

**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: **Creating an Inclusive Business Environment for Tourism Requirements (2nd Posting)**

Brief description of the Project: Requirement for hotel function room and banquet service, ground handling service, production house service, corporate giveaways, uniforms and tokens

Approved Budget for the Contract: Three Million Forty-Five Thousand Seven Hundred Fifty Pesos (Php 3,045,750.00) inclusive of all applicable taxes

Contract Duration: Please see attached Terms of Reference

Prospective bidders should have experience in undertaking a similar project within the last two (2) 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 Statement and Screening, 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	November 24 to December 15, 2017 (8:00 a.m. to 5:00 p.m.) December 18, 2017 (until 9:00 a.m. only) 4 th Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City
2. Pre-bid Conference	December 4, 2017 (10:30 a.m.) 3 rd Floor Conference Room, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City
3. Request for Clarification	December 8, 2017
4. Supplemental / Bid Bulletin	December 11, 2017
5. Submission and Receipt of Bids	on or before December 18, 2017 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	December 18, 2017 (10:30 a.m.) 3 rd 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 Mr. Florencio S. Capati, Jr., at 4th Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City (Tel. Nos. 459-5200 to 30 loc. 418) upon payment of non-refundable fee of One Thousand Philippine Pesos (PhP1,000.00) for Lot No. 1; Five Hundred Philippine Pesos (PhP500.00) each for Lots No. 2, 4, 5, and 6 ; Two Thousand Philippine Pesos (PhP2,000.00) for Lot No. 3, 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:

USEC. KATHERINE S. DE CASTRO 
DOT-BAC Chairperson

Date of Postings:

Phil-GEPS website: November 24-December 1, 2017
DOT website: November 24-December 1, 2017
DOT Bulletin Board: November 24-December 1, 2017