



25 June 2021

# **REQUEST FOR PROPOSAL (RFP)**

The TOURISM PROMOTIONS BOARD invites you to submit proposal for the requirements listed below:

## RFP No. TPB-PR 2021.06.321

Requirement: Service Provider for the Conduct of Virtual Workshops

| Quantity | Particulars  | Estimated<br>Unit Price<br>(PhP) | Estimated<br>Total<br>Amount<br>(PhP) |
|----------|--|----------------------------------|---------------------------------------|
| Lot 1    | <b>Project Management Workshop</b><br>21 -23 July 2021 /minimum four (4) hours per session<br>Participants: 40 pax TPB employees<br>Platform: Zoom   | 180,000.00                       | 180,000.00                            |
| Lot 2    | <b>Digital Transformation Workshop</b><br>25-27 August 2021/ minimum four (4) hours per session<br>Participants: 40 pax TPB employees<br>Platform: Zoom  | 180,000.00                       | 180,000.00                            |
|          | <ul> <li>Deliverables for Lots 1 and 2</li> <li>1. Design a course outline</li> <li>2. Design an evaluation form</li> <li>3. Provisions of the Pre-Session/In-Session/Post-Session requirements</li> </ul>   |                                  |                                       |
|          | <ul> <li>Eligibility Requirements for Lots 1 and 2</li> <li>1. Bidder must have at least three (3) years of experience in providing training and learning interventions in government and private offices.</li> <li>2. Bidder must have conducted at least 10 virtual learning sessions using zoom platform.</li> <li>3. Bidder must be able to provide the following key personnel that will take care of the online training using zoom technology: <ul> <li>a. Subject Matter Expert</li> <li>b. Moderator</li> <li>c. Technical Assistant</li> </ul> </li> </ul> |                                  |                                       |



### Technical Documents for Lots 1 and 2

- 1. SEC registration and Articles of Incorporation, DTI or CDA registration, whichever is applicable.
- 2. Submit a list of ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid within the past 3 years. The list shall include the name of the contract and brief description of the consulting services, the client, date of award of contract, amount of contract, contract duration. The contract awarded must be supported with a copy of the contract/PO, Notice of Award, Notice to Proceed, or Certificate of project completion, whichever is applicable.
- 3. CV of the Key personnel using the TPF6 Form. The document to be submitted need not be notarized
- 4. Proof of Zoom account license
- 5. Proposed course outline
- 6. Statement of acceptability of the schedule of the abovementioned Scope of Deliverables.

### Legal Documents for Lots 1 and 2

- 1. PhilGEPS Registration Certificate
- 2. Mayor/Business Permit
- 3. BIR Registration Certificate
- 4. Omnibus Sworn Statement
- 5. Company Profile

### **Criteria for Evaluation**

|          | Proposal  | Weight    |
|----------|---|-----------|
| А.       | Technical Proposal  | 85%       |
| В.       | Financial Proposal  | 15%       |
|          | hnical and Financial Proposals Crit<br>ing (80% Passing Score)                                      | teria and |
| ninute p | dders shall be required to pro<br>resentation of their proposal, the<br>on will be on short notice. | •         |

|          | Attachments:         1. Terms of Reference         2. TPF6 Form         3. Revised Omnibus Sworn Statement         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. Submission of the proposal is on a per lot basis |  |  |
|----------|---|--|--|
| Terms    | As stated   |  |  |
| Delivery | As stated   |  |  |
| ABC      | PhP360,000.00 inclusive of applicable taxes   |  |  |

Bidders shall have the option of submitting a proposal on any or all lots and the evaluation and contract award will be undertaken on a per lot basis.

Please submit your **proposal** together with the **technical and legal documents** enumerated above to email address **bac\_sec@tpb.gov.ph/janet\_villafranca@tpb.gov.ph** not later than **02 July 2021, until 5:00pm**.

The submission of the proposal and other documents shall be in one (1) compressed file folder, any submission not in this format shall not be considered. For easy identification of email, the subject shall be in this format: Lot <no.>\_<Title>\_<Company Name>

Thank you very much.

ELOISA A. ROMERO Head, Procurement and General Services Division

Contact Person Email: JANET G. VILLAFRANCA janet\_villafranca@tpb.gov.ph