

Invitation to BID
SERVICES OF A SPEAKERS MANAGEMENT
BUREAU / CONFERENCE INTEGRATOR /
LEARNING INSTITUTION WITH M.I.C.E. INDUSTRY
EXPERTISE /
BUSINESS EVENTS MANAGEMENT COMPANY /
PROFESSIONAL CONGRESS ORGANIZER FOR
PHIIPPINE MICE CONFERENCE
(TPB-ITB No. 2022-037)

1. The **Tourism Promotions Board (TPB)**, through the Corporate Budget FY 2022, intends to apply the sum of **Nine Million Nine Hundred Ninety Thousand Two Hundred Sixty-One Pesos and 25/100 Only (Php9,990,261.25)**, inclusive of all applicable taxes, being the ABC to payments under the contract for the **Services of a Speakers Management Bureau / Conference Integrator / Learning Institution with M.I.C.E Industry Expertise / Business Events Management Company / Professional Congress Organizer for Philippine MICE Conference**.

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.

2. The TPB now invites bids for the above Procurement Project. **Delivery of the Items/Services commence as per stated in Section IV, Schedule of Requirements of 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, contract should at least be **fifty percent (50%) of the ABC**. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

Attach the Certificate of Satisfactory Completion for Single Largest Completed Contract (SLCC).

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.

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.

Please be informed that the Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%);

- 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.

- Prospective Bidders may obtain further information from **TPB – Bids and Awards Committee Secretariat** and inspect the Bidding Documents at the address given below from 8:00 a.m. to 5:00 p.m. Monday to Friday excluding holidays.
- A complete set of Bidding Documents may be acquired by interested Bidders on **November 14, 2022 to December 5, 2022 (9:30 a.m.)** 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 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 (in Philippine Peso)
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: PhP10,000.00 (excluding bank and other charges)

Mode of Payment of Bidding Document

- 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 the TPB Office Cash Unit.

6. The TPB will hold a Pre-Bid Conference on **November 23, 2022, 2:00 p.m.** through video conferencing or webcasting via Zoom Link which shall be open to prospective bidders.

Meeting ID: 959 2570 8522

Passcode: 420270

7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below, on or before **December 5, 2022, 10:00 a.m.** Late bids shall not be accepted.
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 (manual opening) shall be on **December 5, 2022, 3:00 p.m.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

TPB Office
4th Floor Legaspi Towers 300 Roxas Boulevard
Malate, Manila

10. 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 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:
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. 8 525-9318 loc. 261
Email at bac_sec@tpb.gov.ph, soc_torres@tpb.gov.ph

November 11, 2022



Ms. Leah Marie C. Sy 
Vice Chairperson
Bids and Award Committee