

19 November 2021

## REQUEST FOR PROPOSAL

RFP No. **TPB-PR 2021.11.431**

**Requirement: Service Provider for the Enhancement of the TPB's Business  
Development Mandate**

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1. The **Tourism Promotions Board (TPB)** invites a **Consultant/Service Provider** to submit a proposal for the procurement of the **Service Provider for the Enhancement of the TPB's Business Development Mandate**. The **Approved Budget for the Contract (ABC)** is **Two Million Pesos Only (PhP2,000,000.00)**. 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 the **Proposal** together with the **Legal and Technical Documents** enumerated below, on or before **29 November 2021 at 10:00AM**. Late submission shall not be accepted.

The proposal must be submitted in compressed archive folder, link/compressed folder must be duly received by the BAC Secretariat on or before **29 November 2021 at 10:00AM, send to bac\_sec@tpb.gov.ph**.

The **folder 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 of the email shall be in this format: **2FB\_Business Plan\_<Company Name>**.

**Proposal that are not properly compressed or password-protected 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 misplacements of the contents of the improperly compressed or password-protected folder or for its premature opening.**

3. The following are the documents for submission:
  - A. Legal Documents
    1. PhilGEPS Registration Certificate
    2. Articles of Incorporation, CDA or DTI Certificate
    3. Valid Mayor's/Business Permit
    4. Tax Clearance
    5. Latest Audited Financial Statement

B. Technical Documents (using the forms in the Bidding Documents for Consulting 5<sup>th</sup> Edition)

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 **three (3) 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
5. TPF6. Format of Curriculum Vitae (CV) for Proposed Professional Staff
6. TPF8. Activity (Work) Schedule.
7. Sworn Statement (using the revised form)

C. Financial Documents (using the forms in the Bidding Documents for Consulting 5<sup>th</sup> Edition)

1. PPF 1. Financial Proposal Submission
  2. PPF 2. Summary
4. The opening of the proposals is on **29 November 2021 at 10:30am** via the **Zoom** virtual platform. Proposals will be opened in the presence of the bidders' representatives who choose to attend the activity.
5. 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 link/compressed folder of the proposal.

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 **29 November 2021 at 10:00AM**

6. 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.
7. The TPB shall evaluate the proposals using the **Quality-Cost Based Evaluation/Selection (QCBE/QCBS)**. The Procuring Entity shall indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation of the proposal is provided in the Terms of reference
8. The winning bidder shall be 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.
9. 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%)
(d) Performance Securing Declaration using the prescribe form, subject to the terms and conditions specified in GPPB Resolution No. 09-2020	n.a.

10. The procurement of the requirement shall 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.
11. Attached hereto are the Terms of Reference, TPB's Strategic Map, and the Organizational Chart.

12. For any clarification, you may send an email to the BAC Secretariat at the following email addresses:

*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  
Website: ww.tpb.gov.ph*

Thank you,



**ELOISA A. ROMERO**

Head, Procurement and General Services Division