

REQUEST FOR EXPRESSION OF INTEREST (REI No. 2023-015)

SERVICES OF AN EVENT MANAGEMENT COMPANY FOR TOURISM EXPO JAPAN 2023

1. The *Tourism Promotions Board (TPB)*, through the Corporate Budget FY 2023, intends to apply the sum of **Four Million Eight Hundred Ninety-four Thousand Two Hundred Fifty Pesos (Php4,894,250.00)**, inclusive of all applicable taxes, being the Approved Budget for the Contract (ABC) to payments under the contract for the *Services of an Event Management Company for Tourism Expo Japan 2023*. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposal.
2. The **TPB** now calls for the submission of **eligibility documents** for the *Services of an Event Management Company for Tourism Expo Japan 2023*. Eligibility documents of interested consultants must be duly received by the BAC Secretariat through **manual submission** on or before **July 17, 2023 10:00 A.M.** at TPB Office, 4th Floor Legaspi Towers 300, Roxas Boulevard Malate, Manila. The **manual opening** of the eligibility documents is on **July 17, 2023, 3:30 P.M.** at TPB office. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from the BAC Secretariat of the TPB through email address bac_sec@tpb.gov.ph and/or soc_torres@tpb.gov.ph
4. A complete set of Bidding Documents may be acquired by interested Bidders on **July 4 to August 7, 2023 9:30 A.M.** from TPB Office 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
More than 1 Million up to 5 Million	5,000.00

Bidding Document Amount: Php5,000.00 (excluding bank and other charges).

Mode of Payment of Bidding Document

a) 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

TOURISM PROMOTIONS BOARD PHILIPPINES

4th Floor, Legaspi Towers 300, Roxas Boulevard corner P. Ocampo, Sr. St., Malate, Manila 1004 Philippines
Tel: +63 2 8525.9318 to 27 • Fax: +63 2 8521.6165 / 8525.3314 • Email: info@tpb.gov.ph • Website: www.tpb.gov.ph

Bidders who intend 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 TPB Office cash unit.

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

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 provision of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Act", and its Implementing Rules and Regulations (IRR). The short list shall consist of five (5) prospective bidders who will be entitled to submit bids.

The criteria and rating system for short listing are:

	PARTICULARS	% WEIGHT
I.	Applicable Experience of the Firm	50%
	Must be a duly registered Philippine company engaged in the business as an EMC/PMC/Full-Service Booth Contractor with experience in booth design and installation, event organization, and implementation with at least three (3) years of experience.	
	1. <i>Experience of the firm in handling similar nature of work in both local and international events (30%)</i>	
	<i>More than three (3) years (30%)</i>	
	<i>Three (3) years (20%)</i>	
	<i>Below three (3) years (0%)</i>	
	2. List of implemented similar projects for the last three (3) years held both local and international (20%)	
	<i>More than three (3) projects with at least one project implemented in Japan (20%)</i>	
	<i>Three (3) projects (10%)</i>	
	<i>Two (2) or fewer projects (0%)</i>	
II.	Qualification of Key Personnel	30%
	1. The Key Personnel should have at least three (3) years of relevant work experience and/or specialization in the conduct of similar events <ul style="list-style-type: none"> • 1 Project Manager • 1 Assistant Manager • 1 Designer 2. The Support Staff should have one (1) year of relevant experience <ul style="list-style-type: none"> • At least 2 Administrative/Project Staff 	
	<i>More than three (3) years of experience for key personnel and more than one (1) year for support staff (30%)</i>	
	<i>Three (3) years of experience for key personnel and one (1) year for support staff (20%)</i>	
	<i>Below three (3) years of experience for key personnel and less than one (1) year for support staff (0%)</i>	

	PARTICULARS	% WEIGHT
III.	Current Workload relative to Capacity	20%
	<i>The firm is currently handling a maximum of five (5) projects.</i>	
	<i>Currently handling three (3) or fewer projects (20%)</i>	
	<i>Currently handling four (4) to five (5) projects (15%)</i>	
	<i>Currently handling more than five (5) projects (0%)</i>	
	TOTAL	100%

The passing score to be shortlisted is 85%.

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.

Attach the Certificate of Satisfactory Completion for all completed projects within the last three (3) years from the date of submission and receipt of bids.

For the statement of all ongoing and completed government and private contracts, attach any of the following: the signed Notice of Award, Notice to Proceed, or Contract/Purchase Order within the last three (3) years from the date of submission and receipt of bids.

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.

Bidding is restricted to Filipino citizen/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 **TPB** shall evaluate bid using the **Quality-Cost Based Evaluation/Selection (QCBE/QCBS)** procedure. The Procuring Entity shall indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation on bids shall be provided in the Instructions to Bidders.
8. The contract shall be completed from the date of acceptance of the Notice to Proceed until the presentation/submission and approval of the terminal report and all deliverables to TPB.
9. 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 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:

Ms. Roselle D. Romero / Mr. Socrates G. Torres
BAC Secretariat, Administrative Department
Tourism Promotions Board
4th Floor Legaspi Towers 300, Roxas Boulevard, Manila
Tel. Nos. (02) 8 525-9318 loc. 266
Email at bac_sec@tpb.gov.ph, soc_torres@tpb.gov.ph
Land Line 02-8 525 93 18 loc. 261

June 30, 2023

(SGD)

Mr. Arnold T. Gonzales
Chairperson
Bids and Awards Committee