

01 December 2022

REQUEST FOR PROPOSAL

RFP No. **TPB-PR 2022.12.483**

Requirement: Consulting Services to Design and Implement the Tourism Marketing Educational Seminars

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The **TOURISM PROMOTIONS BOARD** invites **Consultants/Service Providers** to submit a proposal for the procurement of the **Consulting Services to Design and Implement the Tourism Marketing Educational Seminars**. The complete details of the requirement are provided in the Terms of Reference attached hereto.

Please submit your **proposal** together with the **eligibility, technical, and financial documents** enumerated below to the **BAC Secretariat, Procurement and General Services Division, 4F, Legaspi Towers 300, Roxas Boulevard, Manila** not later than **09 December 2022, until 5:00pm**. The **Approved Budget for the Contract (ABC)** is **Two Million Pesos Only (PhP2,000,000.00)**.

The Bidder shall pay an applicable fee for the bidding documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Two Thousand Five Hundred Pesos Only (PhP2,500.00)**.

The following is the Checklist of the Documents for submission:

- A. Eligibility Documents
 1. PhilGEPS Platinum Registration Certificate
 2. SEC Registratio, CDA or DTI Certificate
 3. Articles of Incorporation (including the amendments, if any)
 4. Mayor's/Business Permit
 5. Tax Clearance
 6. Latest Audited Financial Statement
- B. Technical Documents using the forms in the Bidding Documents for Consulting (5th Edition)
 1. Statement of the prospective bidder of all ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the last **five (5) years** prior to the deadline for the submission and receipt proposal. The statement shall include for each of the contract the following:
 - a. the name and location of the contract;
 - b. date of award of the contract;
 - c. type and brief description of consulting services;

- d. consultant's role (whether main consultant, subconsultant, or partner in a JV)
 - e. amount of contract;
 - f. contract duration; and
 - g. certificate of satisfactory completion or equivalent document issued by the client, in the case of a completed contract; copy of the Notice of Award or Notice to Proceed or Contract in the case of ongoing contracts
2. TPF1. Cover Letter of the Technical Proposal
 3. TPF4. Description of the Methodology and Work Plan for Performing the Project
 4. TPF5. Team Composition and Task
 5. TPF6. Format of Curriculum Vitae (CV) for Proposed Professional Staff
 6. TPF8. Activity (Work) Schedule.
 7. Sworn Statement (use the revised form attached)
- C. Financial Documents using the forms in the Bidding Documents for Consulting (5th Edition)
1. FPF 1. Financial Proposal Submission
 2. FPF 2. Summary

Bidders are required to prepare a 20-minute presentation of the plan of approach and methodology. Your proposal shall be rated based on the technical criteria provided in the Terms of Reference.

The winning bidder is required to submit a performance security prior to the signing of the contract, which shall remain valid until the issuance by the Procuring Entity of the Certificate of Final Acceptance.

The performance security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank;	Five percent (5%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and/or	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

(d) Performance Securing Declaration using the prescribe form, subject to the terms and conditions specified in GPPB Resolution No. 09-2020	n.a.
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The procurement of the requirement will be undertaken through Negotiated Procurement - Two Failed Biddings with the provision of Section 53.1 of the Act and the revised IRR following the procedure as prescribed in Annex "H" of the revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Act.

For any clarification, you may send an email to the BAC Secretariat at email addresses **bac_sec@tpb.gov.ph**/**janet_villafranca@tpb.gov.ph**.

Thank you very much.


ROSELLE D. ROMERO
05 December 2022

Acting Head, Procurement and General Services Division
Administrative Department