

Request for Proposal

18 August 2020

The **TOURISM PROMOTIONS BOARD**, thru the Bids & Award Committee (BAC), invites interested bidders to submit proposal for the hereunder project;

Request for Proposal No. TPB-PR.2020.08.233

PR No. 8.014 PHRDD

Requirements : **TRAINING SERVICE PROVIDER FOR VIRTUAL WRITTEN COMMUNICATION WORKSHOP**

Project Title : **VIRTUAL WRITTEN COMMUNICATION WORKSHOP**

Date : **10-11 September 2020**

Approved Budget for the Contract (ABC) :

ONE HUNDRED-TWENTY THOUSAND PESOS ONLY (Php120,000.00)

TERMS OF REFERENCE VIRTUAL WRITTEN COMMUNICATION WORKSHOP 10-11 September 2020

I. RATIONALE

As part of its Learning and Development Program, the Tourism Promotions Board (TPB) desires to conduct a virtual workshop as follows:

- Learning Program : Virtual Written Communication Workshop
- Schedule : 10-11 September 2020
With at least 4 hours of virtual learning sessions per day
- No. of Participants : 35 – 40 pax
- Platform : Zoom

II. OBJECTIVES

- A. To provide an understanding of the role and purpose of written documents such as memoranda, executive briefs/ summary, reports, proposals, minutes of the meeting, progress reports, and the likes;

- B. Present a framework. key principles and guidelines, and techniques for organizing contents for effective written business communication;
- C. To develop skills to write technical information clearly and concisely and make complex data and detailed information meaningful to the non-technical reader.

III. QUALIFICATIONS:

- A. Has been involved in providing training and learning interventions in government and private offices for at least three (3) years.
- B. Must be able to offer customized content and programs that are tailor-fit to TPB's needs and objectives (not generic, one-size-fits-all materials)
- C. Can provide qualified subject matter experts based on the stated specifications.
- D. Has a licensed zoom account to host the entire virtual training.
- E. Can provide a moderator and program management committee that will take care of the virtual training using zoom technology.

IV. ELIGIBILITY REQUIREMENTS

- A. Standard requirements:
 - 1. Must be registered in the Philippine Government Electronic Procurement System (PHILGEPS);
 - 2. Company Profile and Technical Proposal
 - 3. Valid Mayor's permit / Business Permit
 - 4. Income / Business Tax Return
 - 5. Omnibus Sworn Statement
- B. Make a presentation (maximum of 15 minutes) of their Plan Approach / Methodology. The date of presentation will be advised to Eligible bidders.
- C. Technical requirements:
 - 1. List of learning sessions for the past 3 years in the private and government offices with a brief description and amount of contract. Identify whether face to face or virtual.
 - 2. For government offices, must submit at least one of the following: Notice of Award (NOA), Purchase Order (P.O.), Event Contract, and/or Notice to Proceed (NTP);
 - 3. Proof of licensed zoom account that will host the entire virtual training.
 - 4. List with curriculum vitae of personnel involved with respective work assignments during preparation and actual learning sessions such as but not limited to project management team and moderators
 - 5. List of qualified subject matter experts with their respective Curriculum Vitae based on the stated topic;
 - 6. Course outline of customized proposal tailor-fit to TPB's needs and objectives—
 - 7. Statement of acceptability of the schedule of the abovementioned Scope of Deliverables.

D. Deliverables:

▪ In-Session:

1. Administer pre-test and post-tests within the learning sessions;
2. Zoom moderator and program management committee

▪ Post-session:

1. Provide evaluation instrument to be used by supervisors to measure the effectiveness of the training and improvement of the participant's in communication writing
2. Provision of certificates, post-program/terminal reports, and raw and edited file recordings of the whole learning session

V. CRITERIA FOR EVALUATION

Proposal	Weight
Technical Proposal	85%
Financial Proposal	15%

Technical Bid/Proposal Criteria and Rating (80% passing score)

RATING SHEET

CRITERIA		Score	Rating
I.	Qualification of Subject Matter Expert who will be assigned to the Project	30 points	
	<ul style="list-style-type: none"> ➤ Above 5 years of relevant experience (30) ➤ More than 3 years but less than 5 years of relevant experience (20) ➤ 3 years of relevant experience (15) 		
II.	Firm Experience and Capability	45 points	
	<p>1 Has been involved in providing training and learning interventions in government and private offices:</p> <ul style="list-style-type: none"> ➤ More than 3 years (10) ➤ Minimum 3 years (5) <p>2 Conducted virtual learning sessions using zoom platform:</p> <ul style="list-style-type: none"> ➤ More than 20 sessions (30) ➤ Above 10 but less than 20 sessions (20) ➤ Minimum of 10 sessions (15) 		
III.	Plan of Approach and Methodology	25 points	
	<p>1. Ideas / activities / approach on how to effectively conduct the workshop</p>		
TOTAL		100 points	

VI. Approved Budget for the Contract (ABC)

The Approved Budget for the Contract is **ONE HUNDRED TWENTY THOUSAND PESOS (Php 120,000.00)** inclusive of all applicable fees and taxes. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above mentioned approved budget. The deadline for submission of bids should be at a time and place specified in the request for quotation (RFQ).

VII. Terms of Payment

Payment within 30 days upon full completion of the services and submission of the invoice.

Please submit your proposal and legal documents not later than **24 August 2020** thru email at soc_torres@tpb.gov.ph or thru fax no. 02 8526-5971, 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.

(sgd)

ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact Person

SOCRATES G. TORRES

Contact No

8525-93-18 loc. 266
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, technical documents and financial proposal** to be eligible to participate in the bidding:

1. SEC/DTI Registration Certificate (SEC with Articles of Incorporation)
2. Updated Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPS Certificate
6. Notarized Omnibus Sworn Statement
7. Annual Income Tax Return