



DOT-BAC-IB NO. 2019-006

INVITATION TO BID (IB)

The Department of Tourism - Bids and Awards Committee (DOT-BAC), invites PhilGEPS registered suppliers/contractors to bid for the hereunder project:

- Name of Project:** **PROCUREMENT OF SERVICES OF A CONFERENCE INTEGRATOR FOR THE PACIFIC ASIA TRAVEL ASSOCIATION ANNUAL SUMMIT 2019**
- Brief description of the Project:** Services of a Conference Integrator with relevant experience in organizing large scale events and/or world-class entertainment productions featuring Filipino artists and talents, preferably must have an experience in hosting international events/meetings such as ASEAN or APEC Meetings similar to the ASEAN Tourism Forum, APEC Tourism Working Groups, ASEAN Gender and Development Forum etc.
- Approved Budget for the Contract:** Eight Million Six Hundred Seventy-Five Thousand Philippine Pesos (PhP 8,675,000.00) inclusive of taxes, chargeable against 2019 funds. This project is subject to "early procurement short of award".
- Contract Duration:** Please see attached Terms of Reference

Prospective bidders should have experience in undertaking a similar project within the last three (3) 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	March 20 to April 11, 2019 (8:00 a.m. to 5:00 p.m.) April 12, 2019 (until 9:00 a.m. only) 4 th Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City
2. Pre-bid Conference	March 28, 2019 (10:30 a.m.) 4 th Floor Conference Room, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City
3. Request for Clarification	Until April 2, 2019
4. Supplemental / Bid Bulletin	April 5, 2019
5. Submission and Receipt of Bids	on or before April 12, 2019 until 9:00 a.m. only 4 th Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City
6. Opening of Bids and Eligibility Check	April 12, 2019 (10:30 a.m.) 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 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 Ten Thousand Philippine Pesos (PhP10,000.00), to the DOT Cashier, Ground Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City. 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 : March 20 to April 12, 2019

DOT website: March 20 to April 12, 2019

DOT Bulletin Board: March 20 to April 12, 2019