

Request for Quotation

09 August 2019

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

Quotation No. TPB-PR.2019.08.713

PR No. 8..032 / Aug. 01, 2019

Requirements : SERVICE PROVIDER

Project Title : PLANNING AND EXECUTING WORKSHOP

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>Objective: As part of TPB's Annual Learning and Development program and to be able to help participants clarify and articulate vision and hone strategic planning to present a clear and executable plan for the organization, PHRDD is in need to obtain the services of a service provider for the Planning and Executing Workshop with the following details</p> <ul style="list-style-type: none"> •Event : Planning and Executing Workshop •Date : 23-25 September 2019 •Time : 8:00am- 5:00 pm •No. of Participants : 30 participants <p>Qualifications:</p> <ol style="list-style-type: none"> 1. Has been involved in providing trainings and learning interventions for the past 10 years which includes Planning and Executing Workshop in government and private offices. 2. Has conducted the same training for the past 3 years 	Php100,000.00	Php100,000.00

	<p>Scope of Deliverables:</p> <ol style="list-style-type: none"> 1. Must submit proposed course outline for approval of the end user 2. Provision of lecture/course handouts, certificates, post program / terminal reports and supplies and materials for the participants 3. Provision of training instrument to gauge the effectiveness of the training per participant such as training effectiveness surveys and the like to be conducted 1 month and 3 months after the training. 4. Administer pre-test and post-tests. 5. Full payment upon completion of the training and submission of the following: <ul style="list-style-type: none"> • post learning report • copies and summary of the actual pre-test and post-tests • instrument to gauge the effectiveness of the training <p>Eligibility Requirements:</p> <ol style="list-style-type: none"> 1. Must be Filipino owned, operated and legally registered events venue under Philippine laws; 2. Must have experience in holding/staging social events and functions for international conferences, meetings, congresses, et. al.; <p>Approved Budget for the Contract (ABC)</p> <p>Approved budget for the contract is Php 100,000.00 inclusive of all applicable taxes.</p>		
Terms	30 days upon receipt of invoice		
ABC	Php100,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **20 AUGUST 2019, 5:00 P.M** thru email at soc_torres@tpb.gov.ph or thru fax no. 02 526-5971, subject to the Terms and Conditions attached herewith, stating 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.

Please address your quotation to the undersigned.

Thank you very much.

NILO C. ABON

Officer – In – Charge

Procurement and General Services Division

Contact Person

SOCRATES G. TORRES

Contact No

525-93-18 loc. 246

soc_torres@tpb.gov.ph

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

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

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

1. SEC/DTI Registration Certificate
2. Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate
6. Notarized Omnibus Sworn Statement (same date of your bid quotation)
7. Notarized Authority of the Signatory
(Notarized with same date of your bid quotation)
Secretary's Certificate if SEC or
Special Power of Attorney if DTI