

5 March 2019

**REQUEST FOR QUOTATION**

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

**Quotation No. TPB-PR 2019.02.178**

**Requirements :** Resource Speaker  
**Project :** Facilitation and Presentation Skills Seminar

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount(PhP)
1 Lot	<p>Resource Speaker: Facilitation and Presentation Skills Seminar</p> <p>Schedule: 6-8 May 2019 / 8:00am-5:00pm                      Number of Participants: 30 pax</p> <p><u>Qualification</u></p> <ul style="list-style-type: none"> <li>• Has been in involved in providing trainings and learning interventions for the past 10 years which includes Facilitation and Presentation Skills training in government and private offices.</li> <li>• Has conducted the same training for the past 3 years</li> </ul> <p><u>Deliverables</u></p> <ul style="list-style-type: none"> <li>• Must submit proposed course outline for approval of the end user</li> <li>• Provision of lecture/course handouts, certificates, post program / terminal reports and supplies and materials for the participants</li> </ul> <p><u>Payment Terms</u></p> <ul style="list-style-type: none"> <li>• Full payment upon completion of the training and submission of post learning report and copies of the summary and actual pre-test and post-tests.</li> <li>• Thirty (30) working days upon receipt of Billing Statement.</li> </ul>	270,000.00	270,000.00

	Please see attached Terms of Reference for details		
Terms	30 days upon receipt of invoice		
Delivery	As stated		
ABC	PhP270,000.00 inclusive of service charge and all applicable taxes		

Please submit your **quotation and legal documents** not later than **11 March 2019, 5:00PM**, 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 (not applicable for individual)
3. Income/Business Tax Return (BIR Certificate of Registration for individual)
4. Omnibus Sworn Statement
5. Company Profile (Curriculum Vitae for individual)