

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 Unit Price (PhP)	Estimated Total Amount (PhP)
Lot 1	Project Management Workshop 21 -23 July 2021 /minimum four (4) hours per session Participants: 40 pax TPB employees Platform: Zoom	180,000.00	180,000.00
Lot 2	Digital Transformation Workshop 25-27 August 2021/ minimum four (4) hours per session Participants: 40 pax TPB employees Platform: Zoom	180,000.00	180,000.00
	<p>Deliverables for Lots 1 and 2</p> <ol style="list-style-type: none"> 1. Design a course outline 2. Design an evaluation form 3. Provisions of the Pre-Session/In-Session/Post-Session requirements <p>Eligibility Requirements for Lots 1 and 2</p> <ol style="list-style-type: none"> 1. Bidder must have at least three (3) years of experience in providing training and learning interventions in government and private offices. 2. Bidder must have conducted at least 10 virtual learning sessions using zoom platform. 3. Bidder must be able to provide the following key personnel that will take care of the online training using zoom technology: <ol style="list-style-type: none"> a. Subject Matter Expert b. Moderator c. Technical Assistant 4. Bidder must have Zoom account. 		

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
A. Technical Proposal	85%
B. Financial Proposal	15%

Technical and Financial Proposals Criteria and Rating (80% Passing Score)

Eligible Bidders shall be required to prepare a 15-minute presentation of their proposal, the date of the presentation will be on short notice.

