

16 July 2021

**REQUEST FOR PROPOSAL (RFP)**

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

**RFP No. TPB-PR 2021.07.256 (2<sup>nd</sup> Posting)**

**Requirement:** Service Provider for the Conduct of Virtual Workshops

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
Lot 1	<b>Project Management Workshop</b> 18-20 August 2021 /minimum four (4) hours per session Participants: 40 pax TPB employees Platform: Zoom	180,000.00	180,000.00
Lot 2	<b>Digital Transformation Workshop</b> 25-27 August 2021/ minimum four (4) hours per session Participants: 40 pax TPB employees Platform: Zoom	180,000.00	180,000.00
	<b>Deliverables for Lots 1 and 2</b> <ol style="list-style-type: none"> <li>1. Design of the course outline</li> <li>2. Design an evaluation instrument</li> <li>3. Provisions of the Pre-Session/In-Session/Post-Session requirements.</li> <li>4. Statement of acceptability of the schedule of the abovementioned Scope of Deliverables.</li> </ol> <b>Eligibility Requirements for Lots 1 and 2</b> <ol style="list-style-type: none"> <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:               <ol style="list-style-type: none"> <li>a. Subject Matter Expert</li> <li>b. Moderator</li> </ol> </li> </ol>		

- 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. Company Profile
- 3. 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.
- 4. CV of the Key personnel using the TPF6 Form. The document to be submitted need not be notarized
- 5. Proof of Zoom account license
- 6. Proposed course outline

**Legal Documents for Lots 1 and 2**

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

**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.**

	<b>Attachments:</b> <ol style="list-style-type: none"> <li>1. Terms of Reference</li> <li>2. TPF6 Form</li> <li>3. Revised Omnibus Sworn Statement</li> </ol> <b>Note:</b> <ol style="list-style-type: none"> <li>1. All entries must be typewritten in your company letterhead.</li> <li>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> <li>3. Submission of the proposal is on a per lot basis</li> </ol>		
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 **27 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  
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