

## Request for Proposal

24 September 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.2020.09.294  
PR No. 9.037 PHRDD

Requirements : **SERVICE PROVIDER FOR TPB VIRTUAL YEAR-END ACTIVITY FOR 180 PAX**

Project Title : **TPB YEAR-END ACTIVITY**

Date : **11 December 2020**

Approved Budget for the Contract (ABC) :  
**SEVENTY-FIVE THOUSAND PESOS ONLY (Php 75,000.00)**

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### TERMS OF REFERENCE SERVICE PROVIDER FOR AN INTERACTIVE VIRTUAL TPB YEAR-END ACTIVITY 11 December 2020

#### I. RATIONALE

The physical distance of remote work can quickly turn into emotional distance which in turn, leads to isolation. More than ever, it is important to create a comfortable team environment that remote workers can rely on.

As part of its Employee Engagement Program, the Tourism Promotions Board (TPB) desires to engage the services of a provider who can conduct an interactive virtual activity as follows:

- Engagement Activity : Interactive Virtual TPB Year-End Activity
- Schedule : 11 December 2020  
With at least 4 hours of virtual session
- No. of Participants : 180 pax
- Platform : Zoom

## **II. OBJECTIVES**

- A. To provide virtual interactive activities for TPB personnel to promote belongingness amidst the current alternative work arrangement that limited physical interaction.
- B. Promote communication and collaboration among the personnel.
- C. Improve innovation and creativity.
- D. Advocate team problem solving.

## **III. QUALIFICATIONS:**

- A. Has been involved in providing interactive interventions in government and private offices for at least three (3) years.
- B. Has conducted at least 5 interactive virtual activities during the Community Quarantine period
- C. 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)
- D. Can provide a Program Facilitator who can synthesize the objective of each activities and its results.
- E. Has a licensed zoom account to host the entire virtual session.
- F. Can provide a moderator and program management team that will take care of the virtual program using zoom technology.

## **III. ELIGIBILITY REQUIREMENTS (pls. see last page of RFP for other 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
- 2. Income / Business Tax Return
- 3. Omnibus Sworn Statement
- 4. SEC/DTI Certification

### **B. Make a presentation (maximum of 15 minutes) of their Plan Approach / Methodology Specific theme for discussion with the end used once awarded.**

### **C. Technical requirements:**

- 1. List of programs conducted for the past 3 years with private and government offices with a brief description and amount of contract. Indicate 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 activity.
- 4. List with Curriculum Viatic of Program Facilitator/s who will synthesize the activities.
- 5. Statement of acceptability of the schedule of the Scope of Deliverables.

### **D. Deliverables:**

#### **▪ In-Session:**

- 1. Zoom moderator and program management team;

2. Program facilitation;
3. Synthesizing the result of the activity/program

- Post-session:

- a. Provision of certificates, post-program/terminal reports, and raw and edited file recordings of the whole 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
<b>I.</b>	<b>Qualification of Program Facilitator who will be assigned to the Project</b>	<b>30 points</b>	
	<ul style="list-style-type: none"> <li>➤ Above 5 years of relevant experience (30)</li> <li>➤ More than 3 years but less than 5 years of relevant experience (20)</li> <li>➤ 3 years of relevant experience (15)</li> </ul>		
<b>II.</b>	<b>Firm Experience and Capability</b>	<b>45 points</b>	
	<ol style="list-style-type: none"> <li>1 Has been involved in providing interactive activities in government and private offices: <ul style="list-style-type: none"> <li>➤ More than 3 years (15)</li> <li>➤ Minimum 3 years (10)</li> </ul> </li> <li>2 Conducted virtual sessions using zoom platform in the past 5 months: <ul style="list-style-type: none"> <li>➤ More than 20 sessions (30)</li> <li>➤ Above 10 but less than 20 sessions (20)</li> <li>➤ Minimum of 10 sessions (15)</li> </ul> </li> </ol>		
<b>III.</b>	<b>Plan of Approach and Methodology</b>	<b>25 points</b>	
	The functionality of the presented customized proposal tailor-fit to the organization's needs and objectives – not generic, one-size-fits-all materials including:		

	1. Bidder’s proposal of the activity outline; new strategies/ideas/activities during the actual session (20) 2. Proof of licensed zoom account that will host the entire online training (5)		
<b>TOTAL</b>		<b>100 points</b>	

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

The Approved Budget for the Contract is **SEVENTY FIVE THOUSAND PESOS (Php 75,000.00)** 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 **02 October 2020, 12:00 Noon** thru email at [soc\\_torres@tpb.gov.ph](mailto:soc_torres@tpb.gov.ph) , 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.

  
**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. Annual Income Tax Return
7. Notarized Omnibus Sworn Statement
8. Secretary's Certificate / Special Power of Attorney of representative