

11 September 2019

REQUEST FOR QUOTATION

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

Quotation No. TPB-PR 2019.09.804

Requirements : **Resource Speaker**
Project : **Project Cycle Management Training**

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount(PhP)
1 Lot	<p>Resource Speaker: Project Cycle Management Training</p> <p>Schedule: 16-18 October 2019 / 8:00am-5:00pm Number of Participants: 35 pax</p> <p><u>Qualification</u></p> <p>A. <u>Firm</u></p> <ul style="list-style-type: none"> ▪ Has been involved in providing trainings and learning interventions for the past 10 years which includes Project Cycle Management Training in government and private offices. ▪ Offer customized content and programs that are tailor-fit to the organization’s needs and objectives—not generic, one-size-fits-all materials <p>B. <u>Subject Matter Expert</u></p> <ul style="list-style-type: none"> ▪ Has conducted the similar training within the last 3 years ▪ Must be able to submit list of clients in the private and government sector where the SME conducted trainings/seminars/workshops <p><u>Deliverables</u></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, 	200,000.00	200,000.00

	<p>certificates, post program / terminal reports and supplies and materials for the participants</p> <p>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.</p> <p>4. Administer pre-test and post-tests.</p> <p><u>Payment Terms</u></p> <p>A. Full payment upon completion of the training and submission of the following:</p> <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>B. Thirty (30) working days upon receipt of Billing Statement.</p> <p>Please see attached Terms of Reference for details</p>		
Terms	30 days upon receipt of invoice		
Delivery	As stated		
ABC	PhP200,000.00 inclusive of service charge and all applicable taxes		

Please submit your **quotation and legal documents in a sealed envelope** not later than **17 September 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)