



INVITATION TO BID FOR THE Procurement of a Service Provider for the DOT Communication Response Hotline

1. The *Department of Tourism (DOT)* through the *Government Appropriations Act (GAA) for FY 2023* intends to apply the sum of *Fourteen Million Five Hundred Thousand Pesos (PhP14,500,000.00)* being the ABC to payments under the contract for the procurement of a service provider for the DOT Communication Response Hotline (DOT-BAC IB No. 2023-008). 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 within the dates provided in the Schedule of Requirements and Technical Specifications. Bidders should have completed, within *two (2) 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 DOT-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 on ***March 29 to April 17, 2023 (8:00 a.m. to 5:00 p.m.) and April 18, 2023 (up to 9:00 a.m. only)*** 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 PhP25,000.00.**

The payment of bidding documents fee shall be made to the DOT Cashier located at the Ground Floor, DOT Bldg., 351 Sen. Gil Puyat Avenue, Makati City.

Or deposited to:

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 proof of payment at the email address mpsingzon@tourism.gov.ph / 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 ***April 5, 2023 (10:30 A.M.)*** at the DOT Bldg., 351 Sen. Gil Puyat Avenue, Makati City which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before ***9:00 A.M. of April 18, 2023***. 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 ***April 18, 2023 (10:30 A.M.)*** at the 4f Conference Room, DOT Bldg., 351 Sen. Gil Puyat Avenue, Makati City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
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 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:

Mr. Godofredo R. Maldonado, Jr.
Head, BAC Secretariat
Procurement Management Division
4th Floor DOT Bldg., 351 Sen. Gil Puyat Avenue, Makati City
Email Address: grmaldonado@tourism.gov.ph /dot.bac@tourism.gov.ph
Telephone No. 8459-5200 to 30, local 425
Website Address: www.tourism.gov.ph

13. You may visit the following websites:

For downloading of Bidding Documents: www.philgeps.gov.ph /www.tourism.gov.ph

March 27, 2023



ASEC. REYNALDO L. CHING
BAC Chairperson