

Request for Quotation

30 April 2021

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

Quotation No. **TPB-RFQ 2021-04-162**

PR No. 4.025

Project Title: Virtual Effective Writing Workshop on 25 – 27 May 2021

Requirements: Training Service Provider

Unit	Particulars	Unit Cost	Total Cost
Lot 1	<p style="text-align: center;">Training Service Provider for the Virtual Effective Writing Workshop on 25 – 27 May 2021</p> <p>Rationale:</p> <p>As part of its Learning and Development Program, the Tourism Promotions Board (TPB) desires to conduct a virtual training as follows:</p> <ul style="list-style-type: none"> • Learning Program: Virtual Effective Writing Workshop • Schedule: 25-27May 2021 With at least 4 hours of virtual learning sessions per day • No. of Participants: 40 pax • Platform: Zoom <p>Objectives:</p> <p>At the end of the session, participants would be able to:</p> <ol style="list-style-type: none"> 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. To have awareness on the framework, key principles and guidelines, and techniques for organizing contents for effective written business communication; and c. To develop skills to write technical information clearly and concisely and make complex data and detailed information meaningful to the non-technical reader. <p>Qualifications:</p> <ol style="list-style-type: none"> A. Bidder must have at least three (3) years of experience in providing training and learning interventions in government and private offices. B. Bidder must submit a customized proposal tailor-fit to the organization’s needs and objectives not generic, one-size-fits-all materials including course outline 	PhP180,000.0 0	PhP180,000.0 0

	<p>C. Bidder must be able to provide qualified subject matter experts based on the stated specifications.</p> <p>D. Bidder must be able to provide for use in this project a licensed zoom account to host the entire online training.</p> <p>E. Bidder must be able to provide a moderator and program management committee that will take care of the online training using zoom technology.</p> <p>F. Bidder must 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>Eligibility Requirements:</p> <p>A. Make a presentation (maximum of 10 minutes) of their Plan Approach / Methodology.</p> <p>B. Technical requirements:</p> <ol style="list-style-type: none"> 1. Submit evaluation instrument to be used by supervisors to measure the effectiveness of the training and improvement of the participants based on, but not limited to the abovementioned objectives and the expected outcome below: <ol style="list-style-type: none"> a. develop skills to write technical information clearly and concisely; and b. make complex data and detailed information meaningful to the non-technical reader. 2. Submit a list of completed projects for the past 3 years in the private and government offices with a brief description and amount of contract. For government offices, must submit at least one of the following: <ol style="list-style-type: none"> a. Notice of Award (NOA) b. Purchase Order (P.O.) c. Event Contract, and/or Notice to Proceed (NTP); 3. Submit proof of licensed zoom account that will host the entire online training; 4. Submit a list of qualified subject matter experts with their respective Curriculum Vitae based on the stated topics; 5. Submit a customized proposal tailor-fit to the organization’s needs and objectives—not generic, one-size-fits-all materials including: <ul style="list-style-type: none"> ➤ Course outline ➤ List of key persons involved with respective work assignments during preparation and actual learning session and curriculum vitae 6. Submit a statement of acceptability of the schedule of the abovementioned Scope of Deliverables. <p>C. Deliverables</p> <ul style="list-style-type: none"> ▪ <u>Pre-Session:</u> <ol style="list-style-type: none"> 1. Must submit a proposed course outline for approval of the end-user 2. Poster Announcement or Teaser video ▪ <u>In-Session:</u> <ol style="list-style-type: none"> 1. Administer pre-test and post-tests within the learning sessions; 2. Zoom moderator and program management committee ▪ <u>Post-session:</u> 		
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1. Provide evaluation instrument to be used by supervisors to measure the effectiveness of the training and improvement of the participant's in product development
2. Provision of certificates, post-program/terminal reports, and raw and edited file recordings of the whole learning session
3. 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 Subject Matter Expert who will be assigned to the Project	30 points	
	1 Experience in Conducting Learning Session <ul style="list-style-type: none"> ➤ 5 years and above conducting learning sessions (15) ➤ More than 3 years but less than 5 years of conducting learning sessions (10) ➤ At least 3 years conducting learning sessions (5) 		
	2 Conduct of Learning Session about the topic <ul style="list-style-type: none"> ➤ Conducted more than 10 sessions (15) ➤ Conducted 10 sessions and below (10) 		
II.	Firm Experience and Capability	30 points	
	1. Has been involved in providing training and learning interventions in government and private offices: <ul style="list-style-type: none"> ➤ More than 3 years (15) ➤ At least 3 years (10) 		
	2. Conducted virtual learning sessions using zoom platform: <ul style="list-style-type: none"> ➤ 20 sessions and above (15) ➤ Above 10 sessions but less than 20 (10) ➤ 10 sessions and below (5) 		
III.	Plan of Approach and Methodology	40 points	
	1. Bidder's proposal of the course outline; new strategies/ideas/activities during the actual learning session (20)		
	2. Relevance of the customized topics to the organization's needs and objectives (15)		

	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 ONE HUNDRED EIGHTY THOUSAND PESOS (Php180,000.00) 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).			
Terms of Payment:			
Payment within 30 days upon full completion of the services with deliverables and submission of the invoice.			
*** Nothing Follows ***			
Terms	30 days upon receipt of invoice.		
Delivery	25 – 27 May 2021		
ABC	PhP180,000.00 inclusive of all applicable charges and taxes		

The last day for submission of **quotation** is not later than 12:00 noon on **7 May 2021, thru e-mail at farhan_ambiong@tpb.gov.ph** for the advance copy of the bid documents and the original copy to the address provided below, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery 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 8 525-9318local 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. *Business or Mayor`s Permit/Certification (as of 2021)*
2. *Annual Income Tax Return (latest)*
3. *Company Profile/Curriculum Vitae (latest and updated)*
4. *PhilGEPS Certificate/Membership (latest)*
5. *Notarized Omnibus Sworn Statement(provided below)*

Annex A

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]