

REQUEST FOR EXPRESSION OF INTEREST (REI No. 2024-013)

Services of an Event Management Company for the Booth Design, Construction, Maintenance, Dismantling, and Logistical Requirements for the Diving Equipment and Marketing Association Show 2024

1. The *Tourism Promotions Board (TPB)*, through the **Corporate Budget FY 2024**, intends to apply the sum of **Seven Million Four Hundred Seventy-seven Thousand Four Hundred Eighty-eight Pesos (Php7,477,488.00)**, inclusive of all applicable taxes, being the Approved Budget for the Contract (ABC) to payments under the contract for the *Services of an Event Management Company for the Booth Design, Construction, Maintenance, Dismantling, and Logistical Requirements for the Diving Equipment and Marketing Association (DEMA) Show 2024*. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposal.
2. The **TPB** now calls for the submission of **eligibility documents** for the *Services of an Event Management Company for the Booth Design, Construction, Maintenance, Dismantling, and Logistical Requirements for the Diving Equipment and Marketing Association (DEMA) Show 2024*. Eligibility documents of interested consultants must be duly received by the BAC Secretariat through **manual submission** on or before **April 11, 2024 10:00 A.M.** send your Eligibility Documents to TPB Office, BAC Secretariat, Procurement and General Services Division, 4th Floor Legaspi Towers 300, Roxas Boulevard Malate, Manila. The **manual or traditional opening** of the eligibility documents is on **April 11, 2024 11:00 A.M.** at TPB office. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from the BAC Secretariat of the TPB through email address bac_sec@tpb.gov.ph and/or soc_torres@tpb.gov.ph
4. A complete set of Bidding Documents may be acquired by interested Bidders on **April 2 to May 3, 2024 10:00 A.M.** from TPB Office and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the TPB, provided that Bidders shall pay the applicable fee for the Bidding Document not later than the submission of their bids.

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 (PhP)	Maximum Cost of Bidding Documents (PhP)
More than 5 Million up to 10 Million	10,000.00

Bidding Document Amount: PhP10,000.00 (excluding bank and other charges):

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 TPB Office cash unit.

5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provision of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of five (5) prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

RATING CRITERIA FOR SHORTLISTING	%	Rating
I. Applicable Experience of the Firm	50%	
Must be a duly registered Philippine company engaged in the business as an EMC, PMC, and Full-Service Booth Contractor with experience in booth design and installation, event organization, and implementation with at least five (5) years of experience.		
1) Experience of the firm in handling similar nature of work in both local and international events (30%)		
More than five (5) years (30%)		
Five (5) years (20%)		
Below five (5) years (0%)		
2) List of implemented similar projects for the last five (5) years held both local and international (20%)		
More than three (3) projects with at least one (1) project implemented in USA (20%)		

At least three (3) projects (10%)		
Two (2) or fewer projects (0%)		
II. Qualification of Key Personnel	30	
1. The Key Personnel should have at least three (3) years of relevant work experience and/or specialization in the conduct of similar events <ul style="list-style-type: none"> ● 1 Project Manager ● 1 Assistant Manager ● 1 Designer 2. The Support Staff should have at least one (1) year of relevant experience <ul style="list-style-type: none"> ● At least 2 Administrative/Project Staff 		
More than three (3) years of experience for key personnel and more than one (1) year for support staff (30%)		
Three (3) years of experience for key personnel and one (1) year for support staff (20%)		
Below three (3) years of experience for key personnel and less than one (1) year for support staff (0%)		
III. Current Workload Relative to Capacity	20	
The firm is currently handling a maximum of five (5) projects.		
Currently handling three (3) or fewer projects (20%)		
Currently handling four (4) to five (5) projects (15%)		
Currently handling more than five (5) projects (0%)		
TOTAL	100%	

Passing Rate 80%

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.

Attach the Certificate of Satisfactory Completion for all completed projects within the last **five (5) years** from the date of submission and receipt of bids.

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 within the last **five (5) years** from the date of submission and receipt of bids.

Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR of R.A 9184


7. The **TPB** shall evaluate bid using the **Quality-Cost Based Evaluation/Selection (QCBE/QCBS)** procedure. The Procuring Entity shall indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation on bids shall be provided in the Instructions to Bidders.
8. Contract duration from the date of the receipt of the Notice to Proceed until the completion of the deliverables.
9. 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

10. 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. 02-525-7312/02 525-9318 loc. 214/215
Email at bac_sec@tpb.gov.ph, soc_torres@tpb.gov.ph
Land Line 02-8 525 93 18 loc. 261

April 1, 2024



Mr. Arnold T. Gonzales Sr.
Chairperson
Bids and Awards Committee