

## INVITATION TO BID (ITB) NO. 2024-011

### EVENTS MANAGEMENT SERVICES FOR THE CONDUCT OF THE TPBPHL MEMBERS' PROGRAM

1. The *Tourism Promotions Board Philippines*, through the **2024 Approved Corporate Operating Budget** intends to apply the sum of **One Million Five Hundred Fifty Thousand Pesos Only (PhP1,550,000.00)** being the ABC to payments under the contract for **Events Management Services for the Conduct of the TPBPHL Members' Program/ITB No. 2024-011**. The procurement project is divided into **two (2) lots** broken down as follows:

Lot	Item/Project Description	ABC (PhP)
1	TPBPHL Member' ThinkTalk Sessions	600,000.00
2	Annual TPBPHL Members' Night	950,000.00
TOTAL ABC		<b>1,550,000.00</b>

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

2. The *Tourism Promotions Board Philippines*, now invites bids for the above Procurement Project. Delivery of the Goods is required **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 **Tourism Promotions Board** through its Bids and Awards Committee Secretariat via emails: **bac\_sec@tpb.gov.ph and/or Janet\_Villafranca@tpb.gov.ph** and inspect the Bidding Documents at the address given below during the office hours from **9:30am – 6:30pm**.

**BAC Secretariat  
Procurement and General Services Division  
4F Legaspi Towers 300, Roxas Boulevard, Manila**

5. A complete set of Bidding Documents may be acquired by interested Bidders on **08 February – 01 March 2024** by sending your request to **bac\_sec@tpb.gov.ph** and/or **Janet\_Villafranca@tpb.gov.ph** or **by downloading** 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:

Lot	Item/Project Description	Fee for the Bidding Documents (PhP)
1	TPBPHL Member' ThinkTalk Sessions	1,000.00
2	Annual TPBPHL Members' Night	1,000.00

The fee for the Bidding Documents for **Two (2) lots** is **Five Thousand Pesos Only (PhP5,000.00)**.

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:  
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 **Tourism Promotions Board Philippines** will hold a **Pre-Bid Conference on 16 February 2024 at 10:00 AM** 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 **Janet\_Villafranca@tpb.gov.ph**.

7. Bids must be duly received by the BAC Secretariat **in a sealed envelope** at the office address indicated below, on or before **01 March 2024 at 10:00 AM**. Late bids shall not be accepted.

**Procurement and General Services Division  
Tourism Promotions Board  
4/F, Legaspi Towers 300, Roxas Boulevard, Manila**

Each prospective bidder shall submit **one (1) original** and **two (2) copies** of its **Technical** and **Financial** documents.

The **Main Envelope** shall be labelled as follows:

**TECHNICAL AND FINANCIAL BID**  
<Title of the Project/Lot 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 encourage to **properly label each section of the Bids using tabs labeled/separated with tabs as follows:**

1. PhilGEPS Platinum Certificate
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. Audited Financial Statement
8. Computation of the NFCC or Line of Credit
9. 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, **labeled/separated with tabs** for easy identification of documents as follows:

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 **01 March 2024 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.
10. The Bidder who's Bid was declared the Single/Lowest Calculated Responsive Bid (S/LCRB) shall submit a third copy of the **Eligibility, Technical and Financial Bid**, upon the request of the Secretariat
11. The **Tourism Promotions Board Philippines** 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:

*Roselle D. Romero / Janet G. Villafranca  
BAC Secretariat, Tourism Promotions Board  
4/F Floor Legaspi Towers 300, Roxas Boulevard, Manila  
Tel. Nos. 8525-9318 loc. 273 / 8525-9318 loc. 270  
Email: bac\_sec@mis.tpb.gov.ph/bac\_sec@tpb.gov.ph/ janet\_villafranca@tpb.gov.ph  
Fax No. (02) 8526-5971*

13. You may visit the following websites:

For downloading of Bidding Documents: **[www.philgeps.gov.ph](http://www.philgeps.gov.ph)** or **[www.tpb.gov.ph](http://www.tpb.gov.ph)**

08 February 2024

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