

## Invitation to BID

### Services of a Tour Operator for the Implementation of ASPAC Travel Trade and Media Familiarization Trips (TPB-ITB No. 2023-008 EPA)

- The **Tourism Promotions Board (TPB)**, through the Corporate Budget **FY 2024**, intends to apply the sum of **Seven Million Five Hundred Thousand Pesos (PhP7,500,000.00)**, inclusive of all applicable taxes, being the ABC to payments under the contract for the **Services of a Tour Operator for the Implementation of ASPAC Travel Trade and Media Familiarization Trips**.

Lots are broken down as follows:

LOT	DESTINATION/S	INDICATIVE DATE OF IMPLEMENTATION	AMOUNT
Lot 1	MOALBOAL, SUMILON, DUMAGUETE Malaysia Kol / Media Familiarization Tour Estimated total no. of participants: 14 pax Minimum guarantee: 10 pax	18-22 March 2024	PhP 2,000,000.00
Lot 2	DAVAO, BUKIDNON Hong Kong Media/Kol Familiarization Tour Estimated total no. of participants: 11 pax Minimum guarantee: 11 pax	22-26 April 2024	PhP 1,000,000.00
Lot 3	ILOCOS Singapore Travel Trade Agents and Media Familiarization Tour Estimated total no. of participants: 10 pax Minimum guarantee: 10 pax	01-05 October 2024	Php 1,000,000.00

Lot 4	BICOL Taiwan Media/Kol Familiarization Tour Estimated total no. of participants: 12 pax Minimum guarantee: 10 pax	14-18 October 2024	Php 1,500,000.00
Lot 5	BICOL Australia Travel Agent / Media Familiarization Tour Estimated total no. of participants: 12 pax Minimum guarantee: 10 pax	04 to 09 November 2024	Php 2,000,000.00

Interested bidders may participate provided that the Technical and Financial Documents shall be completely submitted as prescribed in the bidding documents. Bids received in excess of the ABC shall be automatically rejected at bid opening.

- The TPB now invites bids for the above Procurement Project. **Delivery of the Items/Services commence as per stated in Section IV, Schedule of Requirements, of Bidding Documents.** 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, contract should at least be **fifty percent (50%) of the ABC.** The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

Attach the Certificate of Satisfactory Completion for Single Largest Completed Contract (SLCC).

For the statement of all ongoing government and private contracts, attach any of the following: the signed Notice of Award, Notice to Proceed, or Contract/Purchase Order.

Failure to submit the certificate of completion of the project or any proof thereof, including the supporting documents shall be a ground for disqualification of eligibility.

A complete set of Bid Proposal must/shall be submitted per Lot for more than one (1) Lot Bid Proposal.

- 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 – Bids and Awards Committee Secretariat** 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.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **December 11, 2023 to January 16, 2024 (10:00 a.m.)** from the given address and website(s) below *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 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00

#### Mode of Payment of Bidding Document

- a) Fund/Bank Transfer:  
Tourism Promotions Board bank details:  
Account Name: Tourism Promotions Board  
Account Number: 1772-1034-13  
Bank: Land Bank of the Philippines  
Branch Address: Ground Floor 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 and other relevant document
- b) Cash Payment: Pay in cash at the TPB Office Cash Unit.
6. The TPB will hold a Pre-Bid Conference on **January 4, 2024 2:00 P.M.** through video conferencing or webcasting via Zoom Link which shall be open to prospective bidders.  
**Meeting ID: 999 0979 7483**                      **Passcode:864916**
  7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below, on or before **January 16, 2024, 10:00 a.m.** Late bids

shall not be accepted.

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 (manual opening) shall be on **January 16, 2024, 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.
10. 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.
11. For further information, please refer to:  
*Ms. Roselle D. Romero / Mr. Socrates G. Torres*  
*BAC Secretariat, Administrative Department*  
***Tourism Promotions Board***  
*4th Floor Legaspi Towers 300, Roxas Boulevard, Manila*  
*Tel. Nos. 8 525-9318 loc. 261*  
*Email at [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph), [soc\\_torres@tpb.gov.ph](mailto:soc_torres@tpb.gov.ph)*

*December 11, 2023*

  
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**MR. ARNOLD T. GONZALES**  
*Chairperson*      *§*  
*Bids and Award Committee*