

INVITATION TO BID (ITB) No. 2022-024

Tour Operator Services for the Implementation of Familiarization Tours for Tour Operators, Agents, Consolidators, and Media Partners from the USA

1. The **Tourism Promotions Board**, through the **2022 Approved Corporate Operating Budget** intends to apply the sum of **Five Million Two Hundred Thousand Pesos Only (PhP5,200,000.00)** being the ABC to payments under the contract for **Tour Operator Services for the Implementation of Familiarization Tours for Tour Operators, Agents, Consolidators, and Media Partners from the USA /ITB 2022-024**. The procurement project is divided into two (2) lots, the ABC for each lot is broken down as follows:

Lot No.	Procurement Project/identification number	Approved Budget for the Contract
1	Familiarization Tour for Philippine Airlines Agents, Consolidators and Media Partners	2,100,000.00
2	Familiarization Tour for Tour Operators, Agents, and Media from Houston, Texas, USA	3,100,000.00
TOTAL		5,200,000.00

Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

2. The **Tourism Promotions Board** now invites bids for the above Procurement Project. Delivery of the Goods is provided in the **Schedule of Deliverables**, particularly in **Section VI. Schedule of Requirements** of the Bidding Documents. Bidders should have completed, within the last **five (5) 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).
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 **Tourism Promotions Board** through its Bids and Awards Committee Secretariat via emails: **bac_sec@tpb.gov.ph** and/or **janet_villafranca@tpb.gov.ph** during the office hours from 9:30am – 6:30pm
5. A complete set of Bidding Documents may be acquired by interested Bidders on **13 September – 03 October 2022** by sending your request to **bac_sec@tpb.gov.ph** and/or **janet_villafranca@tpb.gov.ph** or **by downloading** through the **PhilGEPS and TPB website** and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB. The fee for the Bidding Documents for each lot is as follows:

Lot No.	Procurement Project/identification number	Fee for the Bidding Documents (PhP)
1	Familiarization Tour for Philippine Airlines Agents, Consolidators and Media Partners/ ITB 2022-024	5,000.00
2	Familiarization Tour for Tour Operators, Agents, and Media from Houston, Texas, USA/ ITB 2022-024	5,000.00

The fee for the Bidding Documents for two (2) lots is Ten Thousand Pesos Only (PhP10,000,000.00).

Payment can be made through the TPB Landbank Account or the TPB Cashier. Please email the BAC Secretariat a copy of the **bank transmittal slips or the official receipt** on or before the deadline for the submission of bids.

Bank Details:
Land Bank of the Philippines
Sheraton Century Park Branch
Tourism Promotions Board
A/C No. 1772-1034-13

The Procuring Entity allows the bidder to present its proof of payment for the fees ***through electronic means.***

6. The **Tourism Promotions Board** will hold a Pre-Bid Conference on **21 September 2022 at 3:00PM** through video conferencing or webcasting *via the Zoom Virtual 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** and/or **janet_villafranca@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 **03 October 2022 at 3:30 PM**. Late bids shall not be accepted:

**Procurement and General Services Division
Tourism Promotions Board
4/F, Legaspi Towers 300, Roxas Boulevard, Manila**

Each prospective bidder shall submit **one (1) original** and **two (2) copies** of its **Technical** and **Financial** documents.

The **Main Envelope** shall be labelled as follows:

Technical and Financial Documents

<Title of the Project>

<Company Name>

<Date of the Deadline of Submission>

The **Main Envelope** shall contain **two (2) envelopes**, each envelope shall be labeled as follows:

TECHNICAL DOCUMENTS

Technical Documents

<Title of the Project>

<Company Name>

< Deadline of Submission>

FINANCIAL DOCUMENTS

Financial Documents

<Title of the Project>

<Company Name>

< Deadline of Submission>

The **Technical Envelope** shall contain **three (3) Envelopes** labeled as follows:

ORIGINAL

Technical Documents

<Title of the Project>

<Company Name>

< Deadline of Submission>

COPY 1

Technical Documents

<Title of the Project>

<Company Name>

< Deadline of Submission>

COPY 2

Technical Documents

<Title of the Project>

<Company Name>

<Deadline of Submission>

The **Technical Envelope** shall contain the following technical documents, **labeled/separated with tabs** as follows:

1. PhilGEPS Platinum Certificate
2. Statement of Ongoing Gov't and Private Contracts
3. Statement of Bidder's SLCC
4. Bid Security
5. Conformity with the Technical Specifications
6. Omnibus Sworn Statement
7. Audited Financial Statement
8. Computation of the NFCC or Line of Credit
9. Joint Venture Agreements (if applicable)

The **Financial Envelope** shall contain **three (3) Envelopes** labeled as follows:

ORIGINAL

Financial Envelope

<Title of the Project>

<Company Name>

<Deadline of Submission>

COPY 1

Financial Envelope

<Title of the Project>

<Company Name>

<Deadline of Submission>

COPY 2

Financial Envelope

<Title of the Project>

<Company Name>

<Deadline of Submission>

The **Financial Envelope** shall contain the following financial documents, **labeled/separated with tabs** for easy identification of documents as follows:

1. Financial Bid
2. Price Schedule
3. Other Documentary Requirements (if applicable)

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 **03 October 2022 at 4:00PM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

**BAC Meeting Room
Tourism Promotions Board
4/F, Legaspi Towers 300, Roxas Boulevard, Manila**

10. The Bidder with the Lowest Calculated Responsive Bid (LCRB) shall submit a copy of the **Technical and Financial Documents** in **pdf format** to email address **bac_sec@tpb.gov.ph and/or janet_villafranca@tpb.gov.ph, upon request.**
11. 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.
12. For further information, please refer to:

*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@mis.tpb.gov.ph/bac_sec@tpb.gov.ph/janet_villafranca@tpb.gov.ph
Fax No. (02) 8526-5971*

13. You may visit the following websites:

For downloading of Bidding Documents: **www.philgeps.gov.ph or www.tpb.gov.ph**

13 September 2022

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