

**INVITATION TO BID (ITB) NO. 2024-002  
EARLY PROCUREMENT ACTIVITY (EPA)**

**SERVICES OF A TOUR OPERATOR FOR THE FAMILIARIZATION TRIP WITH TOUR  
OPERATORS, AGENTS, AND MEDIA IN THE US AND CANADA**

1. The **Tourism Promotions Board (TPB)**, through the **2025 Corporate Operating Budget** intends to apply the sum of **Two Million Pesos Only (PhP2,000,000.00)** being the ABC **inclusive of all applicable taxes and fees** to payments under the contract for the **Services of a Tour Operator for the Familiarization Trip with Tour Operators, Agents, and Media in the US and Canada / TPB-ITB No. 2024-002 EPA**. Bids received in excess of the ABC shall be automatically rejected at the bid opening.
2. The **TPB** now invites bids for the above Procurement Project. Delivery of the Goods is required by **Section VI. Schedule of Requirements**. Bidders should have completed, within **the last 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 **TPB through its Bids and Awards Committee (BAC) Secretariat via emails: [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph) and/or [genesis\\_lee@tpb.gov.ph](mailto:genesis_lee@tpb.gov.ph)** and inspect the Bidding Documents at the address given below during the office hours **08:00 AM-05:00 PM**.

**BAC Secretariat - Procurement and General Services Division  
6/F, Five E-com Center, Harbor Drive Mall of Asia Complex, Pasay City**

5. A complete set of Bidding Documents may be acquired by interested Bidders on **06-26 November 2024** by sending your request to **[bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph) and/or [genesis\\_lee@tpb.gov.ph](mailto:genesis_lee@tpb.gov.ph)** or by downloading through the **PhilGEPS and TPB websites** 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)**.

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 **TPB Philippines** will hold a Pre-Bid Conference on **14 November 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](mailto:bac_sec@tpb.gov.ph) and/or [genesis\\_lee@tpb.gov.ph](mailto:genesis_lee@tpb.gov.ph).

7. Bids must be duly received by the BAC Secretariat in a sealed envelope through **manual submission** at the office address indicated below, on or before **26 November 2024 at 09:30 AM**. Late bids shall not be accepted.

**BAC Secretariat**  
**Procurement and General Services Division**  
**6/F, Five E-com 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 labeled as follows:

**TECHNICAL AND FINANCIAL BID**  
<Title of the Project/ITB 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 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. Computation of the NFCC or Line of Credit
8. 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, 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 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 **26 November 2024 at 10:00 AM** in the **TPB BAC Room**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
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** and/or **genesis\_lee@tpb.gov.ph**, upon request of the Secretariat.
11. The **TPB 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 / Genesis Weiyn B. Lee*  
*BAC Secretariat, Tourism Promotions Board (TPB) Philippines*  
*6th Floor, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City*  
*Tel. No. (8) 525-9318 local 266*  
*E-mail: [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph) / [genesis\\_lee@tpb.gov.ph](mailto:genesis_lee@tpb.gov.ph)*

13. You may visit the **Tourism Promotions Board (TPB) Philippines** 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)

06 November 2024



---

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