

**INVITATION TO BID  
ITB NO. 2024-025**

**SERVICES OF AN EVENT MANAGEMENT COMPANY FOR THE INTERNATIONALE  
TOURISMUS BORSE (ITB) ASIA 2024**

1. The **Tourism Promotions Board**, through the **2024 Corporate Operating Budget** intends to apply the sum of **Four Million Eight Hundred Fifteen Thousand One Hundred Twenty Pesos (PhP4,815,120.00)**, inclusive of all applicable taxes being the Approved Budget for the Contract (ABC) to payments under the contract for **Services of an Event Management Company for the Internationale Tourismus Borse (ITB) Asia 2024**.

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.

2. The **Tourism Promotions Board** now invites bids for the above Procurement Project. Delivery of the Goods is required **based on the provided Schedule of Delivery and upon receipt of the signed and approved Notice to Proceed (NTP)**.

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-Bids and Awards Committee Secretariat** and inspect the Bidding Documents at the address given below during office hours from **08:00 AM to 05:00 PM from Monday – Friday (or during the weekdays)**.

5. A complete set of Bidding Documents may be acquired by interested Bidders on **24 April – 14 May 9:30 AM** by sending your request to [bac\\_sec@tpb.gov.ph](mailto: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.

The cost of the 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 1 million up to 5 million	5,000.00

**NOTE: the maximum fee for the Bidding Documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.**

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

Bank 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 and other relevant document

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

**Cash Payment:** Pay in cash at the TPB Office Cash Unit

6. The **Tourism Promotions Board** will hold a Pre-Bidding Conference on **02 May 2024 at 2:00 PM** through video conferencing or webcasting *via Zoom platform*, which shall be open to prospective bidders.

**Meeting ID:** 815 4717 7788

**Passcode:** 676079

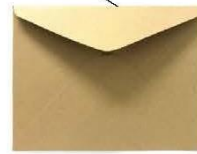
7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below on or before **14 May 2024 at 9:30 AM**. Late bids shall not be accepted:

Procurement and General Services Division

Tourism Promotions Board

4/F, Legaspi Towers 300, Roxas Boulevard, Manila

# MAIN ENVELOPE

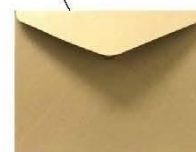
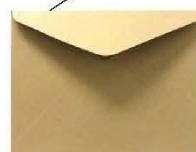
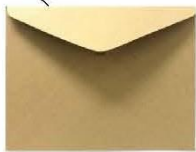
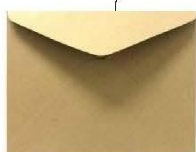


## TECHNICAL ENVELOPE

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

**FINANCIAL ENVELOPE**  
**Financial Documents**  
<Title of the Project>  
<Company Name>  
< Deadline of Submission>

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

**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>

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 (not applicable)

**And**

**Additional Technical Requirements:** All Technical Documents as specified in the Technical Specifications

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

**ORIGINAL**

**Financial Envelope**  
<Title of the Project>  
<Company Name>  
<Deadline of Submission>

**COPY 1**

**Financial Envelope**  
<Title of the Project>  
<Company Name>  
<Deadline of Submission>

**COPY 2**

**Financial Envelope**  
<Title of the Project>  
<Company Name>  
<Deadline of Submission>

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)

**Note:** Interested bidders shall submit separate technical and financial envelopes per lot and shall be opened and evaluated on a "per lot basis" as prescribed in the bidding documents, which shall be submitted on the prescribed deadline of submission of bids.

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 **14 May 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.

TPB BAC Room  
Tourism Promotions Board  
4<sup>th</sup> Floor Legaspi Towers 300, Roxas Blvd, cor. P. Ocampo St.,  
Malate, Manila 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](mailto:bac_sec@tpb.gov.ph) and/or [soleil\\_fajardo@tpb.gov.ph](mailto:soleil_fajardo@tpb.gov.ph), upon request.
11. The **Tourism Promotions Board** 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 / Soleil Moon A.  
Fajardo BAC Secretariat, Tourism  
Promotions Board  
4<sup>th</sup> Floor Legaspi Towers 300, Roxas Blvd.,  
ManilaTel. No. (8) 525-9318 local 278, (8) 525-  
7312  
E-mail: [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph) / [soleil\\_fajardo@tpb.gov.ph](mailto:soleil_fajardo@tpb.gov.ph)*

13. You may visit the **Tourism Promotions Board (TPB)** and other websites:

For downloading of Bidding Documents: [www.tpb.gov.ph](http://www.tpb.gov.ph)  
For the actual posting of the requirement: [www.philgeps.gov.ph](http://www.philgeps.gov.ph)

24 April 2024

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