



## Invitation to Bid

### PROCUREMENT OF SERVICE PROVIDER FOR THE LAUNCHING OF THE PHILIPPINE EXPERIENCE PROGRAM: CALABARZON LEG (GROUND HANDLING SERVICES AND PROMOTIONAL MATERIALS PRODUCTION)

September 20–22, 2023 and  
September 29 to October 4, 2023 (inclusive of travel time)

1. The *Department of Tourism (DOT) IV-A*, through the *General Appropriations Act (GAA) Continuing Funds 2022* intends to apply the following sum of *Four Million Five Hundred Thousand Pesos (Php 4,500,000.00)*, *inclusive of applicable taxes*, being the ABC to payments under the contract for **“Procurement of Service Provider for the Launching of the Philippine Experience Program : CALABARZON Leg of the Department of Tourism IV-A (Ground Handling Services and Promotional Materials Production) on September 20-22, 2023 and September 29 to October 4, 2023 (inclusive of travel time of DOT Region IV-A staff and invited Regional Directors).**

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The *DOT IV-A* now invites bids for the above Procurement Project. Delivery of the Goods / Services is required on September 20-22, 2023 and September 29 to October 4, 2023 (*inclusive of travel time of DOT Region IV-A staff and invited Regional Directors*). 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 **August 19, 2023 to September 7, 2023 (8:00 a.m. to 5:00 p.m.) and September 8, 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 Php5,000.00** to the DOT Cashier at the DOT CALABARZON Dencris Business Center, Halang, National Highway, Calamba City, Laguna

***Or deposited to:***

Account Name	Department of Tourism-Regular Trust
Account Number	0542106182
Beneficiary's Bank	
Bank Branch	LBP Calamba Branch
Address	P. Perez Building, Brgy Parian, Calamba City, Laguna

(Note: Please send a copy of the Transaction report or any proof of payment at the following email addresses  
[bacsecdot4a@gmail.com](mailto:bacsecdot4a@gmail.com)/[jgregio@tourism.gov.ph](mailto:jgregio@tourism.gov.ph)/[adescandor@tourism.gov.ph](mailto:adescandor@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 4A BAC will hold a Hybrid Pre-Bid Conference on **August 29, 2023** at 10:00 a.m. using the Zoom platform. The prospective bidders are advised to send their email address to the DOT IV-A BAC Secretariat official email at [bacsecdot4a@gmail.com](mailto:bacsecdot4a@gmail.com)) not later than 5:00 p.m of **August 28, 2023**.
7. Bids must be duly received by the BAC Secretariat through manual submission **on or before September 8, 2023 at 9:00 a.m. only** 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 **September 8, 2023 at 10:00 a.m.** at the given address below.

***The Opening of Bids will be conducted through Hybrid video conference using the Zoom platform on September 8, 2023 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 [bacsecdot4a@gmail.com](mailto:bacsecdot4a@gmail.com)/[jannregio@gmail.com](mailto:jannregio@gmail.com)) not later than 5:00 p.m. of September 7, 2023***

- ***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 **seven (7) 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 IV-A BAC** 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:

**MS. JANNETH G. REGIO/AIMEE LAURICE D. ESCANDOR**  
**DOT IV-A BAC Secretariat**  
**Department of Tourism CALABARZON**  
**Dencris Business Center, Halang,**  
**National Highway, Calamba City, Laguna**  
**Email Address : [bacsecdot4a@gmail.com](mailto:bacsecdot4a@gmail.com))**  
**Telephone: 049 539 2170/049 254-0265**

13. You may visit the following websites:

For downloading of Bidding Documents: [www.tourism.gov.ph](http://www.tourism.gov.ph) /[www.philgeps.gov.ph](http://www.philgeps.gov.ph)

**(Original Signed)**  
**MARIO R. DAGA**  
DOT IV-A-BAC Chairperson

*August 18, 2023*