

Request for Quotation

19 April 2021

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

Quotation No. **TPB-RFQ 2021-04-150**

PR No. 4.016

Project Title: Interactive Virtual TPB Team Building Activity

Requirements: Service Provider/Consulting Company

| Unit | Particulars | Unit Cost | Total Cost |
|-------|---|--------------|--------------|
| Lot 1 | <p>Service Provider for an Interactive Virtual TPB Team Building Activity 21 May 2021</p> <p>Rationale:</p> <p>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.</p> <p>As part of its Employee Engagement Program, the Tourism Promotions Board (TPB) desires to conduct a virtual interactive activity for its personnel to promote belongingness amidst the current alternative work arrangement that limited physical interaction. During the long periods at home, our team was stretched to stay connected and engaged daily, and the conduct of a team activity, although virtual, can promote connectivity and motivation even while apart.</p> <p>TPB desires to engage the services of a provider who can conduct an interactive virtual activity as follows:</p> <ul style="list-style-type: none"> • Engagement Activity : Interactive Virtual TPB Team Building Activity • Schedule : 21 May 2021 With at least 1 hour of virtual session • No. of Participants : 170pax • Platform : Zoom <p>Objectives:</p> <p>At the end of the activity, participants are expected:</p> <ol style="list-style-type: none"> 1. To improve connectivity across departments / offices. 2. To improve communication and collaboration among the personnel. 3. To improve innovation and creativity. 4. To improve team problem solving skills. 5. To have a break from work and have fun. | PhP75,000.00 | PhP75,000.00 |

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|--|--|--|--|
| | <p>Qualifications:</p> <ul style="list-style-type: none"> 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. <p>Eligibility Requirements:</p> <ul style="list-style-type: none"> A. Make a presentation (maximum of 15 minutes) of their Plan Approach / Methodology Specific theme for discussion with the end used once awarded. B. Technical requirements: <ul style="list-style-type: none"> 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 Vitae of Program Facilitator/s who will synthesize the activities; and 5. Statement of acceptability of the schedule of the Scope of Deliverables. C. <u>Deliverables:</u> <ul style="list-style-type: none"> ▪ <u>Pre-Session:</u> <ul style="list-style-type: none"> 1. Customized Program Outline subject for approval; 2. Poster Announcement or Teaser video ▪ <u>In-Session:</u> <ul style="list-style-type: none"> 1. Zoom moderator and program management team; 2. Program facilitation; 3. Synthesization of the result of the activity/program ▪ <u>Post-session:</u> <ul style="list-style-type: none"> a. Provision of certificates, post-program/terminal reports, and raw and edited filerecordings of the whole session b. 30 to 60 seconder video highlights of the session | | |
|--|--|--|--|

Criteria for Evaluation:

| Proposal | Weight |
|--------------------|--------|
| Technical Proposal | 85% |
| Financial Proposal | 15% |

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

Rating Sheet

| | | Score | Rating |
|-------------|--|-------------------|--------|
| I. | Qualification of Program Facilitator 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 | |
| | 1. Has been involved in providing interactive activities in government and private offices: <ul style="list-style-type: none"> ➤ More than 3 years (15) ➤ Minimum 3 years (10) | | |
| | 2. Conducted virtual sessions using zoom platform in the past 6 months: <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 | |
| | The functionality of the presented customized proposal tailor-fit to the organization's needs and objectives – not generic, one-size-fits-all materials including: <ol style="list-style-type: none"> 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) | | |
| | Total | 100 points | |

Approved Budget for the Contract (ABC):

The Approved Budget for the Contract is **SEVENTY FIVE THOUSAND PESOS (Php75,000.00)** 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

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing 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.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]