

**INVITATION TO BID FOR BOOTH DESIGN AND CONSTRUCTION OF THE
PHILIPPINES BOOTH AT THE
JAPAN ASSOCIATION OF THE TRAVEL AGENTS (JATA) 2013**

1. The Tourism Promotions Board (TPB) is in need of the services of a company engaged in the business of designing and constructing booths for travel and consumer fairs for the design and construction of the Philippine booth at JATA 2013 In Tokyo Japan from September 12-15, 2013.
2. The TPB, has a budget in the amount of **TWO MILLION EIGHT HUNDRED THIRTY FOUR THOUSAND FIVE HUNDRED EIGHTY FIVE PHILIPPINE PESOS (Php2,834,585.00) inclusive of taxes or its equivalent in Japanese currency based on the published exchange rate prevailing on the day of bid opening.** This amount is the Approved Budget for the Contract (ABC) for payment of designing and constructing the Philippine booth for the above mentioned travel fair for a period of four (4) calendar days.
3. The TPB – Bids and Awards Committee (BAC) now calls for the submission of bids for the said Project. Interested designers and contractors, with at least five (5) years of existence and with relevant experience in the performance of the deliverables enumerated in the Project's Terms of Reference must submit their bids on or before August 14, 2013 through mail or courier (please indicate name of project: JATA 2013) addressed to Ms. SOLITA D. SORIANO, TPB-BAC Chairperson, c/o Ms. DIANA D. SARMIENTO, TBP-BAC Secretariat, Administrative Department, Tourism Promotions Board, 4th Floor, Legaspi Towers 300, Roxas Boulevard, Manila. Bids received/stamped in Manila after 5:00p.m. MANILA TIME of August 14, 2013 shall not be accepted for being late and shall be returned by the TPB-BAC to the sender/bidder. Bidders are required to submit five (3) copies of bidding documents. Bidders are advised to please notify through email (tpbbac@yahoo.com) the TPB-BAC the time of mailing its bid to Manila in order to avoid situations of denial of bids in the event that the courier makes a late delivery of an otherwise timely filed/received bids in accordance with this paragraph.
4. The TPB-BAC shall select the winning bid based on the evaluation of the bidder's compliance with all the requirements for bidding as specified in the Checklist (Annex A), relevant experience (Annex B), Omnibus Sworn Statement (Annex C), capability to perform all the deliverables enumerated in the Terms of Reference (Annex D), Financial Proposal (Annex E), and Bid Securing Declaration (F) and to the following Criteria a: Aesthetics of the

design based on DOT's "It's More Fun In The Philippines" brand campaign (50%) and b: Functionality and durability of the booth based on booth details stated in the Terms of Reference as well as to the bidder's Company Background and proposed Booth Design and Layout. In addition to a bidder declared as eligible and qualified a responsive bid based on the criteria shall be a proposal which garners at least 75% based on criterion (a) and (b). The winning bid shall be the bidder who submits a responsive and most advantageous bid proposal as declared by the BAC. The forms for Annexes A, B, C, D, E and F may be downloaded from these websites: www.tpb.gov.ph; www.philgeps.gov.ph; and www.premium-philippines.com. Bids received with financial proposal in excess of the ABC mentioned in Paragraph No. 2 shall automatically be rejected.

5. Bidders are required to submit and include in its bid proposal a Bid Security in the form of Manager's Check issued by a bank in good standing and payable to the Tourism Promotions Board in the amount equivalent to two percent (2%) of the ABC (Php56,691.70 or its equivalent in Japanese currency based on the published exchange rate prevailing on the day of bid opening) as mentioned in Paragraph No. 2 **or** the Bid Securing Declaration form (Annex F). The Bid Security issued by the bank will be returned to the bidders after the bidding.
6. Eligible Bidders may be required to make a presentation of their bids.
7. Amendments and clarifications during the bidding stage regarding this Invitation to Bid shall be made available to the bidders in the form of bulletins as the need arises.
8. The TBP-BAC reserves the right to reject any or 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 TPB-BAC may waive any minor defect therein and accept the offer most advantageous to the government. Further, the TPB-BAC assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

August 05, 2013

TERESITA H. MAURICIO
Vice Chairperson
Bids and Awards Committee