Tourism Promotions Board** will hold a **Pre-Bid Conference** on **22 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 **03 November 2021 at 10:00AM**. 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 **03 November 2021 at 10:00AM**

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 Expo Dubai >
Financial Documents_<Company Name>_<EMC for Expo Dubai>

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 **03 November 2021 at 10:30AM** 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 **03 November 2021 at 10:00AM**

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: www.tpb.gov.ph

13. You may visit the following websites:

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

14 October 2021



MARIAN SARAH C. GARATE
Vice-Chairperson
Bids and Awards Committee

