

28 September 2024

REQUEST FOR QUOTATION

RFQ NO. TPB-PR 2024.09.264

REQUIREMENT: SUPPLY AND DELIVERY OF ONE (1) YEAR SUBSCRIPTION TO A TOURISM MARKET RESEARCH DATABASE

1. The Tourism Promotions Board (TPB) intends to procure the **Supply and Delivery of One (1) Year Subscription to a Market Research Database** with an Approved Budget for the Contract (ABC) of **Seven Million Pesos Only (PhP7,000,000.00)**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The TPB Bids and Award Committee (BAC) now invites technically, legally, and financially capable Supplier to submit a quotation for the said project.
3. The procurement of the requirement shall be undertaken through Negotiated Procurement - Two Failed Biddings with the provision of Section 53.1 of the Act and the revised IRR following the procedure as prescribed in Annex "H" of the revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Law.
4. A copy of the Technical and Financial Proposal in three (3) copies, must be submitted to the BAC which must be duly received by the BAC Secretariat at the office address indicated in item ten (10) of this RFQ on or before **07 October 2024, 1:30 PM**. Late submission shall not be accepted.

The copies shall label the envelope ORIGINAL, COPY 1, and COPY 2

5. Interested bidders shall submit the following documents in sealed envelopes, labeled as "Negotiated Procurement for Two-Failed Biddings", with the title of the procurement project, name of the bidder, address, the contact details of the bidder, addressed to the BAC.
6. Interested bidders shall use the Technical and Financial forms as provided in the Bidding Documents for Goods, 6th Edition.

The following Technical and Financial documents must properly labeled/tabs:

A. Technical Proposal

Legal Documents

- a. PhilGEPS Platinum Registration Certificate (all pages)
- b. SEC and Articles of Incorporation, CDA or DTI Certificate
- c. Valid Mayor's/Business Permit
- d. Tax Clearance
- e. Latest Audited Financial Statement

Technical Documents

- f. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- g. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- h. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- i. Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- j. Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- k. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) **or** A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- l. If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful
- B. Financial Proposal
- m. Original of duly signed and accomplished Financial Bid Form; **and**
 - n. Original of duly signed and accomplished Price Schedule(s).
7. The opening of the proposals is on **07 October 2024, 2:00 PM** at the **TPB BAC Meeting Room**. Proposals will be opened in the presence of the bidders' representatives who choose to attend the activity.

A ten (10) minutes demonstration of the platform's features and functionalities shall be requested from the bidder.

8. The Post-Qualification shall include a trial access on the database and conduct actual searching of contents.
9. The winning bidder shall be required to submit a performance security within ten (10) calendars days from the date of receipt of the Notice of Award and prior to the signing of the contract, which shall remain valid until the issuance by the Procuring Entity of the Certificate of Final Acceptance.
10. The performance security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank;	Five percent (5%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and/or	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

11. Attached hereto are the following: Technical Specifications, Technical and Financial Bid Form, and Revised forms.
12. For any clarification, you may send an email to the BAC Secretariat at the following email addresses:

Roselle D. Romero / Janet G. Villafranca
BAC Secretariat, Tourism Promotions Board
6/F Floor Five E-com Center, Harbor Drive, Mall of Asia Complex, Pasay City
No. 8525-9318 loc. 273 /8525-9318 loc. 270
Email: bac_sec@tpb.gov.ph/janet_villafranca@tpb.gov.ph
Website: ww.tpb.gov.ph
13. The Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%).

Thank you.



JANET G. VILLAFRANCA

Officer-in-Charge, Procurement and General Services Division
 Administrative Department

STATEMENT OF COMPLIANCE

Technical Specifications

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. **Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.** A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

Item	Specification	Statement of Compliance (Comply/Not Comply)
1	Minimum Geographical Coverage: <u>ASIA</u> Australia Malaysia Singapore Taiwan Hong Kong China Japan South Korea Philippines India United Arab Emirates Saudi Arabia <u>EUROPE</u> Germany United Kingdom France <u>AMERICAS</u> Canada United States of America	

	<p>Mexico Brazil Colombia Chile</p>	
2	<p>In case that any of the above countries are not yet included in the current geographic coverage of the platform, the market research provider can conduct special surveys for the countries, covering the desire travel and tourism topics/contents, to ensure the availability of data and information, with no additional cost to the TPB.</p>	
3	<p>Traveller Profiles</p> <ul style="list-style-type: none"> ➤ Domestic and international travel demand ➤ Purpose of travel ➤ Travel obstacles and considerations ➤ Preferred methods for researching and booking ➤ Travel spending ➤ Length of stay ➤ Holiday destination choices and selection influence ➤ Travel Advertising channel preference ➤ Holiday companions ➤ Past Travel behavior (e.g. number of trips in the past 12 months) ➤ Preferred travel brands ➤ Preferred travel destinations ➤ Insights on different types of travelers 	
4	<p>Other Characteristics</p> <ul style="list-style-type: none"> ➤ Demographics ➤ Hobbies & Interests ➤ Consumer Values & Attitudes ➤ Media and Advertising ➤ Economic Outlook 	
5	<p>At least quarterly data update</p>	
6	<p>Features and Functionalities</p> <ul style="list-style-type: none"> • Built-in dashboards for visualizing data with available filters for customizing views • Capability to export data and graphs into Microsoft Excel and Powerpoint • Can provide comparison of data per year, quarter, or month. 	

6	<ul style="list-style-type: none"> • Can sort the categories of graphs automatically based on value • Provision of access to unlimited number of users in the organization • Dedicated account services team with a lead account manager providing advice, training, support, information updates, and latest research development • Provision of orientation (online or face-to-face) to the users of the platform to explain its contents, features, and functionalities 	
7	<p>Qualification of the Market Research Provider</p> <ul style="list-style-type: none"> • Must be operating for at least 10 years in the field of consumer research and in-sighting. <p><i>Note: Submit/Provide Company Profile with the following information:</i></p> <ul style="list-style-type: none"> ➤ Brief profile and background of the company, which demonstrates their ability to provide the bulk of information that TPB needs in one platform ➤ Briefer on the survey methodology employed by the company to gather the information contained in the database. 	
8	<p>Qualification of the reseller or distributor</p> <ul style="list-style-type: none"> • With at least five (5) years in the business of acquiring rights for subscription to market research database or platforms. <p><i>Note: Submit/Provide Company Profile</i></p> <ul style="list-style-type: none"> • Authorized reseller or distributor of market research database. <p><i>Note: Submit/Provide proof of authorization</i></p> <ul style="list-style-type: none"> • Provider/owner of market research database must be operating for at least 10 years in the field of consumer research and in-sighting. <p><i>Note: Submit/Provide Company Profile of the provider/owner of market research</i></p>	

Name of signature of the authorized representative/date