

INVITATION TO BID (ITB) NO. 2025-009

SUPPLY AND DELIVERY OF ADOBE ACROBAT PROFESSIONAL LICENSES FOR TOURISM PROMOTIONS BOARD PHILIPPINES

1. The **Tourism Promotions Board Philippines (TPBPHL)**, through the **2025 Approved Corporate Operating Budget**, intends to apply the sum of **Three Million Four Hundred Thousand Pesos (PHP3,400,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Supply and Delivery of Adobe Acrobat Professional Licenses for TPBPHL/ITB No. 2025-009**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **TPBPHL** now invites bids for the above Procurement Project. The schedule of delivery of the Goods is provided in **Section VI (Schedule of Requirements)**. 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. 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 **TPBPHL** through its Bids and Award Committee Secretariat via email: bac_sec@tpb.gov.ph and/or soc_torres@tpb.gov.ph 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.

BAC Secretariat
Procurement Management Division
6F Five Ecom Center, Harbor Drive, Mall of Asia Complex, Pasay City

5. A complete set of Bidding Documents may be acquired by interested Bidders on **February 10 to March 12, 2025 (10:00 a.m.)** by sending your request to bac_sec@tpb.gov.ph and/or soc_torres@tpb.gov.ph or by downloading through PhilGEPS or TPBPHL website 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 1 Million up to 5 Million	5,000.00

The payment can be made through the TPBPHL Landbank Account or the TPBPHL 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
Harrison Plaza, Adriatico St., Malate Manila
Tourism Promotions Board
Account Number: 1772-1034-13

The Procuring Entity allows the bidder to present its proof of payment for the fees through electronic means.

6. The TPBPHL will hold a Pre-Bid Conference on **February 26, 2025 2:00 P.M** through video conferencing or webcasting via Zoom Virtual 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 soc_torres@tpb.gov.ph.

7. Bids must be in a **sealed envelope** and shall be duly received by the BAC Secretariat at the office address indicated below, on or before **March 12, 2025 at 10:00 A.M.** Late bids shall not be accepted.

Procurement Management Division
Tourism Promotions Board Philippines
6F Five Ecom Center, Harbor Drive, Mall of Asia Complex, Pasay City

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

The Bids **Main Envelope** shall be labelled as follows:

TECHNICAL AND FINANCIAL BID

<BAC Chairperson>

<Title of the Project/Project Identification No.>

<Company Name and Address of the Bidder>

DO NOT OPEN: <Date and Time for the Opening of Technical Bid>

The **Main Envelope** shall contain **two (2) separate envelopes**, each envelope shall be labeled as follows:

(1) TECHNICAL ENVELOPE

<BAC Chairperson>

<Title of the Project/Project Identification No.>

<Company Name and Address of the Bidder>

DO NOT OPEN: <Date and Time for the Opening of Technical Bid>

(2) FINANCIAL ENVELOPE

<BAC Chairperson>

<Title of the Project/Project Identification No.>

<Company Name and Address of the Bidder>

DO NOT OPEN: <Date and Time for the Opening of Technical Bid>

The **Technical Envelope** shall contain **three (3) separate Envelopes** labeled as follows:

(i) ORIGINAL Technical Envelope

<BAC Chairperson>

<Title of the Project/Project Identification No.>

<Company Name and Address of the Bidder>

DO NOT OPEN: <Date and Time for the Opening of Technical Bid>

(ii) COPY 1 Technical Envelope

<BAC Chairperson>

<Title of the Project/Project Identification No.>

<Company Name and Address of the Bidder>

DO NOT OPEN: <Date and Time for the Opening of Technical Bid>

(iii) COPY 2 Technical Envelope

<BAC Chairperson>

<Title of the Project/Project Identification No.>

<Company Name and Address of the Bidder>

DO NOT OPEN: <Date and Time for the Opening of Technical Bid>

The **Technical Envelope** shall contain the following Legal, Technical, and Financial documents, Bidders are encouraged to properly label each section of the Bids using tabs for the following:

1. PhilGEPS Platinum Certificate (All pages)
2. Statement of Ongoing Gov't and Private Contracts
3. Statement of Bidder's Single Largest Completed Contract (SLCC)
4. Computation of Net Financial Contracting Capacity (NFCC) or Line of Credit
5. Audited Financial Statement (AFS)
6. Joint Venture Agreement (JVA)
7. Bid Security
8. Conformity with Technical Specifications
9. Notarized Omnibus Sworn Statement
10. Other Documentary Requirements as specified in the Technical Specifications

The **Financial Envelope** shall **contain three (3) separate Envelopes** labeled as follows:

(i) ORIGINAL Financial Envelope

<BAC Chairperson>

<Title of the Project/Project Identification No.>

<Company Name and Address of the Bidder>

DO NOT OPEN: <Date and Time for the Opening of Technical Bid>

(ii) COPY 1 Financial Envelope

<BAC Chairperson>

<Title of the Project/Project Identification No.>

<Company Name and Address of the Bidder>

DO NOT OPEN: <Date and Time for the Opening of Technical Bid>

(iii) COPY 2 Financial Envelope

<BAC Chairperson>

<Title of the Project/Project Identification No.>

<Company Name and Address of the Bidder>

DO NOT OPEN: <Date and Time for the Opening of Technical Bid>

The **Financial Envelope** shall contain the following financial documents, Bidders are encouraged to **properly label each section of the Bids using tabs for the following**:

1. Financial Bid
2. Price Schedule
3. Other Documentary Requirements (if applicable)

The Financial Bid shall be considered incomplete, non-responsive, and automatically disqualified if it does not indicate the bid price in all of the required items in the Bidding Documents, in accordance with Section 32.2.1 (a) of the 2016 revised IRR of RA No. 9184

Please see Diagram/Illustration in the Bidding Document Section III (Bid Data Sheet)

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 **March 12, 2025 2:00 P.M** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

BAC Meeting Room
Tourism Promotions Board Philippines
6F Five Ecom Center, Harbor Drive, Mall of Asia Complex, Pasay City

10. Bidder who's Bid was declared the Single/Lowest Calculated Responsive Bid (S/LCRB) shall submit a third copy of the Technical and Financial Bid, upon the request of the Secretariat.
11. The TPBPH 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:
Ms. Janet G. Villafranca / Mr. Socrates G. Torres
BAC Secretariat, Tourism Promotions Board Philippines
6th Floor Five Ecom Center Harbor Drive,
MOA Complex Pasay City
Email at bac_sec@tpb.gov.ph, soc_torres@tpb.gov.ph
13. You may visit the following website:
For downloading of Bidding Documents: www.philgeps.gov.ph or www.tpb.gov.ph

February 10, 2025



MR. ARNOLD T. GONZALES
Chairperson
Bids and Award Committee