

7 March 2019

### REQUEST FOR QUOTATION

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

**Quotation No. TPB-PR 2019.03.193**

**Requirements :**            **Service Provider**  
**Project :**                    **Seminar Workshops and Develop TPB Code of Conduct Handbook on the Norms and Work Ethics of Government Personnel of the Tourism Promotions Board**

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount(PhP)
1 Lot	<p><u>Deliverables</u></p> <p>A. Seminar Workshops Four Batches of Seminar Workshops Batch 1: 25-26 March 2019 Batch 2: 28-29 March 2019 Batch 3: 1-2 April 2019 Batch 4: 4-5 April 2109</p> <p>Topics:</p> <ol style="list-style-type: none"> <li>1. The Philippine Constitution</li> <li>2. RA 3019 or Anti-Graft and Corrupt Practices Act</li> <li>3. RA 6713 of the Code of Conduct and Ethical Standards for Public Officials and Employees</li> <li>4. RA 11032 of the Ease of Doing Business and Efficient Gov't Service Delivery Act</li> <li>5. Whistleblower Protection Act 2017</li> </ol> <p>B. Development of TPB Code to Conduct Handbook C. Pre and Post Test Reports D. Terminal Report</p> <p><u>Project Duration</u> Two (2) months commencing from the date of receipt of Notice to Proceed</p>	746,667.50	746,667.50

	<u>Schedule of Payment</u>			
	Output/Milestone	% of Payment		
	Upon signing of contract, approval of proposed timelines/Gantt Chart and workshop outline	15%		
	Upon completion of the first 2 batches of workshop	30%		
	Upon completion of the last 2 batches of workshop	30%		
	Upon submission of the approved content of the TPB Code of Conduct Handbook	25%		
	TOTAL	100%		
	<u>Qualification of Consultant/Firm</u>			
	1. The Service Provider have at least 10 years of extensive and in-depth understanding of the relevant government laws mentioned or 10 years of service in the industry			
	2. Must have conducted similar seminar workshops with other government agencies for the past 10 years			
	3. Must be a member of an Anti-Graft and Corruption organization or association registered with the SEC			
	<u>Technical and Financial Proposal</u>			
1. A brief profile and description of the Service Provider demonstrating the ability to meet the scope of work and deliverables stated in the TOR				
2. A brief profile of personnel who will be assigned showing areas of specification				
3. Course/Topic Outline				
4. Certificate of Membership to the organization or association				
Please see attached Terms of Reference for details				
Terms	30 days upon receipt of invoice			
Delivery	As stated			
ABC	PhP746,667.50 inclusive of service charge and all applicable taxes			

Please submit your **quotation and legal documents in a sealed envelope** not later than **13 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)