

**REQUEST FOR EXPRESSION OF INTEREST
(REI) NO. 2022-028**

**CONSULTING SERVICES FOR THE CONCEPTUALIZATION AND IMPLEMENTATION OF THE
KNOWLEDGE MANAGEMENT AND ENTERTAINMENT PROGRAMS FOR THE PHILIPPINE
MICE CONFERENCE (MICECON) 2023**

1. The **Tourism Promotions Board**, through the **2022 Approved Corporate Operating Budget** intends to apply the sum of **Eleven Million Eight Hundred Eighteen Pesos Only (PhP11,818,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Consulting Services for the Knowledge Management and Entertainment Programs for the Philippine MICE Conference (MICECON) 2023 /REI 2022-028**. The ABC is broken into two (2) lots as follows:

Lot	Particulars	ABC (PhP)
1	Knowledge Management Program	6,180,000.00
2	Entertainment Program	5,000,000.00
	Total ABC	11,818,000.00

Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals. The

2. The **Tourism Promotions Board** now calls for the submission of eligibility documents for the **Consulting Services for the Knowledge Management and Entertainment Programs for the Philippine MICE Conference (MICECON) 2023**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **22 November 2022, 9:00 AM at BAC Secretariat, Procurement and General Services Division, 4th Floor, Legaspi Towers 300, Roxas Boulevard, Manila**. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

The main envelope of the eligibility document for each lot shall be submitted separately to be labelled as follows:

- a. **Consulting Services for the Knowledge Management and Entertainment Program for the Philippine MICE Conference (MICECON) 2023: Lot 1- Knowledge Management Program**
 - b. **Consulting Services for the Knowledge Management and Entertainment Program for the Philippine MICE Conference (MICECON) 2023: Lot 2- Entertainment Program**
3. Interested bidders may obtain further information from **BAC Secretariat of the Tourism Promotions Board** and inspect the Bidding Documents at the address given below during the office hours from 9:00AM – 6:00PM.

**BAC Secretariat
Procurement and General Services Division
Tourism Promotions Board
4th Floor, Legaspi Towers 300, Roxas Boulevard, Manila**

4. A complete set of Bidding Documents may be acquired by interested Bidders on **14 November – 07 December 2022** from the address below **and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB**

**BAC Secretariat
Procurement and General Services Division
Tourism Promotions Board
4th Floor, Legaspi Towers 300, Roxas Boulevard, Manila**

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

The cost of Bidding Documents for two (2) lots is Twenty Five Thousand Pesos Only (PHP25,000.00), the cost per lot is:

Lot	Particulars	ABC (PhP)
1	Knowledge Management Program	10,000.00
2	Entertainment Program	10,000.00

The Bidder may bid for all lots or any of the lots, the contract shall be awarded on a per lot basis.

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 provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of **five (5) prospective bidders per lot** who will be entitled to submit bids. The criteria and rating system for short listing for each lot with a passing score of 80% is as follows:

CRITERIA	PERCENT WEIGHT
I. Applicable Experience of the Consultant/Consulting Firm	50%
II. Qualification of Principal and Key Personnel who may be assigned to the project	30%
III. Current Workload Relative to Capacity	20%
TOTAL	100%

The passing score to be shortlisted is 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 restricted to Filipino citizens/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 Procuring Entity shall evaluate bids using the **Quality-Cost Based Evaluation/Selection (QCBE/QCBS)**. The Procuring Entity shall indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
8. The contract for Lots 1 and 2 shall commence from the date of the Consultant's receipt of the Notice to Proceed until the completion of the deliverables identified in the final payment.
9. 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 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:
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
Website: ww.tpb.gov.ph

14 November 2022

(Sgd.)
LEAH MARIE C. SY
Vice-Chairperson
Bids and Awards Committee