

5 October 2018

**REQUEST FOR QUOTATION**

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below;

**Quotation No. TPB-PR 2018.10.664 (2<sup>nd</sup> Posting)**

**Requirements : Service Provider for the Development of TPB Employee’s Handbook**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount(PhP)
1 lot	<p><b>Development of TPB Employee’s Handbook</b></p> <p><b><u>Scope of Deliverables</u></b></p> <ol style="list-style-type: none"> <li>1. Review existing personnel handbook</li> <li>2. Prepare an updated personnel handbook compliant with relevant government policies on personnel and other best practices</li> <li>3. Ensure policies are presented in a manner that would be easily understood by including illustrations, and other possible references</li> <li>4. Include other provisions and guidelines as may be proposed by the TPB</li> <li>5. Submit a Gantt Chart of the workflow for the engagement</li> <li>6. Submit camera ready artwork of the manual to facilitate production of the handbook</li> </ol> <p>Technical Specifications</p> <p>Size : Folded 5.5’’ x 8.25’’ Spread 11’’ x 8.25’’</p> <p>Paper stock : Cover C2S 220 lbs Inside matte 80 lbs</p> <p>Print : Color cover FC + matte lamination x 0 Inside FC x FC</p> <p>Process : Offset printing</p> <p>No. of pages : Depends on the approved handbook</p>	500,000.00	500,000.00

Binding : Saddle stitch (below 40 pages)  
Perfect binding (above 40 pages)

7. Submit soft editable copies of the final outputs to TPB as part of the turnover.
8. Print 500 copies of final Employees' Handbook

**Eligibility Requirements**

1. Must be knowledgeable in government rules and regulations specifically in personnel administration
2. Must have been engaged in similar projects at least for the past 5 years

**Duration of the Project**

The Service Provider shall be engaged for three (3) months commencing from the receipt of the Notice to Proceed

**Terms of Payment**

<b>Output/Milestone</b>	<b>% of Payments</b>
Upon signing of contract and approval of proposed timelines/Gantt Chart	15%
Upon approval of the first draft	15%
Upon approval of the final draft	20%
Upon submission of the camera ready artwork and soft copies and 500 printed final output	50%
<b>TOTAL</b>	<b>100%</b>

**Proposal**

The Service Provider will be expected to submit technical and financial proposals which include:

1. A brief profile and description demonstrating the ability of the service provider to meet the client's needs;
2. A brief profile of personnel who will be assigned

	showing areas of specialization; 3. List and evidence of relevant work experience for at least 5 years; 4. Actual Sample of similar artwork		
Terms	30 days upon receipt of invoice		
Delivery	As stated		
ABC	PhP500,000.00 inclusive of service charge and all applicable taxes		

Please submit your **quotation and legal documents in a sealed envelope** not later than **11 October 2018, 12:00PM**, subject to the Terms and Conditions stated herewith and the shortest time of delivery, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila, addressed to the undersigned.

Thank you very much.

**(Sgd.)**

**NILO C. ABON**

Officer- In- Charge

Procurement and General Services Division

Contact Person

JANET G. VILLAFRANCA

Contact No

5259318 loc. 246 / 5257312

**Note: All entries must be typewritten in your company letterhead.**

Price Validity shall be for a period of thirty (30) calendar days.

New Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. PhilGEPS Registration Number
2. Mayor/Business Permit Certificate
3. Income/Business Tax Return
4. Omnibus Sworn Statement
5. Company Profile