



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 a Service Provider for the Management and Operations of the Arrival/Departure Cards Processing (ADCPC)
Brief description of the Project:	Services of a company engaged in the business that manage and operate the Arrival/Departure Cards Processing Center
Approved Budget for the Contract:	Sixteen Million Four Hundred Thousand Philippine Pesos (PhP16,400,000.00)
Contract Duration:	Seven (7) months

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 03 to 20, 2020 (8:00 a.m. to 5:00 p.m.) March 23, 2020 up to 9:00 a.m. only 4 th Floor, Procurement Management Division, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City
2. Pre-bid Conference	March 10, 2020 (10:30 a.m.) 4 th Floor Conference Room, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City
3. Request for Clarification	Until March 13, 2020
4. Supplemental / Bid Bulletin	March 16, 2020
5. Submission and Receipt of Bids	on or before March 23, 2020 until 9:00 a.m. only 4 th Floor, Procurement Management Division, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City
6. Opening of Bids and Eligibility Check	March 23, 2020 (10:00 a.m.) 4 th Floor Conference Room, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City

Bid Documents may be obtained at the Procurement Management Division c/o Ms. Maria Alma O. Almazan., at 4th Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City (Tel. Nos. 8459-5200 to 30 loc. 425) upon payment of non-refundable fee of **Twenty-Five Thousand Philippine Pesos (PhP25,000.00)** to the DOT Cashier, Ground Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City.

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.

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:


Asoc. ROBERTO P. ALABADO III
DOT BAC-Chairperson

Date of Postings:

Phil-GEPS website: March 03 to 23, 2020

DOT website: March 03 to 23, 2020

DOT Bulletin Board: March 03 to 23, 2020