

INVITATION TO BID (ITB) NO. 2025-011

SERVICES OF AN EVENT MANAGEMENT COMPANY (EMC) FOR THE IMPLEMENTATION OF THE 15TH AND 16TH REGIONAL TRAVEL FAIR (RTF)

- The **Tourism Promotions Board Philippines (TPBPHL)** through the **2025 Corporate Operating Budget** intends to apply the sum of **Nine Million Five Hundred Thousand Pesos Only (PhP9,500,000.00)** being the ABC to payments under the contract for the **Services of an Event Management Company (EMC) for the Implementation of the 15th and 16th Regional Travel Fair (RTF) / TPB-ITB No. 2025-011**. The procurement project is divided into two (2) lots broken down as follows:

LOT NO.	ITEM / PROJECT DESCRIPTION	ABC
1	15 th Regional Travel Fair in Tuguegarao City, Cagayan	PhP4,750,000.00
2	16 th Regional Travel Fair in Puerto Princesa City, Palawan	PhP4,750,000.00
TOTAL ABC		PhP9,500,000.00

The Bidder may bid for any or all lots, the contract shall be awarded on a per lot basis. Bids received in excess of the ABC shall be automatically rejected at the bid opening.

- The **TPBPHL** now invites bids for the above Procurement Project. Delivery of the Goods is required by **Section VI. Schedule of Requirements**. Bidders should have completed, within **the last three (3) 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)**.
- 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 **TPBPHL** through its **Bids and Awards Committee (BAC) Secretariat** via emails: **bac_sec@tpb.gov.ph** and/or **genesis_lee@tpb.gov.ph** and inspect the Bidding Documents at the address given below during the office hours **08:00 AM-05:00 PM**.

BAC Secretariat - Procurement and General Services Division
6/F, Five E-com Center, Harbor Drive Mall of Asia Complex, Pasay City

5. A complete set of Bidding Documents may be acquired by interested Bidders on **13 February – 06 March 2025** 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 websites** 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:

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00

The cost of the bidding documents shall correspond to the ABC range as indicated in the table. This shall be the maximum amount of fee that procuring entities can set for the acquisition of bidding documents.

NOTE: For lot procurement, 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.

*The 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 and/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 **TPBPHL** will hold a Pre-Bid Conference on **21 February 2025** at **02:00 PM** 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 **genesis_lee@tpb.gov.ph**.

7. Bids must be **in a sealed envelope** duly received by the BAC Secretariat at the office address indicated below, on or before **06 March 2025 at 09:30 AM**. Late bids shall not be accepted.

**BAC Secretariat
Procurement and General Services Division**

6/F, Five E-com 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 **Main Envelope** shall be labeled as follows:

TECHNICAL AND FINANCIAL BID

<Title of the Project/ITB No.>

<Company Name and Address>

DO NOT OPEN BEFORE: <Date and Time of the Opening of Bids>

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

TECHNICAL ENVELOPE

<Title of the Project/Lot No.>

<Company Name and Address>

DO NOT OPEN BEFORE: <Date and Time of the Opening of Bids>

FINANCIAL ENVELOPE

<Title of the Project/Lot No.>

<Company Name and Address>

DO NOT OPEN BEFORE: <Date and Time of the Opening of Bids>

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

ORIGINAL

Technical Envelope

<Title of the Project/Lot No.>

<Company Name and Address>

COPY 1

Technical Envelope

<Title of the Project/Lot No.>

<Company Name and Address>

COPY 2

Technical Envelope

<Title of the Project/Lot No.>

<Company Name and Address>

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 SLCC
4. Bid Security
5. Conformity with the Technical Specifications
6. Omnibus Sworn Statement
7. Computation of the NFCC or Line of Credit
8. Joint Venture Agreements (if applicable)

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

ORIGINAL

Financial Envelope

<Title of the Project/Lot No.>

<Company Name and Address>

COPY 1

Financial Envelope

<Title of the Project/Lot No.>

<Company Name and Address>

COPY 2

Financial Envelope

<Title of the Project/Lot No.>

<Company Name and Address>

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)

See **Annex B: Diagram of Sealing and Marking of Bid Envelope**

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 **06 March 2025 at 10:00 AM** 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 of the Secretariat.
11. The **TPBPHL** 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:
- Janet G. Villafranca / Genesis Weiyn B. Lee*
BAC Secretariat, Tourism Promotions Board (TPB) Philippines
6/F, Five E-com Center, Harbor Drive Mall of Asia Complex, Pasay City
Tel. No. (8) 525-9318 local 266
E-mail: bac_sec@tpb.gov.ph / genesis_lee@tpb.gov.ph
13. You may visit the following websites:

For downloading of Bidding Documents: **www.philgeps.gov.ph** or **www.tpb.gov.ph**

13 February 2025



ARNOLD T. GONZALES
Chairperson 
Bids and Awards Committee