

**INVITATION TO BID  
(ITB) NO. 2022-014**

**SERVICES OF A TOUR OPERATOR FOR THE  
PHILIPPINE TRAVEL EXCHANGE (PHITEX) PRE AND POST-TOUR 2022**

- The **Tourism Promotions Board**, through the **2022 Corporate Operating Budget** intends to apply the sum of **Nine Million Three Hundred Thirteen Thousand Four Hundred Pesos Only (PhP9,313,400.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Services of a Tour Operator for the Philippine Travel Exchange (PHITEX) Pre and Post-Tour 2022/TPB ITB: 2022-014** broken down into lots as follows:

LOT	DESTINATIONS	APPROVED BUDGET FOR THE CONTRACT (ABC) IN PHP
1	Pre-Tour in Manila	PhP960,400.00
	Shopping and Pub Crawl	
2	Dumaguete-Siquijor	PhP1,656,480.00
3	CALABARZON	PhP1,480,400.00
4	Ilocos Region	PhP1,790, 320.00
5	Cebu-Bohol	PhP1,842,400.00
6	Davao Region	PhP1,583,400.00
	<b>TOTAL AMOUNT</b>	<b>PhP9,313,400.00</b>

Interested bidders may participate provided that the Technical and Financial documents shall be completely submitted as prescribed in the bidding documents. Bids received in excess of the ABC shall be automatically rejected at bid opening.

- The **Tourism Promotions Board**, now invites bids for the above Procurement Project. Delivery of the Goods is required **based on the provided Schedule of Delivery and upon receipt of the signed and approved Notice to Proceed (NTP)**.

Bidders should have completed, **at least three (3) 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).

- 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 **Tourism Promotions Board-Bids and Awards Committee Secretariat** and inspect the Bidding Documents at the address given below during office hours from **08:00 AM to 05:00 PM from Monday – Friday (or during the weekdays)**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **04 August – 24 August 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 the 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.

<b>Approved Budget for the Contract</b>	<b>Maximum Cost of Bidding Documents (in Philippine Peso)</b>
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

#### Mode of Payment of Bidding Document

##### a. Fund/Bank Transfer

###### 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

##### b. Cash Payment

Pay in cash at the TPB Office Cash Division.

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

It may also be downloaded free of charge from the website of the **Philippine Government Electronic Procurement System (PhilGEPs)** and the corporate website of the **Tourism Promotions Board**, provided that Bidders shall pay the applicable fee for the Bidding Documents **three (3) days before** the submission of their bids.

6. The **Tourism Promotions Board**, will hold a Pre-Bid Conference on **12 August 2022 at 01:00 PM** through video conferencing or webcasting *via Zoom platform*, which shall be open to prospective bidders.

Interested bidders may obtain the **Zoom link** of the **Pre-Bid Conference** from the **BAC Secretariat** through emails: [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph) and/or [genesis\\_lee@tpb.gov.ph](mailto:genesis_lee@tpb.gov.ph).

7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below, on or before **24 August 2022 at 02:30 PM**. Late bids shall not be accepted. The **Technical and Financial Documents** must be submitted at **4<sup>th</sup> Floor Legaspi Towers 300, Roxas Blvd., Manila** in the prescribed format below.

The bidder shall submit **one (1) original** and **two (2) copies** of the Technical and Financial Documents with all sections separated by dividers and properly labeled/tabs.

#### **MAIN ENVELOPE**

##### **1<sup>st</sup> Envelope (marked as "ORIGINAL")**

Technical Envelope (marked as "Original")

Financial Envelope (marked as "Original")

##### **2<sup>nd</sup> Envelope (marked as "COPY 1")**

Technical Envelope (marked as "Copy 1")

Financial Envelope (marked as "Copy 1")

##### **3<sup>rd</sup> Envelope (marked as "COPY 2")**

Technical Envelope (marked as "Copy 2")

Financial Envelope (marked as "Copy 2")

**Note:** Interested bidders shall submit separate technical and financial envelopes per lot and shall be opened and evaluated on a "per lot basis" as prescribed in the bidding documents, which shall be submitted on the prescribed deadline of submission of bids.

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 **24 August 2022 at 03:00 PM**, at the **TPB Boardroom**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. 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.
11. For further information, please refer to:  
*Eloisa A. Romero / Genesis Weilyn B. Lee*  
*BAC Secretariat, Tourism Promotions Board*  
*4<sup>th</sup> Floor Legaspi Towers 300, Roxas Blvd., Manila*  
*Tel. No. (8) 525-9318 local 266*  
*E-mail: [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph) / [genesis\\_lee@tpb.gov.ph](mailto:genesis_lee@tpb.gov.ph)*

12. You may visit the **Tourism Promotions Board (TPB)** and other websites:

For downloading of Bidding Documents: [www.tpb.gov.ph](http://www.tpb.gov.ph)

For the actual posting of the requirement: [www.philgeps.gov.ph](http://www.philgeps.gov.ph)

04 August 2022

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**ATTY. VENANCIO C. MANUEL III**  
Chairperson  
Bids and Awards Committee