

**INVITATION TO BID (ITB)
TPB-ITB NO. 2025-046**

**SERVICES OF AN EVENT MANAGEMENT COMPANY FOR THE ANNUAL
TOURISM PROMOTIONS BOARD (TPB) MEMBERS' NIGHT**

1. The *Tourism Promotions Board (TPB) Philippines*, through the **2025 Approved Corporate Operating Budget** intends to apply the sum of **One Million Eight Hundred Seventy-Eight Thousand Pesos Only (PhP1,878,000.00)** being the Approved Budget for the Contract (ABC) inclusive of all applicable taxes and fees to payments under the contract for the **Services of an Event Management Company for the Annual Tourism Promotions Board (TPB) Members' Night / TPB-ITB No. 2025-046**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
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 soc_torres@tpb.gov.ph and inspect the Bidding Documents at the address given below during office hours from **08:00 A.M to 05:00 P.M.**
5. A complete set of Bidding Documents may be acquired by interested Bidders on **05-28 August 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 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. 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

Amount of Bidding Document – **Five Thousand Pesos (Php 5,000.00)**

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.

- The **TPB** will hold a Pre-Bid Conference on **15 August 2025 at 4:00 P.M.** through video conferencing or webcasting via **Zoom platform**, which shall be open to prospective bidders.

Meeting ID: 912 7083 5198 Passcode: 809969

- 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 **28 August 2025, 10:00 A.M.** 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

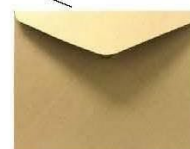
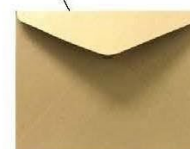
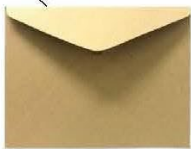
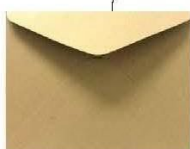


TECHNICAL ENVELOPE

- 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./Lot 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./Lot 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./Lot 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./Lot No.>

<Company Name and Address of the Company>

COPY 1

Technical Envelope

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

<Company Name and Address of the Company>

COPY 2

Technical Envelope

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

<Company Name and Address of the Company>

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

1. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with section 8.5.2 of the IRR
2. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (within the last three (3) years)
3. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in sections 23.4.1.3 and 23.4.2.4 of the 2026 revised IRR of RA No. 9184, within the

- relevant period as provided in the bidding documents. (within last (3) years)
4. Original copy of Bid Security, If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or Original copy of Notarized Bid Securing Declaration.
 5. Original duly signed Omnibus Sworn Statement (OSS) and if applicable, original Notarized Secretary's Certificate in case of a Corporation, Partnership, or Cooperative or Original Special Power of Attorney of all members of the Joint Venture giving full power and authority to its officer to sign the OSS and do acts to represent the bidder.
 6. The supplier's **Audited Financial Statement**, showing, among others, the supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which not be earlier than two (2) years from the date of bid submission.
 7. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) or committed line of credit from a Universal or Commercial Bank in lieu of its NFCC computation
 8. If applicable, a duly signed Joint Venture Agreement (JVA) in case the joint venture is already in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.
 9. Supplementary Bid Bulletin (if any)
 10. Additional Technical Components: Technical Documents as specified in the Technical Specifications
 11. Conformity with the Technical Specifications, which may include / delivery schedule, manpower requirements, and/or aftersales/parts, if applicable.

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

ORIGINAL

Financial Envelope

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

<Company Name and Address of the Company>

COPY 1

Financial Envelope

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

<Company Name and Address of the Company>

COPY 2

Financial Envelope

<Title of the Project/TPB-ITB No./Lot 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 **28 August 2025 at 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.

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 soc_torres@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 Weiyng B. Lee / Socrates G. Torres
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 / soc_torres@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

05 August 2025


ARNOLD T. GONZALES
Chairperson *lee*
Bids and Awards Committee