



Republic of the Philippines

## Tourism Infrastructure & Enterprise Zone Authority

21 September 2023

**MARIA CECILIA T. NICOLAS**

Authorized Representative

**RAKETITAS EVENTS ANAGEMENT SERVICES**

23 Brazil St. Loyola Grand Villas

Malanday, Marikina City

0917-5322071

email.raketitas@gmail.com

### Section I. Notice of Eligibility and Short Listing

Dear **Ms. Nicolas**:

1. The **Tourism Infrastructure and Enterprise Zone Authority (TIEZA)** has an approved budget for the contract in the amount of **Five Million Pesos Only (Php 5,000,000.00)** for the project **PROCUREMENT OF CONSULTANCY SERVICES FOR TIEZA'S BRAND BUILDING, DIGITAL MEDIA AND COMMUNICATION STRATEGY.** for which the Bidding Documents is issued.
2. The TIEZA now invites bids to provide the above mentioned consultancy services. More details on the services are provided in the Terms of Reference (TOR) for the project.
3. The Consultant shall be selected and employed in accordance with Quality Based Evaluation/Selection (QBE/QBS) procedure as described in the Bidding Documents.
4. This notice has been addressed to the short listed consultant/s:
  - **RAKETITAS EVENTS MANAGEMENT SERVICES**
5. It is not permissible for you to transfer this invitation to any other consultant.
6. Please be guided that this notice is accompanied by the corresponding bidding documents which needs to be paid by your firm being a shortlisted consultant, through the following:

The Authority to Accept Payment (ATAP) is available at TIEZA's website. Bidders can download the ATAP, completely fill out the form and send the scanned copy to the BAC Secretariat's email. An instruction to settle thru bank deposit will be given thereafter.

Please note that payment for the bidding documents is non-refundable in the amount of **Five Thousand Pesos only (PhP 5,000.00)**. Once paid, the complete set of Bidding Documents will



6th & 7th Floors, Tower 1, Double Dragon Plaza, Double Dragon Meridian Park  
Macapagal Avenue corner EDSA Extension Bay Area, Pasay City 1302, Philippines  
(+632) 8249-5900 to 79 [www.tieza.gov.ph](http://www.tieza.gov.ph)





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be provided to the prospective bidders thru email. Please note further that purchase of the bidding documents are available on **September 22, 2023 –October 15, 2023** from **8:00 a.m. to 5:00 p.m.**, except Fridays, Saturdays, Sundays and Holidays and on **October 16, 2023** from **8:00 a.m. to 9:00 a.m.** Bidders who will buy the bidding documents shall deposit the amount in either one of the following TIEZA bank accounts:

Account Name: TIEZA

- a) Development Bank of the Philippines (DBP) Account #: 0405-018676-030 (Makati Branch)
- b) Land Bank of the Philippines (LBP) Account #: 1782-1046-47 (Pasong Tamo Branch)

The deposit slip shall be kept and a scanned copy shall be sent to [tieza.bacsecretariat@gmail.com](mailto:tieza.bacsecretariat@gmail.com).

- 7. The Tourism Infrastructure and Enterprise Zone Authority will hold an online Pre-Bid Conference on **October 2, 2023 @ 10:00 A.M. via video conferencing through Microsoft Teams.**
- 8. Bids (Technical and Financial) in hard copies (one original and two duplicates, sealed in their respective envelopes) enclosed in one outer envelope must be submitted face to face and duly received by the BAC Secretariat at 7<sup>th</sup> Floor Double Dragon Plaza Pasay City on or before **October 16, 2023 @ 9:30 A.M.** which shall be followed by the Opening of Technical Proposal @ **10:00 A.M. @TIEZA TEZ Conference Room Double Dragon Plaza Pasay City Proper tabbing of every requirement is encouraged.**

Bidder shall submit its bid in one (1) outer envelope containing three (3) envelopes (Original bid, Copy 1, and Copy 2). Each of the three (3) envelopes shall contain two envelopes corresponding to Technical and Financial Proposal. Failure to comply with this requirement shall render the bidder disqualified from the bidding.

- 9. In line with the government's directive to ensure safety and to prevent the spread of COVID-19 all bidders are required to adopt and comply with the following safety protocols during the submission and opening of bids:
  - a. Each bidder shall authorize and send only one (1) representative who shall be allowed entry to TIEZA premises and to make official transactions with the authority.
  - b. Presentation of covid-19 vaccine, booster card, and Antigen test with negative results issued by a DOH accredited clinic obtained within 24 hours.
  - c. Must pass the physical screening thru visual inspection or with equipment and should not show any signs or symptoms of COVID related disease such as coughing or sneezing.
  - d. Must indicate a body temperature of 36.6 degree Celsius or lower.
  - e. Must wear proper facemask all the time.
  - f. Must practice social distancing.
  - g. Must avoid physical contact such as handshakes, touching, etc.



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- h. Must avoid unnecessary talking.
- i. Must bring own pen.

Truly,

  
**ATTY. NIÑO RUPERTO F. AQUINO**  
Chairperson  
Bids and Awards Committee