

Request for Quotation

28 September 2020

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

Quotation No. **TPB-RFQ 2020-09-295**

PR No. 9.029

Project Title: Virtual Basic, Intermediate and Advanced MS Excel Workshop on 12 – 14 October 2020

Requirements: Training Service Provider

Unit	Particulars	Unit Cost	Total Cost
Lot 1	<p style="text-align: center;">Training Service Provider for Virtual Basic, Intermediate and Advanced MS Excel Workshop on 12 – 14 October 2020</p> <p style="text-align: center;"><u>TERMS OF REFERENCE</u></p> <p>RATIONALE:</p> <p>As part of its Learning and Development Program, the Tourism Promotions Board (TPB) desires to conduct a virtual workshop as follows:</p> <ul style="list-style-type: none"> • Learning Program : Virtual Basic, Intermediate and Advanced MS Excel Workshop • Schedule : 12 October 2020-Basic MS Excel for Batch One (1) : 13 October 2020-Intermediate MS Excel for Batch Two (2) : 14 October 2020-Advanced MS Excel for Batch Three (3) : With at least Six (6) hours of Virtual Learning Sessions per day • No. of Participants : 40 pax per batch • Platform : Zoom <p>OBJECTIVES:</p> <p>A. Basic MS Excel:</p> <ul style="list-style-type: none"> - To give learners the ability to use Microsoft Excel to create a simple workbook; - To learn the basics in editing, formatting, and creating simple formulas; 	PhP180,000 .00	PhP180,000 .00

	<ul style="list-style-type: none"> - To learn how to use the tables and print workbooks; and - Top learn how to insert pictures diagrams. <p>B. Intermediate MS Excel:</p> <ul style="list-style-type: none"> - To give learners the ability to use Data tools such as Sort, Filter, Subtotal, and others; - To learn how to conditionally format cells and insert pivot table; and - To learn how to insert hyperlinks, construct Text, Date and Time functions, and customize the worksheet view. <p>C. Advanced MS Excel:</p> <ul style="list-style-type: none"> - To give learners the ability to use cell names and use more advanced functions such as IF, Vlookup, Hlookup, and Database functions; - To know how to protect worksheets and workbooks, review and share workbooks, and record basic macros; and - To learn What-If Analysis commands. <p>QUALIFICATIONS OF BIDDER:</p> <p>A. Bidder must have been in operation for at least three (3) years.</p> <p>B. Bidder must have been involved in providing training and learning interventions in government and private offices for at least three (3) years.</p> <p>C. Bidder must have conducted more than 10 virtual Basic, Intermediate and Advanced MS Excel workshop using Zoom platform.</p> <p>D. Bidder 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).</p> <p>E. Bidder must be able to provide qualified subject matter experts based on the stated specifications.</p> <p>F. Bidder must have a licensed zoom account to host the entire virtual training.</p> <p>G. Bidder must be able to provide a moderator and program management committee that will take care of the virtual training using zoom technology.</p> <p>H. Bidder must be provide list of key persons involved with respective work assignments during preparation and actual learning session such as project management team and moderators and the like, with their curriculum vitae.</p> <p>I. Bidder must be able to make a presentation of their plan and approach (maximum of 15 minutes).</p>		
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	<p>ELIGIBILITY REQUIREMENTS:</p> <p>A. <u>Standard Requirements</u></p> <ol style="list-style-type: none"> 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; and 5. Notarized Omnibus Sworn Statement. <p>B. <u>Make a presentation (maximum of 15 minutes) of their Plan Approach/Methodology.</u></p> <p>C. <u>Technical Requirements</u></p> <ol style="list-style-type: none"> 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; and 7. Statement of acceptability of the schedule of the abovementioned Scope of Deliverables. <p>D. <u>Deliverables:</u></p> <p><u>In-Session:</u></p> <ul style="list-style-type: none"> - Administer pre-test and post-tests within the learning sessions; and - Zoom moderator and program management committee. <p><u>Port-Session</u></p> <ul style="list-style-type: none"> - Provide evaluation instrument to be used by supervisors to measure the effectiveness of the training and improvement of the participant’s in communication writing; and - Provision of certificates, post-program/terminal reports, and raw and edited file recordings of the whole learning sessions. 		
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<p>CRITERIA FOR EVALUATION:</p> <table border="1"> <thead> <tr> <th>Proposal</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>Technical Proposal</td> <td>85%</td> </tr> <tr> <td>Financial Proposal</td> <td>15%</td> </tr> </tbody> </table> <p><i>For the Criteria Rating Guide, please refer to the attached Terms of Reference (TOR) for reference and information. The Technical Bid/Proposal Criteria and Rating (80% passing score).</i></p> <p>APPROVED BUDGET FOR THE CONTRACT (ABC):</p> <p>The Approved Budget for the Contract is ONE HUNDRED EIGHTY THOUSAND PESOS (Php 180,000.00) 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).</p>		Proposal	Weight	Technical Proposal	85%	Financial Proposal	15%		
Proposal	Weight								
Technical Proposal	85%								
Financial Proposal	15%								
Terms	30 days upon receipt of invoice.								
Delivery	12 – 14 October 2020								
ABC	Php180,000.00 inclusive of all applicable taxes								

The last day for submission of **quotation** is not later than 12:00 noon on **2 October 2020, thru e-mail at farhan_ambiong@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
 Administrative Officer V
 Procurement and General Services Division

Contact Person **FARHAN M. AMBIONG**
Contact No 8 525-9318 local 268

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 Certificates (valid)*
2. *Business or Mayor`s Permit/Certification (valid)*
3. *Tax Clearance/Annual Income Tax Return (2020)*
4. *Company Profile*
5. *PhilGEPS Certificate/Membership (valid)*
6. *Notarized Omnibus Sworn Statement*

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

3. *[Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____