

**Request for Quotation**

17 December 2019

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

**Quotation No. TPB-PR.2019-12-1078**  
**PR no. 12.024**

**Project:** **SERVICE PROVIDER**  
**Learning Over Lunch (LOL)**  
**“Keep the Faith”**  
**10 January 2020**

**TERMS OF REFERENCE**

**I. Objective**

To engage a Service Provider to provide a Resource/Motivational Speaker for:

- Event : LOL (Learning Over Lunch)
- Theme : Keep the Faith
- Date : 10 January 2020
- Time : 10:00 am – 03:00 pm
- No. of Participants : 200 participants

**II. Rationale**

The Tourism Promotions Board (TPB) will be conducting the annual LOL as a kick off learning intervention to inspire and motivate TPB personnel to accomplish their target for the year. The objective is to provide our personnel with anchors to build strength, courage, stability and hope in times of challenges.

In view of the aforementioned event, TPB is in need of a motivational speaker with a specific subject matter expertise who can provide essential insights on industry trends and best practices.

**III. Qualifications**

A service provider who can provide a Resource / Motivational Speaker with the following qualifications:

1. A trained and licensed Subject Matter Expert (SME) / inspirational speaker who have conducted leadership programs / talks, seminars, and trainings both here and abroad;
2. Has preferably authored books related to business and leadership
3. Renowned SME who have received awards in the field of communication, and/or business and leadership

**IV. Scope of Work / Deliverables**

1. Provide an SME / Resource person who will conduct at least a 2-hour talk based on the theme
2. Preferably inclusion of tokens/giveaways during the event

**V. Approved Budget for the Contract (ABC)**

Approved budget for the contract is Php 200,000.00 inclusive of all applicable taxes.

**VI. Mode of Payment**

Full payment upon completion of the intervention

Please submit your quotation and legal documents in a sealed envelope not later than **02 January 2020**, 5:00 a.m., 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, 4<sup>th</sup> Floor, Legaspi Towers 300, Roxas Blvd., Manila

Please address your quotation to the undersigned.

Thank you very much

**ELOISA A. ROMERO**

Administrative Officer V

Procurement and General Services Division

Contact Person

NILO C. ABON

Contact No

525-73-12

All entries must be typewritten in your company letterhead