

Invitation to BID

Services of a Tour Operator for the Implementation of the conduct of the Tourism Marketing Educational Seminar Program

(TPB-ITB No. 2025-004)

1. The **Tourism Promotions Board Philippines (TPBPHL)**, through the **2025 Corporate Operating Budget**, intends to apply the sum of **Eight Million Six Hundred Thousand Pesos Only (PhP8,600,000.00)** being the ABC to payments under the contract for the **Services of a Tour Operator for the Implementation of the Conduct of the Tourism Marketing Educational Seminar Program/ITB No. 2025-004**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **TPBPHL** now invites bids for the above Procurement Project. **Delivery of the Items/Services commence as per stated in Section IV. Schedule of Requirements**. Bidders should have completed, within the last **five (5) years** from the date of submission and receipt of bids, a contract similar to the Project. , contract should at least be **fifty percent (50%) of the ABC**. 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 **TPBPHL – Bids and Awards Committee Secretariat** and inspect the Bidding Documents at the address given below from 8:00 a.m. to 5:00 p.m. Monday to Friday excluding holidays.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **January 22 to February 17, 2025 (10:00 a.m.)** from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB*.

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

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 the TPB Office Cash Unit.
6. The TPB will hold a Pre-Bid Conference on **February 4, 2025 2:00 P.M** through video conferencing or webcasting via Zoom Link 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 soc_torres@tpb.gov.ph.
7. Bids must be in a **sealed envelope** and shall be duly received by the BAC Secretariat at the office address indicated below, on or before **February 17, 2025 10:00 A.M.** Late bids shall not be accepted.
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 **February 17, 2025 2:00 P.M** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Attach the Certificate of Completion for Single Largest Completed Contract (SLCC).

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 and/or its equivalent.

Failure to submit the certificate of completion of the project or any proof thereof, including the supporting documents shall be a ground for disqualification.

11. 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 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:
Ms. Janet G. Villafranca / Mr. Socrates G. Torres
BAC Secretariat, Administrative Department
Tourism Promotions Board
6th Floor Five E com Center Harbor Drive,
MOA Complex Pasay City
Email at bac_sec@tpb.gov.ph, soc_torres@tpb.gov.ph

January 22, 2025



MR. ARNOLD T. GONZALES
Chairperson
Bids and Award Committee