

**Invitation to BID**  
**for the Courier Service Provider of Collateral Materials of**  
**MARCOM and DOMESTIC Departments under Single year**  
**Framework Agreement**  
**(TPB-ITB No. 2022-004)**

1. The **Tourism Promotions Board (TPB)**, through the Corporate Budget FY 2022, intends to apply the sum of **Five Million Five Hundred Thousand Pesos (Php5,500,000.00) for 2 Lots projects**, inclusive of all applicable taxes, being the ABC to payments under the contract for the **Courier Service Provider of Collateral Materials of Marketing Communications Department (MARCOM) Lot 1 and Domestic Department Lot 2 under Single year duration of contract Framework Agreement of each lot**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Lot 1: Courier Service Provider of Collateral Materials for  
MARCOM Department

Amount: Php 4,000,000.00

Lot 2: Courier Service Provider of Collateral Materials for  
Domestic Department

Amount: Php 1,500,000.00

2. The TPB now invites bids for the above Procurement Project. **Delivery of the Goods and services is as per schedule indicated in the Call-Off Order**. 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 **TPB – Bids and Awards Committee Secretariat** and inspect the Bidding Documents at the address given below from 8:00 a.m. to 5:00 p.m. Monday to Friday excluding holidays.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **March 22 to April 18, 2022** from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB*.

The cost of bidding documents shall correspond to the ABC range as indicated in the table below. This shall be the maximum amount of fee that procuring entities can set for the acquisition of bidding documents.

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
500,000 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00

Bidding Document Amount: Php 5,000.00 for Lot 1

Bidding Document Amount: Php 5,000.00 for Lot 2

Bidding Document Amount: Php 10,000.00 for Lot 1 and Lot 2

6. The TPB will hold a Pre-Bid Conference on **April 6, 2022, 2:00 p.m.** through video conferencing or webcasting *via Zoom Link* which shall be open to prospective bidders  
Zoom Meeting ID:999 2024 9081 Passcode: 638032

7. Bids must be duly received by the BAC Secretariat through online or electronic submission as indicated below, on or before **April 18, 2022, 10:00 a.m.** Late bids shall not be accepted.

Instructions for submission of bid/proposal:

Bidders are instructed to submit in electronic bid submission, to ensure the security, integrity, and confidentiality of the bids submitted the bidders must submit their bid in **password-protected** compressed archive folder.

**1st Sub Folder Technical Component Folder includes the following scan copy:**

***Class "A" Documents***

**Legal Documents**

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**and**
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

**Technical Documents**

- (e) Statement of the prospective bidder of all its ongoing government and private contracts **within five (5) years**, including contracts awarded but



not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**

- (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid **within five (5) years**, contract should at least be **fifty percent (50%) of the ABC**; **and**
- (g) Bid Security. Notarized Bid Securing Declaration or Cash or cashier's/Manager's check. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Notarized Bid Securing Declaration;  
**and**
- (h) Conformity with the Technical Specifications; **and**
- (i) Notarized Omnibus Sworn Statement (OSS) Revised issue; **and** if applicable, Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
- (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC), computation must be at least equal to ABC; **or** A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

#### ***Class "B" Documents***

- (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;  
**or**  
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

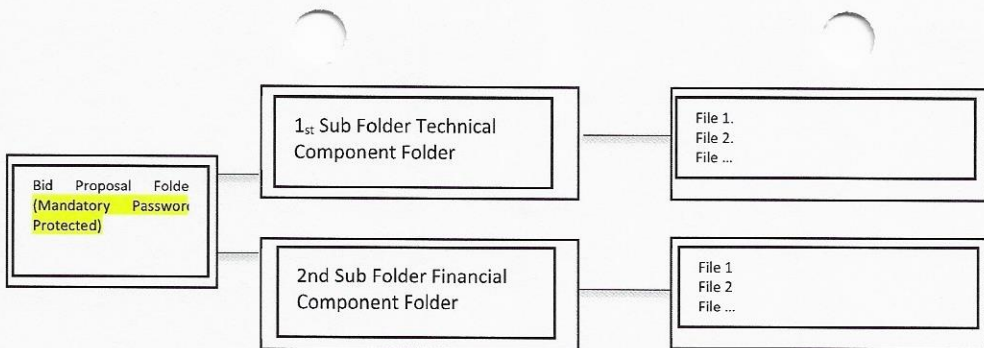
#### **2<sup>nd</sup> Sub Folder: Financial Component Folder include scan copy of:**

- (m) Duly signed and accomplished Financial Bid Form; **and**
- (n) Duly signed and accomplished Price Schedule(s).

Please submit your electronic bid/proposal to all of the following email add:  
[bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph), cc [soc\\_torres@tpb.gov.ph](mailto:soc_torres@tpb.gov.ph),

Request a confirmation if your bid proposal was received by BAC Secretariat

The Bidders are also instructed to submit the hard copy of their bid proposal before the Online Bid Opening or within 3 days after the Online Bid Opening to TPB BAC Secretariat



Suggested format for the subject title in the email for submission of Bid Proposal Documents:

**Link to Bid Proposal Docs\_ Lot 1 Courier Service Provider ITB No. 2022-004**

**Link to Bid Proposal Docs\_ Lot 2 Courier Service Provider ITB No. 2022-004**

**Note: for bidders who want to submit more than 1 Lot, submit your complete bids (Technical, Legal, and Financial) proposal separately for each Lot.**

The passwords for accessing the files will be disclosed by the Bidders only during the actual opening of the bids which may be done in person or face-to-face through video conferencing, webcasting or similar technology. Bidder's representative/s are instructed to attend the Bid Proposal Opening.

The timestamp as reflected on the BAC Secretariats' official email shall be the basis of the official time the link/document is received.

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 **April 18, 2022, 2:00 P.M.** via *Zoom Link*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. Zoom Meeting ID:999 3567 7602 Passcode: 976634
10. TPB will request the password or passcode from the bidders during the bid opening, Bidders are instructed to attend the Bid Opening.
11. The TPB 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:  
*Ms. Eloisa A. Romero / Mr. Socrates G. Torres,*  
*BAC Secretariat, Administrative Department,*  
***Tourism Promotions Board***  
*4th Floor Legaspi Towers 300, Roxas Boulevard, Manila*  
*Tel. Nos. 02-525-7312/02 525-9318 loc. 214/215*  
*Email at bac\_sec@tpb.gov.ph, soc\_torres@tpb.gov.ph*
13. You may visit the following websites:  
 For downloading of Bidding Documents: *www.tpb.gov.ph*  
 For online bid submission: *bac\_sec@tpb.gov.ph,*  
*cc, soc\_torres@tpb.gov.ph*

March 21, 2022

*Marian Sarah C. Garate*  
**BAC Vice Chairperson**