



DOT-BAC-IB No. 2018-037

INVITATION TO BID (IB)

The Philippine Department of Tourism (PDOT), through the Bids and Awards Committee (BAC), invites suppliers/contractors to bid for the hereunder project. Considering that the Philippine booth is to be set-up at the venue of the event in Dubai, United Arab Emirates (UAE), bidders with company based or has an affiliate in Dubai, UAE, will be preferred.

Name of Project: **Design, Set-up and Dismantling of the Philippine Booth at the Middle East Dive & Fish Expo (MEDFE) 2019**

Brief description of the Project: Services of a company based or has an affiliate in United Arab Emirates engaged in the business of designing, setting-up and dismantling of booths for the Philippine booth at the Middle East Dive & Fish Expo 2019

Approved Budget for the Contract: Twenty Thousand Six Hundred Seventy-Six and 69/100 US Dollars (USD 20,676.69) or its Philippine Pesos equivalent, inclusive of taxes

Contract Duration: One (1) week

Prospective bidders should have experience in undertaking a similar project within the last two (2) years with an amount of at least 50% of the proposed project for bidding. The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria. Post-qualification of the lowest calculated bid shall be conducted.

All particulars relative to Eligibility check, Preliminary Examination of Bids, Bid Security, Performance Security, Pre-Bidding Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulations (IRR).

The complete schedule of activities is listed, as follows:

Activities	Schedule
1. Issuance and availability of Bidding Documents	November 23 to December 14, 2018 (8:00 a.m. to 5:00 p.m.) December 17, 2018 (until 9:00 a.m. only) 4 th Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City
2. Pre-bid Conference (Skype Account Name:dot-bac)	December 3, 2018 (1:30 p.m. Philippine time) 4 th Floor Conference Room, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City
3. Deadline for Request for Clarification (dotbac.secretariat@yahoo.com)	Until December 7, 2018
4. Issuance of Supplemental / Bid Bulletin	December 10, 2018
5. Deadline of Submission and Receipt of Bids	on or before December 17, 2018 until 9:00 a.m. only (Philippine time) 4 th Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City
6. Opening of Bids / Eligibility Check (Skype Account Name: dot-bac)	December 17, 2018 (1:30 p.m. Philippine time) 4 th Floor Conference Room, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City

Bid Documents may be obtained at the DOT-BAC Secretariat c/o Ms. Maria Alma O. Almazan., at the 4th Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City (Tel. Nos. 459-5200 to 30 loc. 425) upon payment of non-refundable fee of Five Thousand Philippine Pesos (PhP5,000.00) or its equivalent in US\$, to the DOT Cashier, Ground Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City **OR** deposited to:

Account Name	Philippine Department of Tourism - Regular Trust
Account Number	0407-021900-030
Beneficiary's Bank	Development Bank of the Philippines (DBP)
Bank Branch	F. Zobel Branch
Address	809 J. P. Rizal corner F. Zobel St., Makati, Manila, Philippines
Swift Code	DBPHPHMM

The New DOT Building, 351 Sen. Gil Puyat Ave., 1200 Makati City, Philippines • P.O. Box 2682
Tel. Nos. (632) 459-5200 to 459-5230 • www.itsmorefuninthephilippines.com • www.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 the Philippine Department of Tourism, provided that Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

Bidders are advised to e-mail (dotbac.secretariat@yahoo.com) a scanned copy of the deposit slip as proof of payment.

Bids shall be submitted in sealed envelopes labeled Technical Envelope and Financial Envelope addressed to the undersigned.

The DOT reserves the right to reject any and all bids, declare a failure of bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding. Likewise, the DOT may waive any minor defect therein and accept the offer most advantageous to the government. Further, the DOT assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

Approved by:


ASEC. ROBERTO P. ALABADO III
DOT-BAC Chairperson

Date of Postings:

Phil-GEPS website: November 23 to December 17, 2018

DOT website: November 23 to December 17, 2018

DOT Bulletin Board: November 23 to December 17, 2018