

**INVITATION TO BID (ITB) NO. (2023-007)
EARLY PROCUREMENT ACTIVITY (EPA)**

SUPPLY AND DELIVERY OF ADOBE ACROBAT PRO FOR ENTERPRISE LICENSES

1. The ***Tourism Promotions Board (TPB) Philippines***, through the ***2024 Corporate Operating Budget*** intends to apply the sum of ***Two Million Five Hundred Thousand Pesos Only (PhP2,500,000.00)*** being the Approved Budget for the Contract (ABC) to payments under the contract for ***Supply and Delivery of Adobe Acrobat Pro for Enterprise Licenses / TPB ITB: 2023-007 EPA***:

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 Philippines***, invites bids for the above Procurement Project. Delivery of the Goods is required ***based on the provided Schedule of Delivery and upon receipt of the signed and approved Notice to Proceed (NTP)***.

Bidders should have completed, ***at least 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 ***TPB-Bids and Awards Committee (BAC) Secretariat*** and inspect the Bidding Documents at the address given below during office hours from ***08:00 AM to 05:00 PM from Monday – Friday (or during the weekdays)***.

5. A complete set of Bidding Documents may be acquired by interested Bidders from ***07 to 27 December 2023*** by sending your request to ***bac_sec@tpb.gov.ph*** and/or ***genesis_lee@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:

The cost of the 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)
500,000 and below	500.00
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
More than 10 Million up to 50 Million	25,000.00

NOTE: *the maximum fee for the Bidding Documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.*

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**.

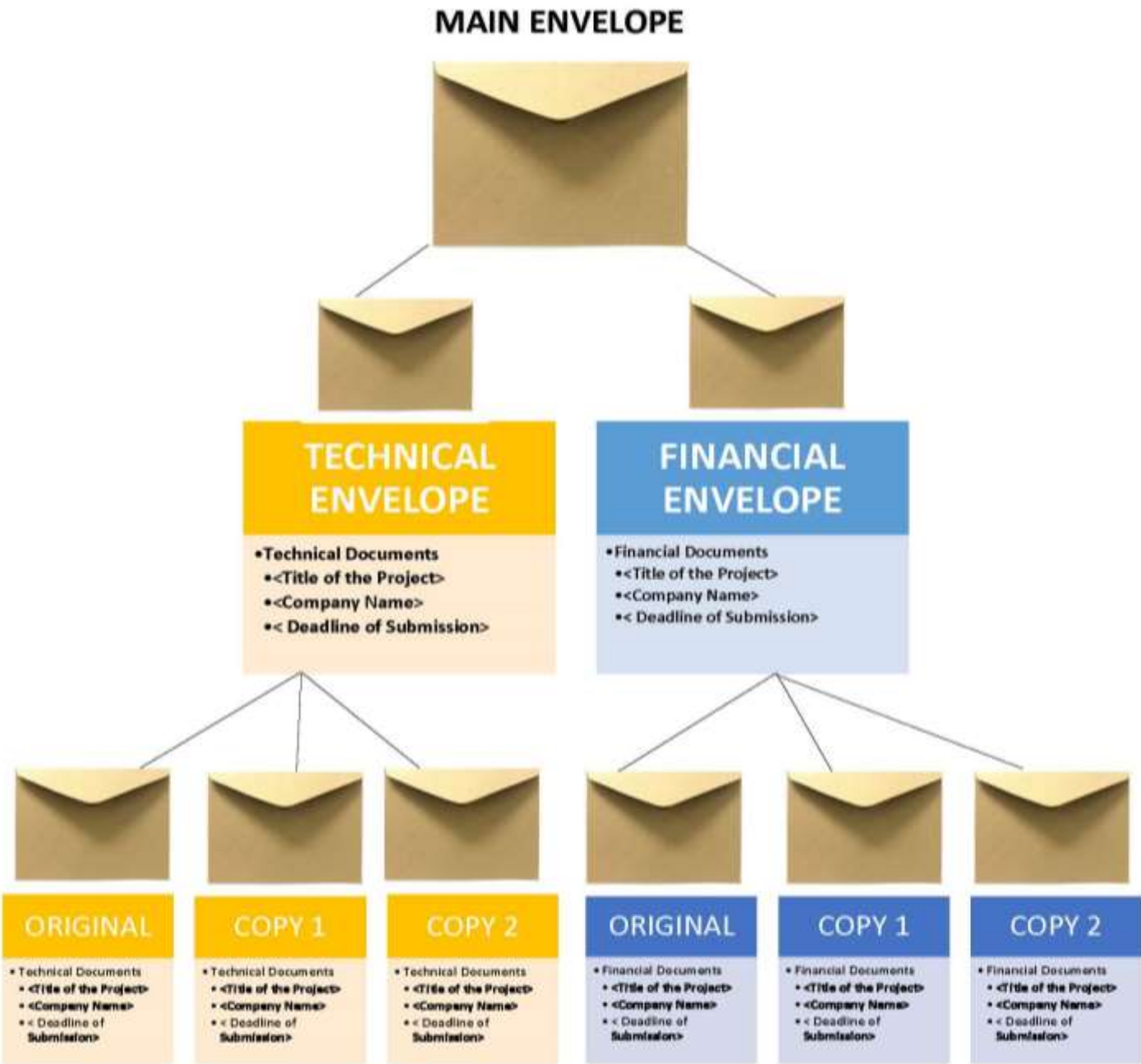
6. The **TPB Philippines**, will hold a Pre-Bid Conference on **15 December 2023 at 10:00 AM** through video conferencing or webcasting **via Zoom platform**, which shall be open to prospective bidders.

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 genesis_lee@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 **27 December 2023 at 03:00 PM**. Late bids shall not be accepted:

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

DIAGRAM OF SEALING AND MARKING OF BID ENVELOPES



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

The **Main Envelope** shall be **labeled, sealed, and signed** 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, sealed, and signed** as follows:

TECHNICAL ENVELOPE

Technical Documents

<Title of the Project>

<Company Name>

< Deadline of Submission>

FINANCIAL ENVELOPE

Financial Documents

<Title of the Project>

<Company Name>

< Deadline of Submission>

The **Technical Envelope** shall contain **three (3) Envelopes** **labeled, sealed, and signed** 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 and/or not applicable)
10. General Information Sheet (GIS) (if applicable and/or not applicable)

The **Financial Envelope** shall contain **three (3) Envelopes labeled, sealed, and signed** 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)

Note: Interested bidders shall submit separate technical and financial envelopes per lot and shall be opened and evaluated on a "per lot basis" as prescribed in the bidding documents, which shall be submitted on the prescribed deadline of submission of bids.

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 **27 December 2023 at 04:00 PM** in the **TPB BAC Room**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The Bidder with the Lowest/Single Calculated Responsive Bid (L/SCRB) shall submit a copy of the **Technical and Financial Documents** in **PDF format** to the email address **bac_sec@tpb.gov.ph and/or genesis_lee@tpb.gov.ph, upon request.**
11. The **TPB Philippines** 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:

Roselle D. Romero / Genesis Weiyn B. Lee
BAC Secretariat, Tourism Promotions Board (TPB) Philippines
4th Floor Legaspi Towers 300, Roxas Blvd., Manila
Tel. No. (8) 525-9318 local 266
E-mail: bac_sec@tpb.gov.ph / genesis_lee@tpb.gov.ph

13. You may visit the **Tourism Promotions Board (TPB) Philippines** and other websites:

For downloading of Bidding Documents: www.tpb.gov.ph

For the actual posting of the requirement: www.philgeps.gov.ph

07 December 2023



ARNOLD T. GONZALES
Chairperson 
Bids and Awards Committee