

**REQUEST FOR EXPRESSION OF INTEREST (REI) NO. 2024-005
EARLY PROCUREMENT ACTIVITY (EPA)**

**CONSULTING SERVICES OF A MARKETING AGENCY TO PROVIDE TOURISM
PROMOTIONS BOARD (TPB) A MARKETING COORDINATOR FOR MALAYSIA**

1. The *Tourism Promotions Board Philippines (TPB PHL)*, through *2025 Approved Corporate Operating Budget* intends to apply the sum of *Three Million Pesos Only (PhP3,000,000.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *Services of a Marketing Agency to Provide Tourism Promotions Board (TPB) a Marketing Coordinator for Malaysia*. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The *TPB PHL* now calls for the submission of eligibility documents for the *Services of a Marketing Agency to Provide Tourism Promotions Board (TPB) a Marketing Coordinator for Malaysia*. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **21 November 2024 at 1:30 PM** at **Bids and Awards Committee (BAC) Secretariat, Procurement Management Division, 6th Floor, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City**. 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** and inspect the Bidding Documents at the address given below during office hours from **08:00 AM to 05:00 PM from Monday to Friday (or during weekdays)**.

BAC Secretariat
Procurement Management Division
Tourism Promotions Board Philippines
6th Floor, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City

4. A complete set of Bidding Documents may be acquired by interested Bidders on **13 November – 11 December 2024, 1:30 PM** from the address below *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)*.

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

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 provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform 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:

CRITERIA	PERCENTAGE WEIGHT (%)
I. Applicable Experience of the Research Company	45
II. Qualification of Personnel who may be Assigned to the Project	35
III. Current Workload Relative to Capacity	20
TOTAL	100

The hurdle rate for short listing: At least 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.

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

7. The Procuring Entity shall evaluate bids using the ***Quality-Cost Based Evaluation/Selection (QCBE/QCBS)***. The Procuring Entity shall indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
8. The contract shall commence ***upon the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.***
9. The ***TPB PHL***, 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:

Roselle D. Romero / Soleil Moon A. Fajardo
BAC Secretariat, Tourism Promotions Board Philippines
6th Floor, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City
Email: bac_sec@tpb.gov.ph/soleil_fajardo@tpb.gov.ph
Website: www.tpb.gov.ph

13 November 2024



ARNOLD T. GONZALES
Chairperson
Bids and Awards Committee