



INVITATION TO BID

Procurement of Event Management Services for the Gala Dinner and Members' Dinner Reception Requirements for the 21st World Travel & Tourism Council (WTTC) Global Summit (DOT-BAC IB 2022-004)

1. The *Department of Tourism (DOT)*, through its *Trust Liability Account* intends to apply the sum of *Five Million Pesos (P5,000,000.00)*, *inclusive of applicable taxes*, being the Approved Budget for the Contract (ABC) to payments under the contract for ***“Procurement of Event Management Services for the Gala Dinner and Members' Dinner Reception Requirements for the 21st World Travel & Tourism Council (WTTC) Global Summit” (Project Identification No. DOT-BAC IB 2022-004)***. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *DOT* now invites bids for the above Procurement Project. Delivery of the Goods is required by ***20 and 21 April 2022***. Bidders should have completed, within ***five (5) 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 the Bids and Awards Committee (BAC) Secretariat through the contact details given below and inspect the Bidding Documents as posted on the websites of the DOT and the Philippine Government Electronic Procurement System (PhilGEPS).
5. A complete set of Bidding Documents may be acquired by interested Bidders from ***11 February 2022 to 02 March 2022 (8:00 a.m. to 5:00 p.m.)*** and ***03 March 2022 (until 9:00 a.m.)*** from the given address and websites below ***and upon payment thru the DOT Cashier of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (PhP5,000.00) OR deposit to:***

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|--------------------|---|
| Account Name | Department of Tourism-Regular Trust |
| Account Number | 00-0-05002-407-4 |
| Beneficiary's Bank | Development Bank of the Philippines (DBP) |
| Bank Branch | F. Zobel Branch |
| Address | 809 J.P Rizal corner F. Zobel St., Makati City, Philippines |

(Note: Please send a copy of the Transaction Report or any proof of payment at the email address vccervantes@tourism.gov.ph and dot.bac@tourism.gov.ph)

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of DOT, provided that bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

6. The **DOT** will hold a Pre-Bid Conference on **18 February 2022 at 10:00 a.m.** via online meeting using the Google Meet platform. The prospective bidders are advised to send their email address to the DOT-BAC Secretariat official email at dot.bac@tourism.gov.ph or jpwillamin@tourism.gov.ph not later than 5:00 p.m. on **17 February 2022**.
7. Bids must be duly received by the BAC Secretariat through manual submission **on or before 03 March 2022 at 9:00 a.m.** at the office address indicated below. **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 **03 March 2022 at 10:00 a.m.** at the given address below. **Bids be opened in the presence of the bidder' representative who choose to attend the activity through video conference using the Google Meet platform on 03 March 2022 at 10:00 a.m.**

Prospective bidders who are interested in joining the opening of bids must send the following details to the BAC Secretariat via e-mail at dot.bac@tourism.gov.ph not later than 5:00 p.m. of 02 March 2022.

- **Name of Representative(s) - Maximum of two (2)**
 - **Company Name:**
 - **Email Address:**
 - **Contact No.**
10. All documents shall be current and updated and any missing document in the checklist is a ground for outright rejection of the bid. Bidder shall submit **one (1) original** and **five (5) photocopies** of the first and second components of its bid in sealed envelope.

To facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the checklist when placed in an Envelope, with documents bounded, tabbed and labeled accordingly.

11. The **DOT** 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 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:

Mr. GODOFREDO R. MALDONADO, JR.

Head, DOT-BAC Secretariat

Procurement Management Division

4th Floor, DOT Bldg.

351 Sen. Gil Puyat Ave., Makati City

Telephone Nos. 8459-5200 to 30 Loc. 425

Email Address: grmaldonado@tourism.gov.ph

Facsimile No.: 8459-5200 to 30 Loc. 425

Website Address: www.tourism.gov.ph

13. You may visit the following websites to download a copy of the Bidding Documents:

www.tourism.gov.ph or www.philgeps.gov.ph



OIC-USEC. REYNALDO L. CHING
DOT-BAC Chairperson

11 February 2022