

29 January 2021

REQUEST FOR QUOTATION (RFQ)

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

RFQ No. TPB-PR 2021.01.044

Requirement: Service Provider for the Conduct the Virtual Harmonized Gender and Development Guidelines Workshop

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 Lot	<p>Gender and Development Guidelines Workshop 05 March 2021 / Zoom Virtual Platform 8:00am – 5:00pm / 25 Pax TPB Employees</p> <p>Scope of Work/Deliverables</p> <ol style="list-style-type: none"> 1. Submission of the detailed topic outline for the conduct of the workshop (In-session) 2. Submission of the Post-session requirements 3. Provision for Speaker 4. Provision for moderato/facilitator <p>Eligibility Requirements</p> <p>A. Qualification of the Firm</p> <ol style="list-style-type: none"> 1. Has been in the industry involved in providing training and learning interventions in government and private offices for at least three (3) years. <ol style="list-style-type: none"> a. Submit Article of Incorporation, DTI, CDI, registration certificate, whichever is applicable b. Submit list of ongoing and completed government and private contract for the last (3) years whether similar or not similar in nature to the project. The format shall include the name of the agency, title of the project (identify if face-to-face or virtual), amount of the contract. c. Submit copy of the Notice to Proceed or certificate of project completion for government contract and copy of the contract for private contract completed 2. Has the capacity to host virtual training using the Zoom platform. Submit proof of compliance. <p>B. Qualification of the Speaker</p>	80,000.00	80,000.00

	<p>Must be a PCW certified trainer for the last 2 years</p> <ul style="list-style-type: none"> • Submit Certificate/Contract Agreement as PCW Trainer • Submit CV using the TPF6 form <p>C. Qualification of the moderator/facilitator Must have at least 1 year of experience as facilitator/moderator for the face to face or virtual training. Submit CV using the TPF6 form</p> <p>Please see attached Terms of Reference for details of the requirements.</p> <p><i>Note: The TPF6 Form is not required to be notarized</i></p>		
Terms	As stated		
Delivery	As stated		
ABC	PhP80,000.00 inclusive of applicable taxes		

Please submit your **proposal and legal documents** duly signed by your representative to email address *janet_villafranca@tpb.gov.ph* not later than **05 February 2021, 5:00PM**, subject to the Terms and Conditions stated herewith and the shortest time of delivery.

For easy identification of emails, the subject of your email shall be in this format: **HGDG Workshop_ <company name>**

Thank you very much.

ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact Person

JANET G. VILLAFRANCA

Email:

janet_villafranca@tpb.gov.ph

Note:

- 1. All entries must be typewritten in your company letterhead.**
2. Price Validity shall be for a period of thirty (30) calendar days.
3. Suppliers must submit the following legal documents to be eligible to participate in the bidding:
 - PhilGEPS Registration Certificate
 - Mayor/Business Permit
 - BIR Registration Certificate
 - Omnibus Sworn Statement
 - Company Profile