

REQUEST FOR EXPRESSION OF INTEREST (REI No. 2022-009)

Services of a Marketing Agency to Provide a Tourism Promotions Board Marketing Coordinator for Malaysia and Singapore

- The **Tourism Promotions Board (TPB)**, through the Corporate Budget FY 2022, intends to apply the sum of **Three Million Three Hundred Twenty-five Thousand Pesos (Php3,325,000.00)**, inclusive of all applicable taxes, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Services of a Marketing Agency to provide a TPB Marketing Coordinator for Malaysia and Singapore**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposal.

The project consists of two (2) Lots, as follows:

Lot Number	Description	Duration	Approved Budget for the Contract (Php)
1	Services of a Marketing Agency to provide a TPB Marketing Coordinator for Malaysia	5 Months (Start of Services upon issuance of Notice to Proceed)	2,125,000.00
2	Services of a Marketing Agency to provide a TPB Marketing Coordinator for Singapore	3 Months (Start of Services upon issuance of Notice to Proceed)	1,200,000.00

- The **TPB** now calls for the submission of eligibility documents for the **Services of a Marketing Agency to provide a TPB Marketing Coordinator for Malaysia and Singapore**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat through **manual submission** on or before July 12, 2022 10:00 A.M. send your bid proposal to TPB Office, BAC Secretariat, Procurement and General Services Division, 4th Floor Legaspi Towers 300, Roxas Boulevard Malate, Manila. The **manual or traditional opening** of the eligibility documents is on July 12, 2022, 2:00 P.M. at TPB office, **Zoom Link is also provided to view the opening**. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

Eligibility Opening Zoom Link
Zoom Meeting ID: 918 0418 4323
Passcode: 398806

3. Interested bidders may obtain further information from the BAC Secretariat of the TPB through email address bac_sec@tpb.gov.ph and/or soc_torres@tpb.gov.ph
4. A complete set of Bidding Documents may be acquired by interested Bidders on July 4 to July 27, 2022 9:30 A.M. from TPB Office and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the TPB, provided that Bidders shall pay the applicable fee for the Bidding Document not later than the submission of their bids.

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 (PhP)	Maximum Cost of Bidding Documents (PhP)
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00

Bidding Document Amount (excluding bank and other charges):

Lot 1: PhP5,000.00, Lot 2: PhP5,000.00, Lot 1 & 2: PhP5,000.00

Mode of Payment of Bidding Document

- a) Fund/Bank Transfer:
Tourism Promotions Board bank details:
Account Name: Tourism Promotions Board
Account Number: 1772-1041-85
Bank: Land Bank of the Philippines
Branch Address: Ground Floor Century Park Hotel
Harrison Plaza, Adriatico St., Malate Manila

Bidders who have tend to pay the bidding documents via fund/bank transfer, facilitate the payment three (3) working days before the deadline of submission of bids in order for the TPB Cash Division to issue an Official Receipt and other relevant document

- b) Cash Payment: Pay in cash at TPB Office cash unit.

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 provision of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Act", and its Implementing Rules and Regulations (IRR). The short list shall consist of five (5) prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

ELIGIBILITY CHECK AND SHORTLISTING CRITERIA AND RATING	%		Rating
1. Applicable Experience of the Bidder	45		
a) More than 3 years		45	
b) 3 years or less		35	
2. Years of Experience of Key Personnel	35		
Marketing Director (1)			
a) More than 3 years		20	
b) 3 years or less		15	
Marketing Assistants (2)			
a) More than 3 years		15	
b) 3 years or less		10	
3. Current Workload Relative to Capacity	20		
a) 0 to 3 ongoing projects		20	
b) 4 or more ongoing projects		10	

Passing Rate 80%

6. 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 open to all interested bidders, subject to the conditions for eligibility provided in the IRR of R.A 9184

7. The **TPB** shall evaluate bid using the **Quality-Cost Based Evaluation/Selection (QCBE/QCBS)** procedure. The Procuring Entity shall indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation on bids shall be provided in the Instructions to Bidders.
8. The contract shall be completed on:

Lot Number	Description	Duration of Contract
1	Services of a Marketing Agency to provide a TPB Marketing Coordinator for Malaysia	5 Months after the issuance of Notice to Proceed
2	Services of a Marketing Agency to provide a TPB Marketing Coordinator for Singapore	3 Months after the issuance of Notice to Proceed

9. 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

10. 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
Land Line 02-8 525 93 18 loc. 261

July 4, 2022



Atty. Venancio C. Manuel III
Chairperson 
Bids and Awards Committee