

07 August 2025

**REQUEST FOR QUOTATION (RFQ) NO. TPB-RFQ NO. 2025-08-230**

**SUPPLY AND DELIVERY OF TRAVEL BAGS FOR TPB MEMBERSHIP PROGRAM AND OTHER INDUSTRY RELATIONS AND SERVICES DIVISION (IRSD) ACTIVITIES**

**NEGOTIATED PROCUREMENT – TWO FAILED BIDDINGS**

1. The Tourism Promotions Board (TPB) Philippines, through the **2024 Approved Corporate Operating Budget** intends to apply the sum of **One Million Five Hundred Thousand Pesos Only (Php1,500,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Supply and Delivery of Travel Bags for TPB Membership Program and Other Industry Relations and Services Division (IRSD) Activities/TPB-RFQ No. 2025-08-230**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The TPB Bids and Award Committee (BAC) now invites technically, legally, and financially capable tour operators to submit a quotation for the said project.
3. The procurement of the requirement shall be undertaken through **Negotiated Procurement - Two Failed Biddings** with the provision of Section 53.1 of the Act and the revised IRR following the procedure as prescribed in Annex “H” of the revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Law.
4. A copy of the Technical and Financial Quotations must be submitted to the BAC, which must be duly received by the BAC Secretariat at the office address indicated below on or before **18 August 2025, 09:30 AM**. Late submission shall not be accepted.
5. Interested bidders shall submit the following documents in sealed envelopes, labeled as “Negotiated Procurement for Two-Failed Biddings”, with the title of the procurement project, name of the bidder, address, the contact details of the bidder, addressed to the TPB BAC Chairperson.

The address for the submission of bids is:

**BAC Secretariat  
Procurement Management Division  
Finance Department  
Tourism Promotions Board Philippines  
6th Floor, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City**

6. ***Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.***
7. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in **No. 14 Bid Security of Section II. Instructions to Bidder of the 6<sup>th</sup> Edition Philippine Bidding Documents for Goods**, which shall be not less than the percentage of the ABC in accordance with the schedule in the said Section.

The Bid and Bid Security shall be valid until **16 December 2025**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

8. Interested bidders shall use the Technical and Financial forms as provided in the Bidding Documents for Goods, 6<sup>th</sup> Edition.

The following Technical and Financial documents must be properly labeled/tabbed:

#### **Legal Documents**

- a. PhilGEPS Platinum Registration Certificate

#### **Technical Documents**

- a. Company Profile
- b. 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 **five (5) years** prior to the deadline for the submission and receipt of quotation. ***Bidder to provide a copy of Notice of Award (NOA) / Contract Agreement / Notice to Proceed (NTP) for Government contracts and its equivalent for Private Sector contracts.***
- c. 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 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents, within the last **five (5) years** prior to the deadline for the submission and receipt of quotation. ***Bidder to provide Certificate of Satisfactory Completion for Government Clients and its equivalent for Private Sector clients;***
- d. 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;
- e. Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; (*Annex "A"*)
- f. 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;
- g. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation; and
- h. 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.

#### **Financial Documents**

- a. Original of duly signed and accomplished Financial Bid Form; and
  - b. Original of duly signed and accomplished Price Schedule(s).
9. The opening of the is on **18 August 2025 at 10:00 AM** at the **TPB BAC Meeting Room**. Quotations will be opened in the presence of the bidders' representatives who choose to attend the activity.

The place of opening of the Technical and Financial Proposal is:

**TPB BAC Meeting Room**

**Tourism Promotions Board Philippines**

**6th Floor, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City**

10. The TPB shall evaluate the quotations using the ***Lowest/Single Calculated Responsive Quotation (L/SCRQ)***.
11. The winning bidder shall be required to submit a **performance security** prior to the signing of the contract, which shall remain valid until the issuance by the Procuring Entity of the Certificate of Final Acceptance.
12. The performance security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:

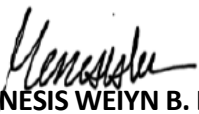
| Form of Performance Security                                                                                                                                                                                                         | Amount of Performance Security             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| Cash or cashier's/manager's check issued by a Universal or Commercial Bank;                                                                                                                                                          | Five percent (5%) of the Contract Price    |
| Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and/or |                                            |
| Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.                                                                            | Thirty percent (30%) of the Contract Price |

13. Attached in this Request for Quotation are the following: Technical Specifications, Conformity to Technical Specifications (Annex "A"), Forms (Annex "B"), and Diagram of Sealing and Marking (Annex "C").
14. For any clarification, you may send an email to the BAC Secretariat at the following email addresses:

*Genesis Weiyn B. Lee / Soleil Moon A. Fajardo*  
*BAC Secretariat, Tourism Promotions Board*  
*6th Floor, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City*  
*No. 8525-9318 loc. 273 /8525-9318 loc. 266*  
*Email: [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph) / [soleil\\_fajardo@tpb.gov.ph](mailto:soleil_fajardo@tpb.gov.ph)*  
*Website: [www.tpb.gov.ph](http://www.tpb.gov.ph)*

15. The Tourism Promotions Board Philippines is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%).

Thank you.

  
**GENESIS WEIYN B. LEE**  
Acting Head  
Procurement Management Division