

REQUEST FOR EXPRESSION OF INTEREST (REI No. 2022-017)

Services of an Event Management Company/Professional Congress Organizer/Education and Training Services to Conduct the Hybrid Seminars on Digital Marketing, Capacity Building and Skills Development

- The **Tourism Promotions Board (TPB)**, through the Corporate Budget FY 2022, intends to apply the sum of **Two Million Pesos (Php2,000,000.00)**, inclusive of all applicable taxes, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Services of an Event Management Company (EMC)/Professional Congress Organizer(PCO)/Education and Training Services(ETS) to Conduct the Hybrid Seminars on Digital Marketing, Capacity and Skills Development**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposal.

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

	Date	Venue	Topic	Total Amount (Php)
1 st Run	05 October 2022	Metro Manila Preferably Sofitel Philippine Plaza or Sheraton Manila Hotel, or similar category	Market Planning for SMSEs and E-commerce and Social Media Marketing	1,000,000.00
2 nd Run	09 November 2022	Region IV-A Preferably Seda Nuvali or Technopark Hotel	Greening the Tourism Industry (Responsible and Sustainable Tourism)	1,000,000.00
Grand Total				2,000,000.00

- The **TPB** now calls for the submission of eligibility documents for the **Services of an EMC/PCO/ETS to Conduct the Hybrid Seminars on Digital Marketing, Capacity and Skills Development**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat through **manual submission** on or before **August 12, 2022 10:00 A.M.** at TPB Office, 4th Floor Legaspi Towers 300, Roxas Boulevard Malate, Manila. The **manual opening** of the eligibility documents is on **August 12, 2022, 2:00 P.M.** at TPB office. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

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 **August 4 to September 5, 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.

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
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
More than 5 Million up to 10 Million	10,000.00

Bidding Document Amount: PhP5,000,000.00 (excluding bank and other charges).

Mode of Payment of Bidding Document

- a) Fund/Bank Transfer:
 Tourism Promotions Board bank details:
 Account Name: Tourism Promotions Board
 Account Number: 1772-1034-13
 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.

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 that the submission of their bids.

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:

	PARTICULARS	%	RATING
I.	Applicable Experience of the Firm		50%
	a. Bidder must have been in operation as an EMC/PCO/ETS for at least 5 years		
	More than 6 years of experience (30%)		
	5-6 years of experience (25%)		
	Below 5 years of experience (0%)		
	b. Successfully implemented similar projects within the last 3 years (minimum of 5 projects with at least 1 government client) <i>Bidder to provide Certificate of Satisfactory Completion</i>		
	Minimum of 5 projects, with 2 or more government clients (20%)		
	Minimum of 5 projects, with 1 government client (15%)		
	Less than 5 projects and no government client (0%)		
II.	Qualification of personnel who may be assigned to the project		30%
	All key personnel have minimum 3 years of relevant experience in the conduct of similar work		
	All key personnel have more than 3 years of relevant work experience (30%)		
	One or more key personnel has 3 years of relevant work experience (25%)		
	One or more key personnel has less than 3 years of relevant work experience (0%)		
III	Current Workload relative to Capacity		20%
	Currently handling 5 or less projects (20%)		
	Currently handling 6-10 projects (15%)		
	Currently handling more than 10 projects (0%)		
	TOTAL		100%

Passing Score 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.

Attach the Certificate of Satisfactory Completion for all completed projects within the last three (3) years from the date of submission and receipt of bids.

For the statement of all ongoing government and private contracts, attach any of the following: the signed Notice of Award, Notice to Proceed, or Contract/Purchase Order within the last three (3) years from the date of submission and receipt of bids.

Failure to submit the certificate of completion of the project or any proof thereof, including the supporting documents shall be a ground for disqualification of eligibility.

Bidding is restricted to Filipino citizen/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

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 from the date of acceptance of the Notice to Proceed until the presentation/submission and approval of the terminal report and all deliverables to TPB.
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
Mobile Number: 0998 9732874

July 29, 2022



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

