

**INVITATION TO BID (ITB)
ITB NO. 2025-038**

**SERVICES OF AN EVENTS MANAGEMENT COMPANY
FOR THE PHILIPPINE MICE ROADSHOW IN JAPAN**

1. The **Tourism Promotions Board (TPB) Philippines**, through the **2025 Approved Corporate Operating Budget** intends to apply the sum of **Four Million Seven Hundred Thousand Pesos Only (PhP4,700,000.00)** being the ABC inclusive of all applicable taxes and fees to payments under the contract for the **Services of an Events Management Company for the Philippine MICE Roadshow in Japan/TPB-ITB No. 2025-038**.
2. The **TPB** 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 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).
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** through its Bids and Awards Committee (BAC) Secretariat via emails: bac_sec@tpb.gov.ph and/or [soleil fajardo@tpb.gov.ph](mailto:soleil_fajardo@tpb.gov.ph) and inspect the Bidding Documents at the address given below during office hours from **08:00 AM to 05:00 PM**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **26 June – 17 July 2025, 9:30 AM** by sending your request to bac_sec@tpb.gov.ph and/or [soleil fajardo@tpb.gov.ph](mailto:soleil_fajardo@tpb.gov.ph) or by downloading it 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, in the amount of **Five Thousand Pesos Only (PhP5,000.00)**. The Procuring Entity allows the bidder to present its proof of payment for the fees through electronic means.

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 or the official receipt on or before the deadline for the submission of bids.

Bank Details:

Bank: Land Bank of the Philippines

Account Name: Tourism Promotions Board

Account Number: 1772-1034-13

Branch Address: G/F, Century Park Hotel, Harrison Plaza, Adriatico St., Malate, Manila

*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/Acknowledgement Receipt.*

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

6. The **TPB** will hold a Pre-Bid Conference on **04 July 2025 at 10:00 AM** through video conferencing or webcasting **via Zoom platform**, which shall be open to prospective bidders.

Meeting ID: 978 7837 3654

Passcode: 637916

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 **17 July 2025, 9:30 AM**. Late bids shall not be accepted.

BAC Secretariat

Procurement Management Division

Tourism Promotions Board

6/F, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City

MAIN ENVELOPE



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>



ORIGINAL

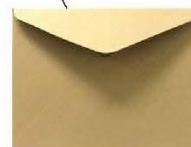
- Technical Documents
- <Title of the Project>
- <Company Name>
- <Deadline of Submission>

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>



ORIGINAL

- Financial Documents
- <Title of the Project>
- <Company Name>
- <Deadline of Submission>

COPY 1

- Financial Documents
- <Title of the Project>
- <Company Name>
- <Deadline of Submission>

COPY 2

- Financial Documents
- <Title of the Project>
- <Company Name>
- <Deadline of Submission>

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 Documents
<Title of the Project/TPB-ITB No.>
<Company Name>
<Date of the Deadline of Submission>

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

TECHNICAL ENVELOPE
<Title of the Project/TPB-ITB No.>
<Company Name and Address of the Company>
DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>

FINANCIAL ENVELOPE
<Title of the Project/TPB-ITB No.>
<Company Name and Address of the Company>
DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>

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

ORIGINAL
Technical Envelope
<Title of the Project/TPB-ITB No.>
<Company Name and Address of the Company>

COPY 1
Technical Envelope
<Title of the Project/TPB-ITB No.>
<Company Name and Address of the Company>

COPY 2
Technical Envelope
<Title of the Project/TPB-ITB No.>
<Company Name and Address of the Company>

The **Technical Envelope** shall contain the following technical documents, **labeled/separated with tabs** as follows:

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/TPB-ITB No.>

<Company Name and Address of the Company>

COPY 1

Financial Envelope

<Title of the Project/TPB-ITB No.>

<Company Name and Address of the Company>

COPY 2

Financial Envelope

<Title of the Project/TPB-ITB No.>

<Company Name and Address of the Company>

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)
-
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 **17 July 2025 at 10:00 AM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

TPB BAC Room
Tourism Promotions Board (TPB) Philippines
6/F, Five E-Com Center, Harbor Drive,
Mall of Asia Complex, Pasay City
 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 [soleil fajardo@tpb.gov.ph](mailto:soleil_fajardo@tpb.gov.ph), upon request.
 11. 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 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:

Genesis Weiyn B. Lee / Soleil Moon A. Fajardo
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 278, (8) 525-7312
E-mail: bac_sec@tpb.gov.ph / soleil_fajardo@tpb.gov.ph

13. You may visit the **TPB** and other websites:

For downloading of Bidding Documents: www.tpb.gov.ph
For the actual posting of the requirement: www.philgeps.gov.ph

26 June 2025


ARNOLD T. GONZALES
Chairperson
Bids and Awards Committee