

**INVITATION TO BID (ITB) NO. 2024-031**

**PROCUREMENT OF SOLUTIONS PROVIDER FOR HUMAN RESOURCE INFORMATION SYSTEM (HRIS) OF THE TPBPHL**

1. The **Tourism Promotions Board Philippines**, through the **2024 Approved Corporate Operating Budget** intends to apply the sum of **THREE MILLION FIVE HUNDRED THOUSAND PESOS ONLY (Php3,500,000.00)** being the ABC to payments under the contract for the **Procurement of a Solutions Provider for Human Resource Information System (HRIS) of the TPBPHL /ITB No. 2024-031**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Tourism Promotions Board Philippines** now invites bids for the above Procurement Project. The schedule of delivery of the Goods is provided in **Section VI. Schedule of Requirements**. Bidders should have completed, **within the last four (4) 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**  
**6F Five-ECOM Center, Harbor Drive, Mall of Asia Complex, Pasay City**

5. A complete set of Bidding Documents may be acquired by interested Bidders on **02 – 23 July 2024** by sending your request to **bac\_sec@tpb.gov.ph** and/or **janet\_villafranca@tpb.gov.ph** or **by downloading** through the **PhilGEPS** or **TPB website** and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos Only (Php5,000.00)**.

The 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 10 July 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 **23 July 2024 at 9:30 AM**. Late bids shall not be accepted.

**Procurement and General Services Division  
Tourism Promotions Board  
6F Five-ECOM Center, Harbor Drive, Mall of Asia Complex, Pasay City**

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**  
**< BAC Secretariat>**  
**<Title of the Project/Project Identification No.>**  
**< Company Name and Address of the Consultant>**  
**DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>**

The **Main Envelope** shall contain **two (2) envelopes**, each envelope shall be labeled as follows:

**TECHNICAL ENVELOPE**  
**< BAC Secretariat>**  
**<Title of the Project/Project Identification No.>**  
**< Company Name and Address of the Consultant >**  
**DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>**

**FINANCIAL ENVELOPE**

<BAC Secretariat>

<Title of the Project/Project Identification No.>

< Company Name and Address of the Consultant >

**DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>**

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

**ORIGINAL**

<BAC Secretariat>

<Title of the Project/Project Identification No.>

< Company Name and Address of the Consultant >

**DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>**

**COPY 1**

< BAC Secretariat>

<Title of the Project/Project Identification No.>

< Company Name and Address of the Consultant >

**DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>**

**COPY 2**

<BAC Secretariat>

<Title of the Project/Project Identification No.>

< Company Name and Address of the Consultant>

**DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>**

The **Technical Envelope** shall contain the following Legal, Technical, and Financial documents, Bidders are encouraged to **properly label each section of the Bids using tabs for the following:**

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. 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**

<BAC Secretariat>

<Title of the Project/Project Identification No.>

< Company Name and Address of the Consultant>

**DO NOT OPEN BEFORE: <Date and Time for the Opening of Financial Bid>**

**COPY 1**

**Financial Envelope**

<BAC Secretariat>

<Title of the Project/Project Identification No.>

< Company Name and Address of the Consultant>

**DO NOT OPEN BEFORE: <Date and Time for the Opening of Financial Bid>**

**COPY 2**

**Financial Envelope**

<BAC Secretariat>

<Title of the Project/Project Identification No.>

< Company Name and Address of the Consultant>

**DO NOT OPEN BEFORE: <Date and Time for the Opening of Financial Bid>**

The **Financial Envelope** shall contain the following financial documents, Bidders are encouraged to **properly label each section of the Bids using tabs for the following:**

1. Financial Bid
2. Price Schedule
3. Other Documentary Requirements (if applicable)

**See Annex D: 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 **23 July 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. Bidder who's Bid was declared the Single/Lowest Calculated Responsive Bid (S/LCRB) shall submit a third copy of the **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  
6/F Floor 5-ECOM Center, Harbor Drive, MOA Complex, Pasay City  
Tel. Nos. 8525-9318 loc. 273 / 8525-9318 loc. 270  
Email:roselle\_romero@tpb.gov.ph/bac\_sec@tpb.gov.ph/janet\_villafranca@tpb.gov.ph  
ax 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)**

02 July 2024

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